

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

September 27, 1997

September 27, 1997

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THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

September 27, 1997

Trustees attended a breakfast with ASUW senators and a luncheon sponsored by the Laramie Area Chamber of Commerce on Friday, September 26, 1997. Committee meetings were also held on Friday.

The University of Wyoming Trustees conducted their business meeting on Saturday, September 27, 1997, and held as an executive session to discuss personnel and litigation matters.

CALL TO ORDER

President Jorgensen called the business meeting to order at 9:00 a.m. on Saturday, September 27, 1997.

ROLL CALL

The following were in attendance: Trustees Pete Jorgensen, , John D. "Dave" Bonner, Deborah Healy Hammons, Elizabeth A. Kail, Forrest "Frosty" Kepler Jeri Kirk, Shelly Ritthaler, Walter G. "Jerry" Saunders, Thomas Spicer, and Hank True. Ex-officio members Philip Dubois, Judy Catchpole, and Scott Neu also attended the meeting. Trustee Ron McCue attended the committee meetings on Friday, but he and Rita Meyer, as well as ex-officio Trustee Jim Geringer were unable to attend the business meeting.

ANNOUNCEMENTS

Trustee Catchpole announced that the Citizen of the Century process is underway, which involves an educator being nominated for the award. Applications will be reviewed beginning in January 1998. Trustee Catchpole also noted that the Reggio Early Childhood Language display will be coming to Casper, Wyoming, in March.

The Wyoming Media Literary Conference will be held at the University of Wyoming October 17, 1997. This is an event sponsored by the State Department of Education in conjunction with the Discovery channel in an attempt to educate parents, teachers, and interested persons about quality television programs.

UW President Philip Dubois asked whether any of the Trustees had thoughts about the salaries at UW and the front-page story that was in the paper this morning. He asked that the thoughts be directed to Assistant to the President Joseph Meyer.

President Dubois noted that as part of his office reorganization, Donna Bagby is now within the President's office and will be coordinating special projects within the President's office.

Joseph Meyer is working on two projects that will be discussed more in depth later. Dr. Dubois felt that UW hadn't been visible enough around the state, so Joe Meyer will work with Jay Fromkin and others to increase our visibility at different functions around the state. Mr. Meyer is also working on a legislative relations strategy that will be in place soon.

Dr. Dubois and the Budget Committee of the Trustees met with members of the Joint Appropriations Committee on Friday morning of this week. All Trustees were given the packet shared with the Joint Appropriations Committee. Included in the packet was a booklet showing our institutional health and other data with graphs and text. Dr. Dubois spoke about staff positions and the disparity of the positions and low salaries. An overwhelming number are below the 90th

percentile in salary. Dr. Dubois also prepared a short paper on deferred maintenance for discussion with the Joint Appropriations Committee. Dr. Dubois said that three factors – budget cuts, an increase in a campus size, and a failure to cost-adjust the maintenance budget for a decade has caused a backlog of deferred maintenance.

Trustees received a letter from Esther Strannigan, wife of former basketball coach Bill Strannigan, thanking them for the basket of flowers given to her after Bill's recent death.

APPROVAL OF AUGUST 22, 1997 MINUTES OF THE TRUSTEES

Trustee Kail noted that the membership of the Physical Plant and Equipment Committee was inaccurately reported in the August 22, 1997 minutes and should be corrected. It was moved by Trustee Kepler, seconded by Trustee Bonner and carried that the Minutes of the Trustees be corrected as amended. Trustee Ritthaler abstained from voting because she was not in attendance at the August meeting.

ASUW REPORT

Ex-officio Trustee Scott Neu reported on recent activities of ASUW. The group is looking at ways to use their endowment. Proposals have included child care facilities at UW and a proposed renovation of Half Acre gymnasium. They are working on an article for the Chronicle of Higher Education. ASUW has been considering a fall break proposal for students, and is looking at a needs assessment of what students want on campus. Trustee Neu thanked the Trustees for their part in making him an honorary member of President Dubois' installation committee.

STAFF SENATE REPORT

Staff Senate Chairperson Sandy Gabriel gave a report on Staff Senate's recent activities. They are working on committee goals and projects, avenues to give more benefits to staff. The recognition committee is planning for Staff Recognition Day, which will be held March 12 in conjunction with the Trustees' meeting. Staff Senate is fund-raising for their endowment and working on employee of the quarter awards. Third quarter nominations have gone out. Ms. Gabriel encouraged Trustees to make nominations. Staff Senate is putting together a list of their top five priorities similar to what Faculty Senate did recently. They will be presented at the November meeting of the Trustees.

FACULTY SENATE REPORT

Faculty Senate chair Susan Frye said that the Executive Committee of Faculty Senate had prepared a resolution in support of the top five Faculty Senate priorities. She spoke about the priorities later during the Committee of the Whole meeting.

The bookstore committee has met twice to discuss book issues, and will probably have a report at the end of the semester. Faculty Senate is also looking at post-tenure review concerns.

REPORTS AND RECOMMENDATIONS OF COMMITTEES

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met Friday, September 26, 1997 with the following members present: Dr. Jerry Saunders, chair; Dave Bonner, Deborah Hammons, Elizabeth Kail, Ron McCue, and Shelly Ritthaler. The following was presented to the full board:

Proposed Undergraduate Program in Microbiology

The College of Agriculture, in cooperation with the College of Arts and Sciences and the College of Health Sciences, developed a proposal to create a cross-college undergraduate major in microbiology. The program, which will be administered by the College of Agriculture, will involve 32 faculty in nine academic departments.

During the Academic and Student Affairs Committee, Associate Provost Ken Griffin explained to Trustees that the microbiology program had been eliminated several years ago when the molecular biology program was put into place. There was a new emphasis at that time on the molecular biology science.

Trustees asked about the new offerings, the student/faculty ratio, the status of the department and their ability to address the program, as well as how the reallocations would affect other departments. Rollin Abernethy, Associate Dean in the College of Agriculture, explained the proposal and answered questions. After discussion, the proposal was recommended for approval by the full board. During the business meeting, it was moved by Trustee Saunders, seconded by Trustee Ritthaler and carried, with Trustee Kail voting against the motion.

The approved Bachelor of Science Program in Microbiology is included as Enclosure 1.

Proposed Changes in Admissions Policy – Residency Requirements

The Academic and Student Affairs Committee recommended approval of the proposed changes in admissions policy – residency requirements as presented to them in the advance Trustees' report. President Dubois noted that it cleaned up some language in the existing regulation. ASUW president Scott Neu said that he thought the changes would be beneficial to students. It was moved

by Trustee Saunders, seconded by Trustee Ritthaler, and carried that the changes as presented to the Trustees be approved. The approved changes are included as Enclosure 2.

Modification of Trustees' Superior Student Scholarship Rules

Trustees were briefed on the proposed modification of the Trustees' Superior Student Scholarship Rules at the August Trustees' meeting. It was moved by Trustee Saunders that the scholarship rules be approved. The motion was seconded by Trustee Ritthaler and carried. The new regulations are included as Enclosure 3.

Expansion of Western Undergraduate Exchange (WUE) Program

UW President Philip Dubois asked the Office of Academic Affairs to reexamine UW's involvement in the Western Undergraduate Exchange (WUE) Program of WICHE earlier this summer, with possible expansion of the number of WUE students we accept each year. The committee was chaired by Dr. James Hurst. Their report to Dr. Dubois was presented to the Trustees.

Trustees were further briefed on the report during the Academic and Student Affairs Committee meeting. Although initially presented as an item for discussion, the Academic and Student Affairs Committee recommended, and it was thereby moved by Trustee Saunders during the business meeting, seconded by Trustee Ritthaler, and carried that the Trustees authorize President Dubois to do what is prudent to put together a WUE agreement and an initiative to new students and those in nearby states as soon as possible this fall. It was understood that priority would be given to Wyoming students so that a number of the WUE awards would go to community college students.

The Academic and Student Affairs Committee had two items for discussion:

Chicano Studies at the University of Wyoming

Trustees were given background in the September 26-27, 1997 Trustees' Report on research completed towards establishing a Chicano studies program at the University of Wyoming.

Professor Mark Book briefed Trustees on the program, explaining why he thought it was appropriate at this time. He answered Trustees' questions on the curriculum, the planning that has gone into the program, and the number of students who might be interested.

Trustees asked that before the item was brought as an action item, that they be informed as to what would be entailed in reallocation of resources, a list of the courses that are normally offered in this type of program, and how a sharing of resources would be possible. It was noted that there is a reticence on the Board's part to establish new programs. There was also concern expressed as to why some programs already established are majors and other minors, and that a review of all of them might be in order.

University of Wyoming Art Museum Accreditation Requirements

The University of Wyoming Art Museum has been undergoing review by the American Associate of Museums (AAM) as part of its reaccreditation program. During the past year, a self-study has been completed and a successful site visit concluded. The review focused upon the Art Museum's mission statement, collection policies, budgets, and exhibition schedules, among other topic.

The Ethics Policy and Deaccession Policy statements are documents which the Art Museum did not have in the past, and which are now required for reaccreditation. As the legal governing

authority of the UW Art Museum, Trustee approval of these documents was required to complete the reaccreditation process. During the committee meeting, Trustee Kail moved that in view of the need for the documents, and in light of the fact that the University attorney has reviewed them, that the item be moved to an item for action. Trustee Hammons seconded the motion, and it carried. Trustee Ritthaler added that the document presented as an enclosure in the Trustees' Report, should be re-typed before issuance. It was moved by Trustee Saunders during the business meeting that the Art Museum Ethics Policy and Deaccession Policy statements be approved. The approved document is included as Enclosure 4.

Wyoming State Bar Passage Rates

During the Academic and Student Affairs committee meeting, Interim Provost Kenyon Griffin reported on information he had received from College of Law Dean John Burman about the passage rate on the Wyoming Bar for graduates of UW's College of Law. Because of the differences in how states treat the multi-state bar exam and the multi-state professional responsibility exam, Dr. Burman felt that it was extremely misleading for the *Chronicle of Higher Education* to compare passing scores among the states in their recent article. Trustee Kail suggested notifying the *Chronicle of Higher Education* and asking them to compare us accurately to the right associations.

The Academic and Student Affairs Committee had the following items for discussion:

College of Agriculture Strategic Plan and Proposed Reorganization

Trustees were presented with a strategic plan for the College of Agriculture, Community and Natural Resources (in Trustees' Report, September 26-27, 1997). The report was a culmination of more than a year of concerted effort by faculty members, academic professionals, staff, and

administrators in the College of Agriculture. Their overall goal was to identify areas of strength to be developed or enhanced within the College.

As Dean Steven Horn explained to the Trustees what the plan entailed. He expressed hope that the strategic plan would guide the college into the next century, focusing on three areas: traditional/agricultural sustainability and profitability (with cross-disciplinary interactions), family and community development/resources, and natural resources.

The draft strategic plan listed ten strategic issues which the College of Agriculture intends to begin dealing with in the near future: program integration, recruitment and retention, the changing structure of agriculture, global issues, information access, communications, public education, institutional and organizational linkages, lifelong learning, and funding.

Speaking to Trustees' concerns about reallocation, Dean Horn explained that resources have been reallocated within the units, that there are no new resources being put into the strategic plan, nor any new money. President Dubois added that all colleges will be going through a similar process, and when it is done, there will be a discussion between the colleges and the campus administration. Other Trustee concerns were that there are new initiatives with some of the reallocation from old programs. Concerns were also expressed about the best way to take care of the state's natural resources.

Cost of Differential Tuition for Petroleum Engineering

At the Trustees request at the last meeting, Dr. David Whitman, Associate Dean of the College of Engineering, prepared a table outlining the costs that would be incurred by the University of Wyoming if it were to pay the differential tuition for Wyoming High School graduates who would be interested in completing an accredited degree in petroleum engineering at an accredited

university. The costs were based upon paying the difference between UW's in-state tuition and the other institution's non-resident tuition for four semesters during the student's junior and senior years. Associated Dean David Whitman from the College of Engineering spoke about the matrix and gave additional information he had received since preparing the table.

Concern was expressed by Trustees in the Academic and Student Affairs committee meeting about approving differential tuition for petroleum engineering, thus subsidizing tuition and possibly setting a precedent by such action.

BUDGET COMMITTEE

The Budget Committee of the Trustees met on September 26, 1997 with the following members present: Dave Bonner, Deborah Hammons, and Hank True. Chairperson Rita Meyer was absent.

Meeting with Joint Appropriations Committee

Members of the Budget Committee and UW President Philip Dubois met with members of the Joint Appropriations Committee on Friday morning, September 26, 1997. The budget committee reported a cordial meeting, where meaningful conversation was exchanged.

Approval of Contracts and Grants

It was moved by Trustee Bonner and seconded by Trustee Kepler that contracts and grants in the amount of \$10,025,708 for the period July 1, 1997 through August 29, 1997 be approved. The motion carried.

Approval of Gifts and Scholarships

It was moved by Trustee Bonner , seconded by Trustee Kepler and carried that gifts and scholarships in the amount of \$45,144.07 for the period July 1, 1997 through August 15, 1997 be approved.

Revenue from Ohio State football game

Dr. Dubois reported that revenues from the August 28, 1997 Ohio State/University of Wyoming football game were over \$500,000. Season ticket revenues are up again this year, the highest total since 1992.

PERSONNEL COMMITTEE

The Personnel Committee of the Trustees met on September 26, 1997, with the following members present: Jeri Kirk, chair; Dave Bonner, Shelly Ritthaler, and Thomas Spicer. It was moved by Trustee Kirk and seconded by Trustee Spicer that the following items be approved:

Faculty Appointments

COLLEGE OF ARTS AND SCIENCES

- a. Frederico Furtado, as assistant professor of mathematics, effective August 19, 1997, at an academic year (9-month) salary of \$42,000. This is a tenure-track appointment.
- b. W. Steven Holbrook, as associate professor of geology and geophysics, effective August 19, 1997, at an academic year (9-month) salary of \$57,000. This is a tenure-track appointment with four years credit towards tenure.
- c. Sarah Strauss, as instructor of anthropology, effective August 19, 1997, at an academic year (9-month) salary of \$36,000. When verification of completion of the

Ph.D. is received, the title of this position will change to assistant professor. Reappointment in the second year will not be considered if all requirements of the Ph.D. have not been met by December 31, 1997.

COLLEGE OF ENGINEERING

d. Jonathan W. Naughton, as assistant professor of mechanical engineering, effective August 19, 1997, at an academic year (9-month) salary of \$52,008. This is a tenure-track appointment.

e. James Edward Stice, as distinguished professor of engineering, for the period August 25, 1997, to October 17, 1997, at a salary of \$18,912 for the period of appointment. Dr. Stice was appointed August 21, 1996, as the first H. T. Person Chair in the College of engineering. This appointment, which fulfills the fundraising committee's vision to fill the Chair with an individual recognized for excellence in teaching, is a visiting faculty appointment and carries no tenure rights.

COLLEGE OF HEALTH SCIENCES

f. Michael DeBisschop, as assistant professor of pharmacy practice, effective August 1, 1997, at a fiscal (11-month) salary of \$48,000. This is a tenure-track appointment.

COLLEGE OF LAW

g. Robert D. Kamenshine, as the first E. George Rudolph Distinguished Visiting Chair, for the 1997 - 98 academic year, effective August 19, 1997, at an academic year (9-month) salary of \$82,020. This appointment, which fulfills the purpose of the E. George Rudolph Distinguished Visiting Chair to strengthen the basic law

curriculum of the University of Wyoming College of Law by funding visiting lecturers and visiting professors in chosen legal disciplines and carries no tenure rights.

Administrative Appointments

COLLEGE OF AGRICULTURE

- a. Ronald H. Delaney, professor of plant, soil, and insect sciences, as head of the department of plant science, effective July 1, 1997, at a fiscal (11-month) salary of \$70,008

COLLEGE OF ARTS AND SCIENCES

- b. Thomas A. Bailey, associate professor of computer science, as head of the department of computer science for a three-year term effective September 1, 1997, at a fiscal (11-month) salary of \$62,880
- c. Henry R. Bauer III, head of the department of computer science and professor of computer science, as associate dean of the College of Arts and Sciences for a three-year term, effective September 1, 1997, at a fiscal (11-month) salary of \$85,644.
- d. William MacLean, associate professor of psychology, as head of the department of psychology, effective September 1, 1997, at a fiscal (11-month) salary of \$71,412.

COLLEGE OF EDUCATION

- e. Suzanne Morrison, as at-will director of the University of Wyoming Laboratory School, effective for the period August 21, 1997 through May 31, 1998, at a salary of \$36,360.

SPECIAL ASSISTANT TO THE PRESIDENT

- f. Boni Cherelle-Caruth as Associate Employment Practices Officer effective April 1, 1997, at a fiscal (12 month) salary of \$41,508.

Recalls

- a. Robert A. Campbell, emeritus associate professor, Wyoming Center for Teaching and Learning - Laramie, was recalled on a part-time basis (20% FTE) for the period September 1, 1997, through May 31, 1998, to work with middle school students on National History Day Projects. This is a non-benefited position; the salary for the period will be \$7,470.

Retirements

The individuals listed below requested were granted retirement on the date and under the conditions cited.

<u>Name</u>	<u>Position</u>	<u>Birth Date</u>	<u>Employment Date</u>	<u>Retirement Date</u>
Husain, Syed A.	Professor of Mathematics	02/05/31	09/01/65	12/23/97 with designation as <i>Emeritus</i>
Tracy, Vivian	Supervisor	06/01/35	06/16/81	08/29/97

Items for Information

Full-Time Temporary Faculty Appointments

The Regulations of the Trustees provide that full-time temporary faculty will be appointed annually by the President of the University upon the recommendation of the appropriate academic officers. The full-time temporary faculty appointment shown below was reported to the Trustees for their information

<u>Name</u>	<u>Department</u>	<u>Rank</u>
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UNIVERSITY LIBRARIES

Collier, Carol Ann
(09/01/97 - 06/30/98)

Cataloging

Temporary Assistant Librarian

Hudson, Margaret (08/25/97 - 05/31/98)	UW Lab School	Temporary Assistant Lecturer
McConnell, Rodney (08/25/97 - 12/23/97)	Lifelong Learning and Instruction and Leadership and Human Development	Temporary Assistant Lecturer
Verley, Jimmie Dwyane (08/25/97 - 05/31/98)	UW Lab School	Temporary Assistant Lecturer

Part-Time Temporary Academic Professional Appointments

The Regulations of the Trustees provide that part-time temporary academic professionals will be appointed annually by the President of the University upon the recommendation of the appropriate academic officers. The part-time temporary academic professional appointments shown below were reported to the Trustees for their information.

<u>Name</u>	<u>Department</u>	<u>Rank</u>
<u>COLLEGE OF ARTS AND SCIENCES</u>		
Andersen, Maria (08/25/97 - 12/23/97)	Mathematics	Temporary Assistant Lecturer
Beauvais, Gary P. (08/25/97 - 12/23/97)	Geography and Recreation	Temporary Assistant Lecturer
Brown, Carrie A. (08/25/97 - 12/23/97)	Modern and Classical Languages	Temporary Assistant Lecturer
Bryant, Douglas K. (08/25/97 - 12/23/97)	Geography and Recreation	Temporary Assistant Lecturer
Celtrick, Elizabeth (08/25/97 - 12/23/97)	Political Science	Temporary Assistant Lecturer
Driver, Beverly L. (08/25/97 - 12/23/97)	Geography and Recreation	Temporary Assistant Lecturer

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Gorski, Diane Penna (09/01/97 - 06/30/98)	Zoology and Physiology	Temporary Assistant Lecturer
Jonart, Doug (08/25/97 - 05/09/97)	Mathematics	Temporary Assistant Lecturer
Ludman, Nicole (08/25/97 - 12/23/97)	Mathematics	Temporary Assistant Lecturer
Miller, Rod S. (08/25/97 - 12/23/97)	Geography and Recreation	Temporary Assistant Lecturer
Nielsen, Forrest E. (08/19/97 - 05/09/98)	Political Science	Temporary Assistant Lecturer
Shavalier, Maria (08/25/97 - 12/23/97)	Mathematics	Temporary Assistant Lecturer
Thorn, Richard Greg (08/25/97 - 12/23/97)	Botany	Temporary Assistant Lecturer
Van Nuys, Frank W. (08/25/97 - 12/23/97)	History	Temporary Assistant Lecturer

COLLEGE OF EDUCATION

Cowie, Kathryn F. (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer
Davarn, Sharon (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer
Foss, Kimberly K. (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer
Quealy-Berge, Diana (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer
Rohlfing, Judy (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer
Skiles, Elizabeth H. (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer

Smith-Mees, Amy C. (08/29/97 - 05/31/98)	UW Lab School	Temporary Assistant Lecturer
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Warren, Jane (08/25/97 - 12/23/97)	Leadership and Human Development	Temporary Assistant Lecturer
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UW/CC CENTER

Hager, Mary Sue (08/25/97 - 12/13/97)	Nursing	Temporary Assistant Lecturer
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Resignations

- a. Kenneth M. Coll, associate professor of leadership and human development, effective May 10, 1997.
- b. H. Melvin Dyck, professor of physics and astronomy, effective May 10, 1997.
- c. Kristine K. Fowler, assistant librarian, effective August 26, 1997.
- d. Brenda J. Freeman, associate professor of leadership and human development, effective December 19, 1997.

Each has resigned to accept a position at another academic institution.

PHYSICAL PLANT & EQUIPMENT COMMITTEE

The Physical Plant and Equipment Committee met on Friday, September 26, 1997 with the following members present: Frosty Kepler, chair; Jeri Kirk, Shelly Ritthaler, Thomas Spicer, and Ron McCue. Trustee Meyer was absent.

The following items were brought before the full board:

Wyoming Union Facilities Plan

In October 1996, the Wyoming Union Board organized the Wyoming Union Facilities Planning Team to review the Union's services, operations and programs for potential improvements and renovation. After consulting with the Facilities Planning Office, the committee delivered its report and recommendations in a preliminary program plan to the Union Board in May, 1997.

After accepting the report, the Union Board approved moving forward with interviewing facility planners knowledgeable of Student Unions. The Wyoming Union Facilities Planning Team interviewed three candidates with experience in the planning and design of student union facilities. Based upon the qualifications and interest, commitment, and willingness to complete the project within the specified timeline, it was recommended that the Board of Trustees approve action to with the negotiation of an agreement with Paulien and Associates for design and planning services. It was moved by Trustee Kepler and seconded by Trustee Ritthaler that the action be approved. The motion carried.

Oil and Gas Lease

By virtue of the Constance Chatterton Spears Estate, the University of Wyoming owns an undivided $\frac{1}{2}$ interest in and to the oil, natural gas, and all other minerals in the S1/2NE1/4 and the W1/2SE1/4 Section 22, Township 3N, Range 1W, Wind River Meridian, Fremont County, Wyoming. White Energy Corp/Marathon Oil Company is offering a five(5) year paid up oil and gas lease on this 160 acres. The terms of the lease are \$20.00/net acre for five years or \$1,600.00 and one-fifth ($\frac{1}{5}$) royalty.

Based upon a recommendation from the Physical Plant and Equipment Committee, it was moved by Trustee Kepler and seconded by Trustee Kirk that the Trustees of the University of Wyoming accept this oil and gas lease and the terms as stated above, with authority given to Vice President Dan Baccari to shorten the terms of the lease. The motion carried.

City of Laramie Water Line Easement

Trustees were given historical information about a proposed pipeline right-of-way easement. Based on a recommendation from the Physical Plant and Equipment Committee, it was moved by Trustee Kepler and seconded by Trustee True that Trustees of the University of Wyoming grant a water pipeline easement to the City of Laramie from the point the existing line enters UW property in Section 11, for the rerouting of a new 20" water line around the County Club's wastewater lagoons, and to the point the existing line exits UW property in Section 1. The motion carried.

Change Orders and Progress Reports

COM Trustees were given change orders and progress reports on continuing projects.

INVESTMENT COMMITTEE

The Investment Committee of the Trustees met on September 26, 1997 with the following members present: Hank True, chair; Dave Bonner, and Deborah Hammons. The committee report had one item for action:

Report of September 4-5, 1997 Investment Committee Meeting

The Investment Committee met on September 4-5, 1997 at the Hilton Inn, Casper, Wyoming. Manager reports were given at that meeting by Montag and Caldwell, Fox Asset Management, Navellier and Associates, Brandes Investment Partners, Rorer Asset Management, NWQ, McKinley Capital Management, and Jurika and Voyles. Trustee True reported that the endowment accounts were doing very well. The committee discussed investment allocation and decided not to make any changes. They also discussed the use of foreign currency, voting proxies, the annual reports of the various money managers, and the terms of the managers. During the committee meeting, Trustee Hammons moved approval of the September 4-5, 1997 Investment Committee minutes. The motion was seconded by Trustee Bonner and carried.

Trustee Hammons suggested that it might be of benefit for the investment managers meet on campus at some point to share their philosophies.

COMMUNITY COLLEGE AND OUTREACH COMMITTEE

The Community College and Outreach Committee met on Friday, September 26, 1997, with members Betty Kail, Ron McCue, Shelly Ritthaler, and Hank True present.

During the Community College and Outreach Committee meeting, Associate Provost and Dean of the School of Extended Studies Judy Powell thanked Trustee Bonner for his work on outreach. She also shared new posters advertising UW outreach.

Progress Report on Expansion of Wyoming Public Radio

Associate Provost Powell introduced David Haas, who spoke about progress in expanding Wyoming Public Radio. Dr. Haas noted that the legislature had funded two expansion projects. 1996 funding provided money to change a satellite-based system, upgrade existing translators, and establish new sites for those areas previously not served. This expansion is progressing well, with FCC permits received for some sites, and others in process.

1997 funding is to establish new sites for other areas previously not served. This expansion is in the preliminary stage. Dr. Haas reported that he has been working on on-site agreements. Trustee McCue offered to have his company install the jacks in Afton free of charge.

Trustee Catchpole said that all of the Trustees should recognize David Haas' contribution to the statewide technology plan. Trustee Hammons mentioned that the JAC was very complimentary about the plan, and asked if Trustees could have copies of it. Trustee Catchpole indicated that they were available.

Wyoming Public Radio Programming Changes

Jon Schwartz, General Manager of Wyoming Public Radio, spoke to Trustees about the recent programming changes on Wyoming Public Radio. He thanked those who were long-time public radio supporters. Mr. Schwartz also distributed detailed background information on the review process and subsequent changes.

Mr. Schwartz said the reasons for the changes were fiscal responsibility and public response. Mr. Schwartz noted that UW provides 29% of the funding; 71% is self-funded. There have been fewer new members, dollars raised per day in pledge drives has begun to decline, a decrease in the grant from the Corporation for Public Broadcasting, and there has been a decline in the percentage of money raised in pre-drive and renewal campaigns. Costs are also rising with the new sites, new lines, and satellite links.

Mr. Schwartz spoke about the process taken by the senior staff at Wyoming Public Radio to discuss the data, goals, and finances, which included attending a seminar on increasing service to audiences via programming. The team met with various groups, then took a proposal to the Director of the School of Extended Studies and finally the President, for final approval.

In response to a request from Trustee Saunders for a less complicated form on how the decisions for changes were made, Trustee Kail asked the administration to furnish a one-page summary that can be shared. President. Dubois offered to have University Relations director Jay Fromkin prepare the summary.

DEVELOPMENT COMMITTEE

The Development Committee of the Trustees met on Saturday morning, September 27, 1997 with members Hank True, chair; Deborah Hammons, and Thomas Spicer present. Trustee Meyer was unable to attend.

University of Wyoming and UW Foundation Policy Statement

Trustee True reported that the committee had a conference call the previous week at which they talked about the UW Foundation Policy Statement at length. The committee had a good discussion and brought to the forefront some of the needs for clarification. It was recommended that the document be reconstructed to further and more accurately reflect the thinking of the Board of the Trustees. President Dubois noted three things that needed clarification: 1) that donors should be directed to the Foundation for future efforts whenever possible; 2) that priorities for fund-raising would be established through the Trustees in consultation with the President, and 3) that the UW Foundation investment committee and the Trustees' investment committee meet annually to share information.

After further discussion, Trustees were encouraged to contact Vice President for Institutional Advancement Ben Blalock with suggested changes to the document.

Report on Fund Raising

Vice President Blalock gave a report on fund raising, noting that UW had recently received the Y-Cross Ranch gift of approximately \$4,000,000. Total gifts received this year will be around \$6,000,000.

Gifts to the President's installation to date have totaled \$46,500 of the \$50,000 goal.

Mr. Blalock reported that the UW foundation will be working on gift scales, and said student callers had been trained in the last week for the annual fund drive.

COMMITTEE OF THE WHOLE

Modifications to Rules and Regulations Governing the Advance Payment for Higher Education Costs (APHEC)

Recent changes in federal tax code require modifications to certain provisions within the APHEC Program to bring the program into compliance. IRS Notice 96-58 issued in November, 1996 and recent tax legislation passed by Congress necessitate modification of the APHEC rules in order to maintain a tax-exempt status for the program. The proposed revisions to the rules were reviewed and approved by the APHEC Committee on August 18, 1997. The statutes governing the program further require approval by both a majority vote of the University of Wyoming Trustees and the Wyoming Community College Commission. It was moved by Trustee Bonner and seconded by Trustee True that the Trustees of the University of Wyoming approve the modifications to the APHEC Program rules as outlined in Enclosure 11 of the Trustees Report. The motion carried.

Appointment of WEPSI Representative

Based on a recommendation by UW President Philip Dubois, it was moved by Trustee Kail, seconded by Trustee Hammons, and carried that Dr. Charles Ksir, Dean of the College of Education, be appointed to the WEPSI Board.

NEW 20

Draft – Faculty Senate Five Top Priorities

Faculty Senate Chair Susan Frye introduced Anita Quoss, who is chair-elect for next year. Susan Frye then spoke to Trustees about the top presented a resolution introduced by the Executive Committee of Faculty Senate in support of the top five Faculty Senate priorities. Ms. Frye spoke to Trustees about the priorities, which are: salaries, retention of faculty lines and academic programs, support for library acquisitions, University re-engineering, reorganization, and revitalization, and an increase in the baseline budget for colleges and departments. Each priority was described in the resolution and followed by a suggested action. The document will be discussed at Faculty Senate's first meeting on Monday.

Also of concern to the faculty are items such as post-tenure review, support and policy for outreach instruction, support for summer school teaching, the mission of the University, retention of students, UW's presence in the state, tuition waivers for dependents of faculty and staff, deferred maintenance, space allocation, and fund raising.

Installation Schedule

Mary Meyer, coordinator of President Dubois' installation, spoke to Trustees about the events surrounding installation weekend, October 3 and 4, 1997. A campus festival is being planned for Friday morning, October 3, from 7:00 – 10:00 a.m. Staff Senate will host a breakfast beginning at 8:00 a.m. at Crane-Hill. The installation ceremony will be in the Arena-Auditorium at 10:00 a.m., with a reception following in the Arena-Auditorium concourse.

NEW BUSINESS

ASUW President Scott Neu noted that ASUW had been approached by Ad-SAAC to establish a designation of cum laude.

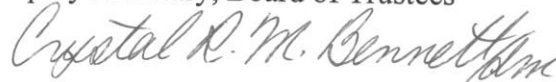
ADJOURNMENT AND DATE OF NEXT MEETING

There being no further business to come before the board, it was moved by Trustee Spicer at 10:42 a.m. and seconded by Trustee True that the meeting be adjourned. The motion carried. The next meeting will be held November 7-8, 1997.

Respectfully submitted,



Donna J. Mecham
Deputy Secretary, Board of Trustees



Crystal R.M. Bennett
Staff Assistant

PROPOSED BACHELOR OF SCIENCE DEGREE PROGRAM IN MICROBIOLOGY

The College of Agriculture, in cooperation with the College of Arts and Sciences and the College of Health Sciences, requests the approval of a new Bachelor of Science degree program in microbiology. The program is planned as an interdepartmental, cross-college curriculum involving the collaborative efforts of 32 microbiology-related faculty currently located in nine departments in three colleges on the UW campus. This degree program will be administered by the College of Agriculture.

The course offerings, overall curriculum design, administrative organization, and budgetary considerations have been reviewed and approved by the College of Agriculture's Course and Curriculum Committee, and the University Academic Planning and Budget Committee. In addition, letters of endorsement have been provided by the departmental chair of each participating academic unit (Animal Science, Botany, Medical Technology, Molecular Biology, Nursing, Pharmacy, Plant Soil and Insect Sciences, Veterinary Sciences, Zoology and Physiology) as well as the Deans of each participating college. Finally, individual faculty have been given the opportunity to comment on the proposal; each has acknowledged the need for the microbiology program and has expressed support for this proposal.

Microbiology is a science which involves the study of life forms too small to be observed without the aid of magnification. Our understanding of the importance and diversity of life forms within the microbial world has and will continue to provide tremendous contributions to a wide variety of educational, health care, environmental, agricultural, and industrial needs.

The potential of microbiology as a career choice is reflected in the continued increase in the number of individuals trained in the microbiological sciences, the sustained growth of University educational programs dedicated to the microbiological sciences, and the employment opportunities of microbiologists. For example, the number of microbiologists registered by the American Society of Microbiology currently totals over 40,000 active members; this represents the world's largest professional organization dedicated to any life science field. In addition, there are some 374 Colleges and Universities in the U.S. and Canada which offer degree programs in microbiology, including 41 Universities among the 14 WICHE-associated states. Many of these programs, such as the microbiology program at Colorado State University, are experiencing unprecedented growth in student enrollments.

Finally, the job market for microbiologists continues to expand at the national, regional, and state levels. Individuals trained in microbiology traditionally are employed

in five major sectors, including: 1) private industry (i.e., biotechnology and pharmaceutical firms, etc.), 2) hospital and other clinical laboratories, 3) government public health agencies, 4) university settings, and 5) various miscellaneous settings such as waste water treatment or drinking water treatment facilities, environmental engineering firms, food processing and inspection facilities.

The current and future employment opportunities for microbiologists have recently been assessed at the national level by the American Society for Microbiology through a focus group consisting of participants assembled from industrial, clinical, government, and university settings. The consensus is that undergraduate students majoring in microbiology are and will continue to be extremely marketable in the work force. Similarly, information abstracted from the Wyoming Census Data as well as the Industry and Occupational Projections for the State of Wyoming reference texts also indicates there will be continued demand for microbiologists within the state of Wyoming.

Historically, there has been a sustained student interest and need for training in the microbiological sciences at the University of Wyoming; this is reflected by the number of undergraduate microbiology majors which averaged over 100 students/year from 1980-1985. In 1985, the Department of Microbiology, which was responsible for administering a Bachelor of Science major in microbiology was dissolved and the microbiology major was terminated several years later.

Students interested in pursuing a career in microbiology have persisted. First, this interest is evidenced by the continued presence of an active student Microbiology Club. Second, a survey of students from the Colleges of Agriculture, Health Sciences, and Arts and Sciences found 129 overwhelmingly positive about the reinstatement of a formal Bachelor of Science major in microbiology. Based on student interest levels, projections of student enrollments in this proposed program include approximately 30 students after one year, with an estimated 10% increase yearly until a stable enrollment of 60-80 students is established after five years.

At present, there is no organized course of study available at the University of Wyoming which allows undergraduate students to pursue a degree in microbiology. There are, however, considerable microbiology-related resources already present in existing departments at the University. For example, the University currently employs 38 Ph.D. level faculty members with teaching and research expertise in various microbiology subspecialties. These faculty members currently instruct 62 courses totaling nearly 150 credit hours of microbiology-related topics.

These faculty will provide the foundation of the proposed new interdepartmental, cross-college Bachelor of Science major in microbiology. This can be accomplished without major detracting from the important roles these faculty already fulfill within their existing departmental programs. In addition, the new program in microbiology can be

organized through reallocation of existing resources from within the participating colleges. The reallocated resources include the development of four new courses totaling 8 credit hours, the appointment of a program coordinator with a .125 FTE assignment, and a budget of \$4,000 to defray instructional costs associated with two of the newly proposed laboratory courses.

In summary, the essential features and advantages of the proposed interdepartmental microbiology program include:

- 1) Use of existing University resources to establish an integrated and cohesive program of undergraduate study leading to a Bachelor of Science degree in microbiology. The proposed program is designed to give the students a broad-based education in general microbiology and various sub disciplines of microbiology, as well as the opportunity to specialize in their chosen area of interest within the broad discipline of microbiology.
- 2) Creation of an advising process which will inform interested students and participating faculty of all course offerings related to microbiology currently available across the campus, and will serve as a guide for constructing individual plans of study for students with unique career objectives.
- 3) Integration of all microbiology-related faculty as synergizing participants in a new instructional program for students.
- 4) Improved retention of existing students at UW as well as improved recruitment of new students to the UW campus by providing them with the opportunity to major in an important and desired field of study; in addition, the program will facilitate the transfer of students from Wyoming community colleges to the University campus.
- 5) Improved delivery of microbiology service courses required in other University programs, including nursing, pharmacy, medical technology and WWAMI.

VIII. STUDENTS

A. ADMISSION

Requirements for admission to the University shall be established by regulations of the University which are in accordance with governing law. The Director of Admission and Enrollment Services under the supervision of the Vice President for Student Affairs, shall have responsibility for the admission of students in accordance with such regulations.

Admission and programs of the University are offered to all eligible people without regard to race, color, national origin, sex, religion, political belief, age, veteran status or disability.

B. FEES

All student tuition, fees, charges and deposits shall be fixed by resolution of the Trustees, and shall be published in appropriate University publications. All tuition and other assessments are payable in advance, unless a student has signed a deferred payment agreement with the University. No student shall be admitted to classes until such tuition and fees have been paid or a deferred payment plan has been signed. Payment must be received by the University before academic credit is awarded for any course.

Tuition (but not late registration fees or deposits) will be refunded to students who formally withdraw from the University, in accordance with schedules fixed by resolution of the Trustees.

C. STUDENT CLASSIFICATION FOR FEE PURPOSES

The University of Wyoming assesses tuition for Wyoming residents at the in-state rate; non-residents are charged out-of-state tuition. The following guidelines govern University of Wyoming students for purposes of in-state or out-of-state tuition assessment and shall be administered by the Director of Admission and Enrollment Services.

1. The following students are Wyoming residents:
 - a) Individuals who are financial dependents or under the age of 24 with a parent, guardian or spouse who lives in the State of Wyoming.
 - b) Graduates of a Wyoming high school who attend the University or a Wyoming community college within one year of graduation and maintain continuous enrollment.

- c). Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.
- d) Individuals with a permanent home in Wyoming and who have resided in the State for at least one full year. To determine if a permanent Wyoming home has been established, the following factors are considered:
 - Evidence that any former home has been abandoned
 - Full-time employment in Wyoming for one continuous year
 - Ownership of home or property in Wyoming
 - One year of continual presence in Wyoming
 - Former Wyoming residency and maintaining state ties
 - Reliance on Wyoming resources for full financial support
 - Wyoming vehicle registration
 - Wyoming address on most recent federal income tax return
 - A valid Wyoming driver's license
 - Wyoming voter registration

Residing in Wyoming primarily as a student will not support a claim for resident status.

- e) Graduate students with University-funded fellowships.
 - f) Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn.
2. The following students are non-residents:
- a) Individuals who do not qualify under Section 1 above;
 - b) Individuals who are not U.S. citizens or permanent residents except as provided by Section 1b. above.
3. Reduced tuition rates are calculated at one hundred fifty percent (150%) of resident tuition, are available to the following non-residents:
- a) Graduates of the University of Wyoming and their spouses;
 - b) Children, and their spouses of University of Wyoming graduates who are life members of the University of Wyoming Alumni Association;
4. Change of residence classification shall be governed by the following process:
- a) An initially assigned non-resident classification may be reviewed by the Director of Admission and Enrollment Services when a request and accompanying documentation is provided on or before the first day of classes. A decision on reclassification by the Director may be appealed to the Residence Classification Committee within twenty (20) calendar days of the date of the Director's decision. No reclassification will be retroactive to previous terms;
 - b) Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification;

- c) The Director of Admission and Enrollment Services is responsible for the administration of this procedure.
5. There shall be a Residence Classification Committee consisting of three members appointed by the President, chaired by the Director of Admission and Enrollment Services who shall not vote. The duties of this Committee shall be as follows:
- i. To render interpretations and rulings at the request of the Director of Admission and Enrollment Services;
 - ii. To serve as an appeals committee for students who wish to appeal the decision of the Director of Admission and Enrollment Services;
 - iii. To consider University policies in the area of residence classification and make recommendations to the Trustees of the University of Wyoming.

Enclosure 3

Enclosure 4

Regulations Governing The Use Of The Trustees' Superior Student Scholarship

I. PURPOSE

The purpose of the University of Wyoming Scholarship Program for Trustees' Superior Students is to encourage and assist Wyoming high school graduates with superior qualifications to attend the University of Wyoming.

II. AMOUNT

Each award shall be determined by legislative appropriation for each regular academic year for two semesters. No stipends will be paid during summer school attendance, although recipients may attend summer school if they wish.

III. RENEWAL

~~Awards are renewable annually for a total of four years of undergraduate work, subject to legislative appropriations.~~ **EACH AWARD IS RENEWABLE FOR A TOTAL OF EIGHT SEMESTERS OF UNDERGRADUATE WORK TOWARD A FIRST BACHELOR'S DEGREE PROVIDED THE RECIPIENT MEETS ALL ENROLLMENT, GRADE, AND CONDUCT REQUIREMENTS. EACH RECIPIENT HAS A TOTAL OF SIX YEARS FROM THE TIME OF HIGH SCHOOL GRADUATION IN WHICH TO UTILIZE EIGHT SEMESTERS OF THE SCHOLARSHIP.**

IV. CANCELLATION

The Scholarship will be canceled if any of the following should occur:

- A. The recipient fails, for whatever causes, to accept the award in the manner prescribed and prior to a date designated by the Office of Student Financial Aid.
- B. The recipient fails, for whatever causes, to enroll as a full-time student at the University of Wyoming during the official fall registration period immediately following awarding of the scholarship.
- C. The recipient's grade point average at the end of the first semester of the freshman year falls below 2.75, or the cumulative grade point average at the end of any subsequent semester or term of enrollment falls below 3.00. If the recipient fails to meet this requirement, the scholarship may be extended, at the discretion of the financial aid appeals committee, for an additional semester. If, at the end of the

Additional semester, the cumulative grade point average is still below 3.00, his/her scholarship shall be canceled.

- ~~D. The recipient's enrollment is interrupted for a continuous period in excess of six weeks exclusive of summer and other normal vacation periods (See Item V for exceptions)~~
- D. The recipient fails to enroll for and complete a full course load as defined by the University or any of their degree-granting programs each semester.
- E. The Student Interaction Committee of the UW Faculty Senate rules, after due investigation, that the recipient's conduct is detrimental to the scholarship program of the University.

~~V. EXEMPTION TO CANCELLATION POLICY FOR ALTERNATIVE
ACADEMIC EXPERIENCE~~

~~Each recipient is allowed up to two regular semesters of non-use of the scholarship during his/her period of entitlement if those semesters of non-use are used substantially for an alternative academic experience not normally available through and appropriately sanctioned by a University of Wyoming department. The alternative academic experience must be approved prior to the beginning of the semester of non-use. No scholarship payment will be made to a recipient during a semester of non-use. The eight regular semesters of entitlement shall expire ten regular semesters after the recipient matriculates at the University of Wyoming. The Director of Student Financial Aid shall decide any question of interpretation under this paragraph.~~

A RESOLUTION AFFIRMING THE GOVERNING AUTHORITY OF THE UNIVERSITY OF WYOMING TRUSTEES OVER THE UNIVERSITY OF WYOMING ART MUSEUM FOR THE PURPOSES OF RE-ACCREDITATION BY THE AMERICAN ASSOCIATION OF MUSEUMS

WHEREAS, the University of Wyoming Art Museum is housed in the Centennial Complex, a university building; and

WHEREAS, the staff of the art museum are university employees; and

WHEREAS, the University of Wyoming provides financial and operational support of museum operations; and

WHEREAS, the University of Wyoming Art Museum supports the Mission of the University of Wyoming by supporting research, teaching, outreach and service to students, faculty, the University community, the Laramie community, and the Wyoming community through exhibitions, lectures, touring educational programs, children's programs, and special cultural events; therefore

BE IT RESOLVED that the University of Wyoming Art Museum is a permanent academic institute governed by the Trustees of the University of Wyoming, through the offices of the President and the Provost as an integral and permanent part of the University of Wyoming.

THE UNIVERSITY OF WYOMING ART MUSEUM CODE OF ETHICS

The University of Wyoming Art Museum (UWAM) functions as a public trust to collect, preserve, exhibit, and interpret the visual arts. It is important that all persons associated with the Art Museum, particularly those responsible for formulating or administering policies and procedures, understand the importance and responsibilities of this public trust, and recognize the obligation to preserve and protect the public trust.

It is the objective of this Code of Ethics to establish general principles for ethical conduct to protect the public trust. Specific guidelines for the proper conduct of museum business by volunteers, staff, trustees, committee members, or others with an official capacity with the museum or its administration are maintained by the Museum Director in consultation with the Museum National Advisory Board. This Code of Ethics does not supersede the Regulations of the Trustees or University Regulations.

GENERAL PRINCIPLES

The following principles shall be observed by all individuals associated with the University of Wyoming Art Museum while engaging in personal and professional activities related to the Museum:

- They shall avoid conflicts of interests and the appearance of conflicts of interests;
- They shall fulfill to the best of their ability the duties of their position in relation to the Museum;
- They must not misuse the museum's name, equipment, property, services, or reputation; and
- They shall not compromise the museum's good name and reputation within the community.

SPECIFIC GUIDELINES

I. COLLECTIONS

A. Preservation, Management, Care

Collections stand at the core of the museum's programs, and are an essential part of our cultural heritage. As such they must be stored, recorded, preserved, and cared for in such a manner as to preserve for posterity the object and its related history and data.

The governing authority must insure that the museum is in control of its collections and the related data and be ever mindful of its condition and location. Procedures must be established for timely inspection and evaluation of the condition of the collection in keeping with professionally respected standards.

B. Acquisition and Disposal

With regard to acquisition and disposal of collection objects, the museum must carefully consider the interests of its constituents, students, scholars, faculty, the University community, the Laramie community, and the statewide community. It

should also consider the intent of its donors and the museum's own financial well being.

While the Trustees bear the legal responsibility for museum collections, and the National Advisory Board serves in an advisory capacity to the Director, the Director and the curatorial staff are best qualified to assess the relevance of an object to the collection for the purposes of the museum's mission and programs.

The museum has acquisition policies and deaccession policies that are public knowledge. Objects collected by the museum should be relevant to the museum's mission and stated collection policies. They should be accompanied by a valid legal title and be accepted without restrictions, if at all possible. If accepted with restrictions, the restrictions should be outlined in writing as part of the object's records. Objects should be properly catalogued, photographed, conserved, stored, exhibited, and interpreted. Acquisitions are subject to approval as recommended to the director by a duly appointed collections committee of the National Advisory Board. Acquisitions are approved by the Director only after it has been determined with reasonable certainty that the work has not been derived from illicit trade and that its acquisition does not contribute to the continuation of illicit trade in works of art.

Collecting is a dynamic enterprise and involves acquisitions as well as the disposal of objects. Works of art that no longer retain their physical integrity, those deemed not to be authentic, those of poor aesthetic quality, or those which are no longer relevant or useful for the purposes of the museum may be disposed of in accordance with the procedures outlined in the UWAM Deaccession Policy.

Under no circumstances may an involved party or his/her representative, whether they are staff, volunteers, National Advisory Board members, collection committee members, university administrators or Trustees, benefit from the deaccession and disposal of objects from the collection. These persons may not acquire deaccessioned objects from the museum collection under any circumstances.

When disposing of an object, the UW Trustees or their agents must determine the legal right to do so. When mandatory restrictions accompany an acquisition, they must be followed unless modified by an appropriate legal proceeding or the written consent of the interested parties.

Proceeds from the sale of deaccessioned items must be deposited in an endowment account specifically restricted to the acquisition and conservation of objects of art in the UWAM permanent collection.

C. Appraisals

The director and assistant director and others involved in gifts of art to the museum should be familiar with IRS publications dealing with the valuation of donated property and, in particular, art objects and the appraisal requirements as defined by the

IRS. The museum or its staff cannot provide donors with an appraisal for income tax or estate tax purposes.

Donors of art objects to the museum must secure their own appraisal at their own expense. The museum and its staff shall avoid any action that might be or appear to be an effort to assist the donor in securing an improper income or estate tax deduction. The museum will refuse to be a party to any transaction that appears to be illegal or unethical.

Museum staff is prohibited from appraising non-museum art objects.

D. Commercial Use

The UWAM recognizes the potential economic and educational value of manufacturing replicas and commercial items adapted from objects in its collections. This activity should be carried out mindful of copyrights and in a manner that does not trivialize or discredit the integrity of the museum or the original intent of the artist. If the artist who produced the original object is living, permission must be granted in writing from the artist if the artist holds the copyright. If the museum holds copyright, the museum should notify the artist as a matter of courtesy.

If replicas and reproductions are produced, they should be permanently identified for what they are. Great care should be taken to ensure the accuracy and high quality of the manufacture.

E. Access to Collections

The UWAM assumes the primary responsibility of safeguarding collections and therefore must properly regulate access to them. However, the museum recognizes its responsibility to students, scholars, and the general public. Therefore, the museum provides access through regularly scheduled changing exhibitions of the permanent collection which are available to the public during open hours. Furthermore, collections are available within reason to scholars working on legitimate research projects, faculty and their students, on request, given reasonable lead-time and the limitations of museum staff time.

Collection information should be organized and accessible to facilitate research and study activities.

F. Presentation Accuracy

Museum staff shall present the best and most accurate information about the works of art in its records and while on display. Intellectual honesty and objectivity in the presentation of objects is a principal responsibility of museum professionals, avoiding the temptation to revise history to further personal, political, social, and aesthetic agendas.

II. TRUSTEES, NATIONAL ADVISORY BOARD MEMBERS, DIRECTOR AND STAFF RESPONSIBLE UNIVERSITY ADMINISTRATORS, VOLUNTEERS

A. General Responsibilities and avoidance of conflict of interest

1. Governing Authorities: Trustees, National Advisory Board Members, Responsible University Administrators.

Those responsible for governing the museum shall be loyal to the purposes of the museum. Each must devote time to the affairs of the museum to assure its success, its responsible governance, and its devotion to its mission.

A principal duty of those responsible for governing is to monitor, assist, and advise the director, while allowing him/her to lead and manage according to the mission, procedures, policies, and strategic plan established by the governing authority.

Each person responsible for governing should endeavor to conduct all of his/her activities, including those relating to persons or organizations closely associated with him/her, in such a way that no conflict will arise between those other interests and the policies, operations, and interests of the art museum. Whenever a matter arises for consideration by the governing authority involving a conflict between the interests of the art museum and an outside personal or business interest of a trustee, board member or responsible administrators, or that of a member of his/her family, that interest should be disclosed and made a matter of record. In the instance when a vote is taken in connection with such a question, he/she should disclose the conflict of interest and abstain from voting.

2. The Director

The director reports to the Provost, who reports to the President who reports to the Board of Trustees as the legal governing body. Whenever a matter arises for action involving a conflict between the interests of the Museum and the outside personal or business interests of the director or his/her family, his/her actions should be guided by the same rules stated above for members of the governing authority.

3. Staff

- a. Staff Responsibilities

Working for the UW Art Museum is a public trust and involves considerable responsibility. Execution of museum responsibilities requires great integrity and the highest standards of objectivity, ethical principals, and scholarly integrity. In the pursuit of personal interests,

however, loyalty to the museum must be paramount because museum employees are highly visible in the community and receive a measure of public esteem. To the public, museum employees are never totally separate from the University and the Museum. Any museum related or arts related activity by an employee can reflect on or be attributed to the museum. Employees must be mindful of the possible impact of their actions on the reputation of the museum and should consider this responsibility as part of their daily lives. If questions arise where the proper course of action is unclear, they should seek counsel from their supervisors or from the director.

b. Conflicts of Interest and the Staff

Museum employees must be mindful never to abuse their official or professional positions or contacts or to compete with, discredit or embarrass the museum or the profession in any activity, museum-related or not. They should understand this commitment as a condition of employment and should be prepared to abide by this code of ethics.

No staff member is permitted to use any part of the museum's collection in his/her home or for any other personal or business purpose.

The Museum's good name and reputation should never be exploited for personal advantage or for the advantage of any other entity besides the University of Wyoming and the State of Wyoming. Information of a sensitive and/or confidential nature that an employee might acquire in the course of performing his/her duties must be treated as proprietary to the museum and should not be used for personal advantage or for the purposes of damaging the museum. No person associated with the museum may use confidential information outside the scope of his/her assigned duties without the prior permission of the director.

Staff members should be circumspect with regard to referrals of framers, conservators, appraisers, and other professional service providers in order to avoid the appearance of personal favoritism. More than one qualified source should be recommended where possible to facilitate this objective.

If a situation arises which could be construed as a conflict of interest between the museum and the personal or business interests of an employee or his/her family, the employee should seek advice by bringing the issue to the attention of his/her supervisor or the director.

Although staff are accorded some special discounts and privileges as the result of their employment at the museum and the University, staff may not accept gifts, favors, discounts, loans, or other items or services of

value to facilitate decisions, or as the result of their actions in the performance of their duties. If a situation arises which is unclear, the situation should be brought to the attention of the director for resolution.

4. Volunteers

It is important to recognize the important role volunteers play in the ongoing daily operation of the museum. It is also important to recognize that some volunteers work with collections and sensitive data, and in so doing bear some specific responsibilities. Volunteers perform as unpaid staff for the purposes of this document, and should adhere to the same guidelines as stated above for members of the staff.

B. Personal Collecting

Personal collecting is an acceptable activity subject to the following guidelines for persons (officials) having significant responsibility for acquiring objects of art for the museum (i.e., the director and the curatorial staff).

Employees must disclose to the director or provost purchases of works of art within areas in which the museum is purchasing similar items or might be interested in purchasing for the museum's collection. The museum will have 90 days after disclosure to purchase the works in question from the official at the same price plus any other related charges. In principal, the museum is relying upon and paying the official to seek out and find works for the collection at the best price. If in so doing, the official purchases a piece for himself rather than for the museum, a conflict of interest occurs, and the museum has the first right to purchase the work of art. It is the purpose of these guidelines to ensure that the collecting interests of the museum come before the collecting interests of the official.

Gifts to a personal collection of an official from an artist\friend are acceptable, keeping in mind the previous directive regarding gifts which might influence or reward decisions. Any gift of a work of art to an official should be disclosed to the director or to the provost for their review. An official may be required to return the gift if a conflict is evident. Art objects which are genuine bequests or genuine personal gifts to an official shall be exempt from the museum's right to purchase.

C. Art Dealing

No official (as defined in section "B. Personal Collecting") of the art museum shall act as an art dealer. Buying and selling works of art while in a curatorial or directorial position reflects badly on the museum and on the integrity of the official.

D. Outside Employment, Consulting, Teaching, Lecturing, Writing

Museum staff may engage in outside employment, and consulting. Such activities are covered by university regulation number 172. As university employees, museum staff must consult and follow these regulations.

Teaching, lecturing, writing, and exhibiting are encouraged as professional activities which are beneficial to the museum as long as they do not interfere with the regular duties of an employee. The director is the only member of the professional staff with faculty status. Therefore, teaching activities of other professional staff should be confined to that of a guest teacher in the class of another faculty.

E. Staff Assistance

Trustees, National Advisory Board members, and volunteers may seek staff assistance for advise on collection, authentication, donations, etc. They should expect that such assistance will be rendered to an extent no greater than that available to a member of the general public with similar needs.

III. GENERAL POLICIES

A. Professionalism

Members of the UW Trustees, the National Advisory Board, and the Administration should respect the professional expertise of the director and the staff who have been hired because of their special knowledge or expertise in some area of the visual arts and in museums. Museum governance should be structured to incorporate the expertise and professional judgment of relevant members of the staff. The university should seek out this professional expertise when making decisions elsewhere on campus where the expertise of a museum professional might enhance their ability to make sound decisions (i.e., display of art in university buildings, public sculpture, conservation, issues related to other university museums).

B. Personnel Practices and Equal Opportunity

In all staffing decisions, the standard should be ability in the relevant discipline. In these areas as well as in the selection of artists, board members, volunteers, management practices, collection usage and relationships with the public, decisions must not be made on the basis of discriminatory issues like race, color, religion, age, gender, or handicap. The University of Wyoming is an equal opportunity employer and has specific regulations regarding personnel practices and equal opportunity.

C. Interpersonal Relationships

Staff at the museum work in a highly collaborative environment which is often stressful. They must be mindful of the highest standards of professionalism as experts

in their field while conveying, and sharing that knowledge in a respectful team approach, working cooperatively with their co-workers.

D. Interdisciplinary and Inter-institutional Cooperation

In its effort to project the visual arts as an integral part of our diverse culture, the museum should seek out opportunities to partner with experts in other fields, with other institutions and departments at the University of Wyoming and in the region.

E. Ownership of Scholarly Material

Staff members are encouraged to do research and creative activities, both for the museum and on their own time.

Ownership of copyrights and objects produced by the staff person rests with the museum if they were produced as part of the normal duties of the staff member or produced under special contract. Ownership of copyrights and objects produced by the staff members on their own time remain their possession.

F. Use of museum Property and Services

No person may use the museums collection's, personnel, or services without the prior consent of the director. Museum staff may use museum facilities for matting, framing, photographing, and crating their own artwork. They may not use museum facilities to perform these functions for hire. They may not use museum supplies for these functions, and they must inform the director or the assistant director of their use of facilities for their own purposes. Personal use of facilities must occur outside normal business hours and on the employee's own time. Personal use of facilities must not interfere with the normal use of museum facilities.

IV. REVIEW OF PROFESSIONAL PRACTICES

It shall be the responsibility of the director to review the ethical standards and performance of the museum staff and volunteers. It shall be the responsibility of the president and the executive committee of the National Advisory Board to review the standards of its members. It shall be the responsibility of the Provost to review the ethical standards and performance of the Museum Director. As the governing authority of the Museum, the Trustees may elect to review the standards of any museum staff member or volunteer at its discretion or upon the recommendation of the President of the University of Wyoming.

University of Wyoming Art Museum Deaccession Policy

The University of Wyoming Art Museum recognizes that a carefully designed deaccession policy goes hand in hand with its accession policy to serve the collection management responsibilities of the museum.

Deaccessioning may occur when it is deemed that:

- objects are duplicates, or create a redundancy within the collection;
- objects are not of museum quality;
- objects are not relevant to the collecting interests of the museum;
- objects are in such poor condition as not to warrant further conservation or preservation;
- objects are too costly to continue to store and preserve.

Deaccessioning may occur when the following procedures are followed in sequence:

- 1) A request to deaccession is presented to the Director by the Assistant Director/Curator with a completed deaccession form.
- 2) The legal right to deaccession is determined through research of gift agreements and possible donor restrictions.
- 3) The request is forwarded to the collection committee by the Director for their recommendation.
- 4) The Director's recommendation is forwarded to the President who makes a recommendation to the UW Trustees for their approval.
- 5) On approval of the UW Trustees, the Director shall make arrangements with a public auction house for the disposal of the objects approved.
- 6) Proceeds from the sale of deaccessioned items must be deposited in an endowment account specifically restricted to the acquisition and conservation of objects of art in the UWAM permanent collection.

DEACCESSION FORM
UNIVERSITY OF WYOMING ART MUSEUM

Object title _____

Accession # _____

Artist _____

Media _____

Dimensions _____

Donor _____

Do we hold title? Yes _____ No _____

Are there restrictions on the gift? Yes _____ No _____ If yes, please state.

What is the reason for a request to deaccession?

Collection committee recommendation: Approved _____ Denied _____

Request: Approved _____ Denied _____

Director _____ Date _____

Request: Approved _____ Denied _____

Trustee representative _____ Date _____