

RECORD OF PROCEEDINGS

Golden, Colorado
February 20, 1998

The Board of Trustees met in regular session on February 20, 1998, at 9:00 a.m.

Present: Trustees Erisman, Evans, Krug, Parcel, Powell, and Student Trustee Shannon Miller.

Absent: Trustees Coors and Mooney.

Also attending the meeting were President Ansell; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; other staff members and visitors.

Trustee Erisman presided.

Previous Minutes. Trustee Krug requested that the minutes of December 19, 1997, reflect her question whether the rates for Mines Park are within the range of what Dr. Chevront initially proposed. Dr. Chevront said that the answer is "yes."

The minutes of the meeting of December 19, 1997, were unanimously approved as amended.

Security Clearance. Mr. Moore stated that CSM still has one research project with W. J. Schafer that requires student Diane Martin to have a security clearance to handle secured documents at its facility. The Defense Investigative branch in charge of overseeing CSM's security clearance requested an update of any changes, which has been provided. He recommended approval of the tendered draft resolution.

The Board unanimously approved the Security Resolution.

Sabbatical Requests. Dr. Trefny provided summary information on the faculty sabbatical requests for the 1998-99 academic year. The following faculty members have requested sabbaticals: Dr. Linda A. Figueroa, Dr. Ramona M. Graves, Dr. Mark A. Linne, Dr. Barbara M. Olds, Dr. John P. H. Steele, Dr. John E. Tilton, and Dr. Michael R. Walls.

Trustee Evans asked if this is an unusually high number of requests, and Dr. Trefny replied that this is about the average number. Dr. Trefny explained to the Board that Dr. Tilton's sabbatical request was previously approved for the Fall of 1991 and for the Fall of 1992. However, he was unable to take the sabbatical at those times.

Trustee Krug asked if it poses a problem in a department if more than one faculty member is on sabbatical at the same time. Dr. Trefny replied that arrangements are made in advance to cover classes, etc.

Trustee Erisman stated that he is not sure that the Board has the authority to approve Dr. Tilton's sabbatical, and he does not believe that statutory and Faculty Handbook requirements were met with regard to the request. He believes that the requests should contain a statement to the effect that the request meets the requirements of the Handbook and the statute, because the Board has the ultimate responsibility.

Dr. Trefny reviewed the requests in some detail. Trustee Evans noted that two faculty members from Engineering have requested sabbaticals, even though the members of the department are always saying that they need help.

The Board unanimously approved the Sabbatical requests.

Dr. Trefny added that Dr. Alexander Kaufman, who is on sabbatical this semester, had originally planned to go to Mexico and teach there. However, his wife is ill so he had to modify his plans. He intends to write a textbook, but will not travel.

Emeritus Recommendations. Dr. Trefny stated that the recommendations include length of service and service to the School and community. He recommended that the following faculty members be granted emeritus status: Dr. James T. Brown, Dr. Betty J. Cannon, Professor Donald I. Dickinson, Dr. Wilton E. Eckley, Dr. John O. Golden, Dr. Arthur J. Kidney, Dr. Michael B. McGrath, and Dr. Miklos D. G. Salamon.

The Board unanimously approved the request.

Revision of CSM Institutional Quality Indicator. Dr. Middleton stated that information and data is being collected as part of the HB 96-1219 requirement for CSM to report on statewide and institutional quality indicators. As part of this process, it has been determined that the data to be presented under the Return on Investment institutional indicator will be more effective if it conforms to financial aid norms. He is requesting the Board's concurrence in revising this Quality Indicator statement. He provided the current and revised indicator statements, a copy of the letter to the CCHE requesting this revision (the original letter is ready for signature today), and a copy of the 1997-98 timeline for the indicator revision and submittal process.

Trustee Evans requested that the last sentence of paragraph 11 of the revised indicator statement read as follows: The average monthly debt repayment should not exceed 8.5 percent per annum of the annual gross income.

The Board unanimously approved the revised indicator statement as amended.

Faculty Hiring Actions. Dr. Trefny updated the Board on recent faculty hiring actions.

Graduate School Admissions. Dr. Kidney provided the monthly report on graduate admissions for spring and fall of 1998.

Enrollment/Admissions. Ms. Smith presented the Registrar's Report for Spring 1998. Trustee Krug commended Ms. Smith on her report.

Sponsored Projects. Dr. Kidnay provided the reports on new research award volume for December 1997 and January 1998.

Monthly Financial Reports. Mr. Moore provided the following reports: Current Funds Revenues, Expenditures, and Other Changes for the Seven Months Ended January 31, 1998; Auxiliary and Self-Funded Activities for the Seven Months Ended January 31, 1998; Statement of Changes in Fund Balances for the Seven Months Ended January 31, 1998; and Balance Sheet, Noncurrent Funds Only for the Seven Months Ended January 31, 1998.

Mr. Moore stated that he believes the institution is doing very well. Trustee Erisman asked about the Continuing Education budget variance, to which Mr. Moore responded that this is dependent on corporations buying services. He said that, as a whole, the program is healthy.

Trustee Evans said that he would like to see a summary sheet that highlights any changes in the financial reports. Mr. Moore stated that he will comply with this request.

Environmental Health and Safety Report. Mr. MacPherson submitted the Environmental Health and Safety Reports for the months of December 1997 and January 1998.

Trustee Evans asked about the amount of the allocation of past costs for environmental response actions at the CSMRI site. Mr. Moore said that the amount is \$7.6 million, but added that this amount may not be sufficient.

Institutional Advancement Report. Mr. Pougnet provided the Development Report Summary through January 31, 1998. He reported that as of January 31, there is \$12.3 million in cash and pledges and that there are 313 members in the President's Council compared to 270 last year at this time.

Draft Electronic Mail Policy. Mr. Liberatore pointed out the changes that have been recommended by the Department Heads. He said that the Faculty Senate has discussed the policy and there may be additional suggested changes forthcoming.

Dr. Romberger said his position is that if Derek Wilson is involved in the process, he is comfortable. He said that the Senate has concerns about paragraph F of the policy. Those concerns have to do with the words "reasonable suspicion" (could be substituted with "reasonable belief"), what level of monitoring is involved, and who owns the copyright of electronic mail material. He will notify the Board of the requested changes.

Trustee Erisman said that the Board will wait for the Senate's suggestions.

Sexual Harassment Policy Revisions. Mr. Liberatore provided a copy of the policy with the proposed revisions, which he reviewed. The policy will be brought back to the Board for approval at its next meeting.

RECORD OF PROCEEDINGS

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Review of the Environmental Science & Engineering Ph.D program. Dr. Trefny stated that the program has not met the original projections. However, he doesn't see any major problems at this time.

Minority Student Graduation Goals. Mr. Moore provided the report for information only.

Visiting Committee Candidate. Dr. Trefny recommended that the Board approve the appointment of George W. Off to serve on the Economics and Business Division Visiting Committee. He apologized for the short notice, but wanted to have the appointment approved so that Mr. Off can participate in the visiting committee visit in April.

The Board unanimously approved the appointment of Mr. George W. Off to serve on the Economics and Business Division Visiting Committee.

Survey. Dr. Middleton reviewed the 1996-97 AY Survey of Engineering Programs and Research.

Faculty Senate Report. Dr. Romberger presented the report. He said that there will be a Faculty Forum held in March.

Legislative Report. Mr. Moore presented the report.

Curriculum Revision Update. Dr. Trefny provided an update on the curriculum revision process. He stated that the program plans are now before the Undergraduate Council. Dr. Trefny hopes to present them to the Board at its March meeting.

Blaster Village (aka Mines Park) Progress Report. Trustee Evans provided a written progress report which indicates that Alliance and CSM are cautiously optimistic that the project will be completed on schedule even though it is somewhat behind now. Applications for residence in Blaster Village were opened on February 18. There is a high level of student interest in living there so it should be fully occupied. Thus far there are no known problems with the neighbors.

Report on CSM Alumni Association. Trustee Evans reported that the Association expects to make an announcement at its meeting tomorrow on the appointment of a new Executive Director. Also, a consultant to evaluate/audit the CSMAA is expected to be retained on February 21.

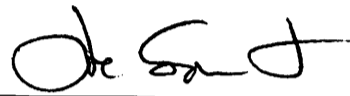
Board of Trustees' Outstanding Faculty Award. Trustee Krug reviewed the guidelines for this award. Trustee Erisman encouraged Dr. Romberger to discuss this with the Faculty Senate and bring it back to the Board at the next meeting. Students will also be allowed to make nominations.

The Board unanimously approved the Award in concept.

Trustee Krug will work with Dr. Trefny, Dr. Middleton, Dr. Romberger, and Student Trustee Miller to see that it gets implemented.

Sabbatical Report. Dr. Van Kirk presented his sabbatical report.

The meeting was adjourned at 12:10 p.m., and the Board commenced its executive session.



A handwritten signature in cursive script, appearing to read "Dr. Van Kirk", is written above a horizontal line.

February 20, 1998

RECORD OF PROCEEDINGS

Golden, Colorado
March 26, 1998

The Board of Trustees met in regular session on March 26, 1998, at 9:30 a.m.

Present: Trustees Erisman, Evans, Krug, Mooney, Parcel, and Student Trustee Shannon Miller.

Absent: Trustees Coors and Powell.

Also attending the meeting were President Ansell; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; other staff members and visitors.

Trustee Erisman presided.

Previous Minutes. Dr. Trefny requested that the minutes of February 20, 1998, reflect that Dr. Tilton did take his sabbatical. Trustee Erisman had raised the question of whether or not the Board had the authority to approve Dr. Tilton's sabbatical request. After some discussion and consultation with Mr. Liberatore, it was determined that the approval was within the statutory and Handbook requirements.

The minutes of the meeting of February 20, 1998, were unanimously approved as amended.

Sexual Harassment Policy Revisions Mr. Liberatore reviewed the revisions and requested Board approval.

The Board unanimously approved the revisions to the Sexual Harassment Policy.

Easements on CSM Property. Mr. Moore requested that the Board approve the granting of all temporary easements necessary for the construction of the student housing complex, and authorize the administration to process the permanent easements at such time as the exact locations are known.

The Board unanimously approved the motion to grant a temporary easement to PSC and TCI for utility connections to the housing complex in Mines Park and authorized the administration to process permanent easements in Mines Park to these companies at the appropriate time.

Faculty Hiring Actions. Dr. Trefny updated the Board on recent faculty hiring actions.

Graduate School Admissions. Dr. Kidnay provided the monthly report on graduate admissions for Fall 1998, through February 27, 1998.

Enrollment/Admissions. Mr. Young provided the Admissions Report for Fall 1998.

Sponsored Projects. Dr. Kidnay provided the reports on new research award volume for February 1998.

Monthly Financial Reports. Mr. Moore provided the following reports: Current Funds Revenues, Expenditures, and Other Changes for the Eight Months Ended February 28, 1998; Auxiliary and Self-Funded Activities for the Eight Months Ended February 28, 1998; Statement of Changes in Fund Balances for the Eight Months Ended February 28, 1998; and Balance Sheet, Noncurrent Funds Only for the Eight Months Ended February 28, 1998.

Mr. Moore responded to Trustee Erisman's questions about the roll forwards and spending authority.

Environmental Health and Safety Report. Mr. MacPherson submitted the Environmental Health and Safety Report for the month of February 1998.

Institutional Advancement Report. Mr. Pougnet provided the Development Report Summary through February 28, 1998.

Report on Computer System Changes for the year 2000. Mr. Moore provided the report and stated that the risks being faced have been prioritized.

Trustee Erisman requested that he be updated quarterly on this issue.

Preliminary 1998-99 Budget. Mr. Moore reviewed the preliminary budget and stated that the total increase from the State is \$1.2 million.

Proposal on Distance Learning. Dr. Trefny stated that for several months, the administration and various campus constituencies have been studying distance-learning opportunities for CSM, particularly for selected graduate and professional-outreach programs. He presented a brief status report for commentary and feedback from the Board.

Following a brief discussion, Dr. Trefny said that he will have a report for the Board at its May meeting, because he would like to get started this summer.

Environmental Science and Engineering Ph.D. Dr. Trefny stated that the CCHE has requested a comprehensive internal review of the Ph.D program in Environmental Science and Engineering, which he provided for review. He said that the Board has been asked to inform the CCHE of its proposed review plan by May 15, 1998.

Dr. Trefny provided a preliminary review plan for Board consideration and comment. He stated that a final plan will be included in the agenda for action at the May meeting of the Board.

BOT Conference Preliminary Agenda. Dr. Trefny presented a preliminary agenda for the 1998 Board of Trustees conference.

Acceptance of Proposed Curriculum Revisions. Dr. Trefny provided several documents related to the proposed undergraduate curriculum at CSM and said that he needed the consensus of the Board to proceed so that the revisions can be included in the bulletin.

Discussion ensued, following which the Board accepted the proposed curriculum revisions with two caveats:

1. Retain the field session requirement in all programs until such time as there has been a complete campus discussion.
2. Retain total credit hour requirements at approximately current levels pending further discussion of the full implications.

Board of Trustees' Outstanding Faculty Award. It was the consensus of the Board that the Award should be presented at the Board of Trustees Conference.

Faculty Senate Report. Dr. Romberger presented the report.

Legislative Report. Mr. Moore presented the report.

Blaster Village (aka Mines Park) Progress Report. Trustee Evans reviewed the written progress report which had been provided.

Sabbatical Reports. Drs. Ronald Miller and Karl Nelson provided written sabbatical reports. They will give oral presentations in the fall.

The meeting was adjourned at 12:00 noon, and the Board commenced its executive session.

March 26, 1998.

RECORD OF PROCEEDINGS

Golden, Colorado
April 13, 1998

The Board met in special session on April 13, 1998, at 9:00 a.m.

Present: Trustees Coors, Erisman, Evans, Krug, Mooney, Parcel, Powell, and Student Trustee Shannon Miller.

The Board discussed the presidential candidates and unanimously agreed to offer the appointment to Dr. Theodore A. Bickart at a salary of \$185,000.00 per year.

The meeting was adjourned at 11:30 a.m.



April 13, 1998

RECORD OF PROCEEDINGS

Golden, Colorado
May 7, 1998

The Board of Trustees met in regular session on May 7, 1998, at 1:30 p.m.

Present: Trustees Erisman, Evans, Krug, Mooney, Powell, and Student Trustee Shannon Miller.

Absent: Trustees Coors and Parcel.

Also attending the meeting were President Ansell; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

Previous Minutes. Trustee Erisman requested that the minutes reflect that the Board of Trustees' Outstanding Faculty Award will be awarded at the Faculty Conference in August, and not at the Board of Trustees Conference, as stated in the minutes of March 26, 1998.

The minutes of the meeting of March 26, 1998, were unanimously approved as amended.

Electronic Mail Policy. Mr. Liberatore provided a third draft of the Policy, and Dr. Romberger stated that the faculty seems to be content with this draft.

The Board unanimously approved the Electronic Mail Policy.

Candidates for Degrees. Lists of candidates for degrees recommended by the faculty were distributed to the Trustees.

Dr. Chevront stated that the lists of candidates for degrees have been approved by the faculty subject to the completion of all outstanding requirements. Dr. Romberger said that the lists of graduate and undergraduate candidates were certified by the faculty at its April 29 meeting.

Dr. Kidnay stated that there is a deletion on the list of candidates for the Professional Degree. He said that Larry Richard Arnold II requested that his name be removed because he has decided to go for a master's degree .

Upon motion made, seconded, and unanimously passed, the candidates whose names appear on the lists were approved for degrees on the dates specified, subject to the completion of all academic requirements and continued compliance

RECORD OF PROCEEDINGS

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Faculty Hiring Actions. Dr. Trefny updated the Board on recent faculty hiring actions.

Graduate School Admissions. Dr. Kidnay provided the monthly report on graduate admissions for fall 1998, through April 30, 1998.

Enrollment/Admissions. Mr. Young provided the May 1, 1998, Admissions Report.

Sponsored Projects. Dr. Kidnay provided the reports on new research award volume for March and April 1998.

Monthly Financial Reports. Mr. Moore provided Executive Summaries for State Appropriated Funds and Auxiliary and Self-Funded Activities for the Nine Months Ended March 31, 1998.

Proposed 1998-99 Budgets and Proposed 1998-99 Schedule of Tuition, Fees and Other Charges. Mr. Moore reviewed the proposed budget. He stated that the total Education and General budget is recommended to increase by \$1,104,582 or 2.57%. This represents the total revenue increase permitted by the State and includes a tuition rate increase for resident students of 1.3%, a tuition rate increase for non-resident students of 3.3%, and an increase in state financial support of 7.2%. In response to questions raised about a tuition increase, Mr. Moore said that if tuition is not raised it won't affect us significantly. However, we can never go back and recoup the income. Trustee Erisman emphasized the Board's concern about the ever increasing amount of tuition, and stated that he dislikes having the Legislature dictate what the Board has to do.

Trustee Mooney asked about financial aid—how much in scholarships and grants and how this relates to the figures in the budget. Mr. Moore discussed this in detail and, in response to Trustee Erisman's request, stated that a detailed financial aid picture will be provided.

President Ansell emphasized that even though the students do leave CSM with loans, they have good placement and high salaries.

The Board unanimously approved the Proposed 1998-99 Budgets and Proposed 1998-99 Schedule of Tuition, Fees and Other Charges.

Mines Park Progress Report. Trustee Evans provided a written progress report.

Environmental Health and Safety Report. Mr. MacPherson submitted the Environmental Health and Safety Reports for the months of March and April 1998.

Institutional Advancement Report. Mr. Pougnet provided the Development Report Summary through April 30, 1998.

Curriculum Revisions and Distance Learning. Dr. Trefny provided a table of program requirement revisions. He stated that the faculty will hold an open forum in September to discuss field session requirements and related curriculum issues.

Dr. Trefny made a brief presentation about distance learning initiatives recently taken by the Office of Special Programs and Continuing Education.

Environmental Science and Engineering Ph.D. Dr. Trefny provided a plan for review of the ESE Ph.D Program, which has to be forwarded to the CCHE by May 15.

The Board unanimously approved the plan.

BOT Conference. Dr. Trefny provided a current agenda and tentative lists of topics for the breakout sessions.

Statement of Purpose and Philosophy of Intercollegiate Athletics at CSM. Dr. Chevront explained that this Statement is required by the NCAA and that it has been approved by the Faculty Senate. He said that the Visiting Committee for the Athletic Department has also reviewed it.

The Board unanimously approved the Statement of Purpose and Philosophy of Intercollegiate Athletics at the Colorado School of Mines.

Proposed CCHE Affirmative Action Policy. Dr. Trefny provided a draft copy of the proposed policy. He stated that this policy will replace the current policy, which speaks only to undergraduate graduation rates. The proposed policy incorporates "continuous improvement" concepts and speaks to diversity in graduate programs and in staffing as well.

Mr. Moore also discussed the proposed policy, and stated that the CCHE will act on it in June.

Campus Art. Dr. Trefny stated that two pieces of campus art have been proposed. The first is a small plaque to commemorate the coaching service of Professor Oscar Boes.

There was Board consensus to mount the plaque on the exterior wall of the gymnasium near the entrance.

The second piece of campus art is a steel sculpture proposed to be donated by the Rocky Mountain Steel Construction Association. The sculpture would be erected in close proximity to Brown Hall. Dr. Gosink of the Engineering Division told the Board that the sculpture is a learning tool for students in Steel Design, containing a multiplicity of beam types, welds, bolts, webs and flanges.

There was Board consensus to accept the sculpture as an educational device contingent on finding a satisfactory site.

RECORD OF PROCEEDINGS

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Introduction. Trustee Evans introduced Mr. Michael Watson, the newly-appointed Executive Director of the CSM Alumni Association.

Visiting Committee Responses. The Board unanimously approved the responses to the reports of the Visiting Committees for the Departments of Chemistry and Geochemistry and for Physical Education and Athletics.

Faculty Senate Report. Dr. Romberger presented the report. He stated that the Senate is working on a number of things including a tenure/promotion committee which would serve in an advisory capacity to the VPAA. Dr. Romberger said that a future agenda item is passage of the Faculty Bylaws.

Legislative Report. Mr. Moore presented the report. He stated that the CIFER program will receive \$150,000.00; he also discussed the changes in the PERA laws.

The meeting was adjourned at 4:40 p.m., and the Board commenced its executive session.

A handwritten signature in black ink, appearing to read "J. L. Sand", is written over a horizontal line.

May 7, 1998.

CSM
BOARD OF TRUSTEES
AGENDA ITEM

Date of Meeting 5/7/98
Item Number I-B
Presented by Liberatore

Subject: Electronic Mail Policy.

Background Information:

A copy of the policy, together with comments from a faculty member, are included in the packet.

Action Motion Requested:

Request motion to approve Electronic Mail Policy.

COLORADO SCHOOL OF MINES
ELECTRONIC MAIL POLICY

DRAFT

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1997) and in accordance with the requirements of §24-72-204.5, C.R.S. (1997) in order to establish guidelines for the responsible and efficient use of CSM electronic mail, hereinafter "E-mail," services and to clearly set forth the rights and responsibilities of CSM employees regarding their use of E-mail. This policy shall supersede any previously promulgated CSM policy which is in conflict herewith.

II. POLICY

A. Introduction

CSM provides E-mail services to support the academic, research, and administrative functions of the institution. Employees must be mindful that use of E-mail is a privilege, not a right, and it should be treated as such by all users. Employees are permitted to use E-mail in a prudent manner for personal communications as long as such personal use does not interfere with the employee's performance of his or her job responsibilities or the business use of E-mail by other employees. Since confidentiality is not readily attainable when using E-mail and because many E-mail communications are public records, employees should never use E-mail to send any message that would be a source of embarrassment to the sender, to the recipient, or to CSM if the message were to be seen by others.

B. Definitions

1. *E-Mail* means an electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. *E-mail* includes electronic messages that are transmitted through a local, regional, or global computer network.
2. *Public Records* means all writings made, maintained, or kept by the State, or any agency, institution, or subdivision thereof, for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds.

C. Scope of Policy

All E-mail communications and associated attachments transmitted or received over the CSM network are subject to the provisions of this policy. Additionally, since Colorado law provides that E-mail communications written in the conduct of public business are generally considered to be public records, all E-mail communications written and sent in the conduct of public business by CSM employees are subject to applicable provisions of this policy, regardless of whether the communication was sent or received on a public or privately owned personal computer.

D. Application of Public Records Statutes to E-Mail

E-mail messages are subject to many of the same statutes and legal requirements as other forms of communication, such as the Colorado Open Records Act, §24-72-201, *et seq.*, C.R.S. (1997), which governs public access to CSM records, and the Archives and Public Records Act, §24-80-101, *et seq.*, C.R.S. (1997), which governs the retention, archiving, and destruction of CSM documents and records. The Open Records Act treats electronic documents and files in the same manner as paper documents. All such documents are generally considered to be public records and are subject to public inspection unless they are covered by a specific statutory exception. E-mail messages which are public records must be retained in either paper or

electronic format. E-mail messages which are not public records should be deleted after viewing. The Archives and Public Records Act requires that all documents pertaining to the business of CSM, whether in paper or electronic form, be retained, archived, or destroyed, as appropriate. Disposition decisions regarding individual documents should be made at the operational unit level with cognizance of the definition of public records and in accordance with CSM operating procedures. Although current CSM practice includes the daily back-up of central computer files, including some E-mail messages, such back-up is only undertaken for temporary storage purposes and is not intended to serve as a mechanism for archiving public records.

E. Privacy and Confidentiality

Even though E-mail users may intend their messages to be private communications between themselves and another party, the privacy and confidentiality of E-mail cannot be guaranteed by CSM for many reasons, including the following: E-mail messages may be saved indefinitely on the receiving computer, copies of E-mail messages can be made electronically or on paper, E-mail messages can be intentionally or accidentally forwarded to others, and messages may be sent to incorrect E-mail addresses or be improperly delivered by an E-mail system. Although CSM employees are permitted to use E-mail for personal communications, they should be aware that there are more appropriate avenues of communication available for matters requiring privacy or confidentiality.

F. Monitoring of E-Mail Communications by CSM

CSM does not intend to monitor E-mail usage by its employees in a regular or systematic fashion; however, it does reserve the right to monitor such usage from time to time and without prior notice. Such monitoring may include tracking addresses of E-mail sent and received, accessing in-box messages, accessing messages in folders, and accessing archived messages. E-mail monitoring which focuses on a specific individual, or a selected group of individuals, must be based on a reasonable suspicion of misuse or wrongdoing and must be approved in advance by the appropriate vice president or the President. CSM may take corrective action or disciplinary action against an employee based upon information obtained from monitoring or inspecting his or her E-mail communications. Furthermore, CSM may disclose E-mail communications sent to, received by, or relating to an employee to law enforcement officials without giving prior notice to the employee.

G. Prohibited E-Mail Practices

Employees are prohibited from engaging in any of the practices described below on the CSM network. CSM may suspend or revoke the E-mail privileges of any employee who abuses them. Additionally, CSM may impose appropriate sanctions, ranging from reprimand to termination, upon an employee who engages in one or more of the following activities:

1. Sending obscene or patently offensive E-mail without the consent of the recipient;
2. Sending intimidating, threatening, harassing, or abusive E-mail;
3. Intercepting, disrupting, or altering an E-mail communication without proper authorization;
4. Accessing, copying, or modifying E-mail messages from or within the electronic files or records of another without permission;
5. Misrepresenting the identity of the source of an E-mail communication;
6. Allowing another to use one's E-mail account for fraudulent purposes;
7. Using E-mail to interfere with the ability of others to conduct CSM business;
8. Sending unsolicited "junk" E-mail or mass electronic mailings, such as chain letters, without a legitimate CSM business purpose;
9. Using E-mail for commercial purposes unrelated to CSM business;
10. Reproducing or distributing copyrighted materials without appropriate authorization; and
11. Using E-mail for any purpose which violates state law, federal law, or CSM policy.

Promulgated by the CSM Board of Trustees on _____, 1998.

Date: Wed, 11 Mar 98 15:25:36 -0700

From: Robert Underwood <runderwo@jech.Mines.Colorado.EDU>

To: Dennis Readey <dreadey@mines.edu>

Subject: Re: email policy

Cc: sromberg@mines.edu

X-UIDL: 6e25c132007c9a20e79db64f301285ff

Dennis,

I have incorporated your comments into "the email" policy. I agree with everything that you say but I don't know how to write it differently. What I put together was in part based on other email policies on the net.

I think I will email what we have to Sam so at least we have an alternative to send to the board.

Thanks,

Robert

Sam,

Here is our first cut at an email policy. What is below should replace section F. and G.

Robert Underwood

CSM does not intend to monitor, censor or edit the contents of Users' email messages. Users alone are responsible for the contents of their messages, and the consequences of any such messages.

The User agrees that he or she will not use CSM email for:

(1) solicitations (commercial or non-commercial) or any use of distribution lists to any person who has not given specific permission to be

included in such a process.

(2) sending obscene or offensive E-mail without the consent of the recipient

(3) sending intimidating, threatening, or abusive E-mail;

(4) accessing, copying, or modifying E-mail messages from or within electronic files or records of another without permission,

(5) Intentionally misrepresenting the identity of the source of an E-mail communication;

(6) Allowing another to use one's E-mail account for fraudulent purposes;

(7) Using E-mail to interfere with the ability of others to conduct official CSM business;

(8) Sending junk mail or mass electronic messages such as chain letters;

(9) Using E-mail for commercial purposes unrelated to CSM business;

The User further agrees not to use CSM email to send any messages or material that are unlawful, harassing, libelous, harmful, or otherwise objectionable material of any kind or nature or that encourages conduct that could constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, state, national or international law or regulation.

CSM reserves the right to terminate any User's account if it becomes aware and determines, in its sole discretion, that such User is violating any of the foregoing guidelines. It is CSM's policy to respect the privacy of

email Users but, when unlawful activities are suspected, CSM may disclose

email communications to law enforcement officials."

CSM
BOARD OF TRUSTEES
AGENDA ITEM

Date of Meeting 5/7/98
Item Number I-B
Presented by Liberatore

Subject: Electronic Mail Policy.

Background Information:

A copy of the policy, together with comments from a faculty member, are included in the packet.

Action Motion Requested:

Request motion to approve Electronic Mail Policy.

COLORADO SCHOOL OF MINES
ELECTRONIC MAIL POLICY

DRAFT

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1997) and in accordance with the requirements of §24-72-204.5, C.R.S. (1997) in order to establish guidelines for the responsible and efficient use of CSM electronic mail, hereinafter "E-mail," services and to clearly set forth the rights and responsibilities of CSM employees regarding their use of E-mail. This policy shall supersede any previously promulgated CSM policy which is in conflict herewith.

II. POLICY

A. Introduction

CSM provides E-mail services to support the academic, research, and administrative functions of the institution. Employees must be mindful that use of E-mail is a privilege, not a right, and it should be treated as such by all users. Employees are permitted to use E-mail in a prudent manner for personal communications as long as such personal use does not interfere with the employee's performance of his or her job responsibilities or the business use of E-mail by other employees. Since confidentiality is not readily attainable when using E-mail and because many E-mail communications are public records, employees should never use E-mail to send any message that would be a source of embarrassment to the sender, to the recipient, or to CSM if the message were to be seen by others.

B. Definitions

1. **E-Mail** means an electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. **E-mail** includes electronic messages that are transmitted through a local, regional, or global computer network.
2. **Public Records** means all writings made, maintained, or kept by the State, or any agency, institution, or subdivision thereof, for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds.

C. Scope of Policy

All E-mail communications and associated attachments transmitted or received over the CSM network are subject to the provisions of this policy. Additionally, since Colorado law provides that E-mail communications written in the conduct of public business are generally considered to be public records, all E-mail communications written and sent in the conduct of public business by CSM employees are subject to applicable provisions of this policy, regardless of whether the communication was sent or received on a public or privately owned personal computer.

D. Application of Public Records Statutes to E-Mail

E-mail messages are subject to many of the same statutes and legal requirements as other forms of communication, such as the Colorado Open Records Act, §24-72-201, *et seq.*, C.R.S. (1997), which governs public access to CSM records, and the Archives and Public Records Act, §24-80-101, *et seq.*, C.R.S. (1997), which governs the retention, archiving, and destruction of CSM documents and records. The Open Records Act treats electronic documents and files in the same manner as paper documents. All such documents are generally considered to be public records and are subject to public inspection unless they are covered by a specific statutory exception. E-mail messages which are public records must be retained in either paper or

electronic format. E-mail messages which are not public records should be deleted after viewing. The Archives and Public Records Act requires that all documents pertaining to the business of CSM, whether in paper or electronic form, be retained, archived, or destroyed, as appropriate. Disposition decisions regarding individual documents should be made at the operational unit level with cognizance of the definition of public records and in accordance with CSM operating procedures. Although current CSM practice includes the daily back-up of central computer files, including some E-mail messages, such back-up is only undertaken for temporary storage purposes and is not intended to serve as a mechanism for archiving public records.

E. Privacy and Confidentiality

Even though E-mail users may intend their messages to be private communications between themselves and another party, the privacy and confidentiality of E-mail cannot be guaranteed by CSM for many reasons, including the following: E-mail messages may be saved indefinitely on the receiving computer, copies of E-mail messages can be made electronically or on paper, E-mail messages can be intentionally or accidentally forwarded to others, and messages may be sent to incorrect E-mail addresses or be improperly delivered by an E-mail system. Although CSM employees are permitted to use E-mail for personal communications, they should be aware that there are more appropriate avenues of communication available for matters requiring privacy or confidentiality.

F. Monitoring of E-Mail Communications by CSM

CSM does not intend to monitor E-mail usage by its employees in a regular or systematic fashion; however, it does reserve the right to monitor such usage from time to time and without prior notice. Such monitoring may include tracking addresses of E-mail sent and received, accessing in-box messages, accessing messages in folders, and accessing archived messages. E-mail monitoring which focuses on a specific individual, or a selected group of individuals, must be based on a reasonable suspicion of misuse or wrongdoing and must be approved in advance by the appropriate vice president or the President. CSM may take corrective action or disciplinary action against an employee based upon information obtained from monitoring or inspecting his or her E-mail communications. Furthermore, CSM may disclose E-mail communications sent to, received by, or relating to an employee to law enforcement officials without giving prior notice to the employee.

G. Prohibited E-Mail Practices

Employees are prohibited from engaging in any of the practices described below on the CSM network. CSM may suspend or revoke the E-mail privileges of any employee who abuses them. Additionally, CSM may impose appropriate sanctions, ranging from reprimand to termination, upon an employee who engages in one or more of the following activities:

1. Sending obscene or patently offensive E-mail without the consent of the recipient;
2. Sending intimidating, threatening, harassing, or abusive E-mail;
3. Intercepting, disrupting, or altering an E-mail communication without proper authorization;
4. Accessing, copying, or modifying E-mail messages from or within the electronic files or records of another without permission;
5. Misrepresenting the identity of the source of an E-mail communication;
6. Allowing another to use one's E-mail account for fraudulent purposes;
7. Using E-mail to interfere with the ability of others to conduct CSM business;
8. Sending unsolicited "junk" E-mail or mass electronic mailings, such as chain letters, without a legitimate CSM business purpose;
9. Using E-mail for commercial purposes unrelated to CSM business;
10. Reproducing or distributing copyrighted materials without appropriate authorization; and
11. Using E-mail for any purpose which violates state law, federal law, or CSM policy.

Promulgated by the CSM Board of Trustees on _____, 1998.

Date: Wed, 11 Mar 98 15:25:36 -0700

From: Robert Underwood <runderwo@jech.Mines.Colorado.EDU>

To: Dennis Readey <dreadey@mines.edu>

Subject: Re: email policy

Cc: sromberg@mines.edu

X-UIDL: 6e25c132007c9a20e79db64f301285ff

Dennis,

I have incorporated your comments into "the email" policy. I agree with everything that you say but I don't know how to write it differently. What I put together was in part based on other email policies on the net.

I think I will email what we have to Sam so at least we have an alternative to send to the board.

Thanks,

Robert

Sam,

Here is our first cut at an email policy. What is below should replace section F. and G.

Robert Underwood

CSM does not intend to monitor, censor or edit the contents of Users' email messages. Users alone are responsible for the contents of their messages, and the consequences of any such messages.

The User agrees that he or she will not use CSM email for:

(1) solicitations (commercial or non-commercial) or any use of distribution lists to any person who has not given specific permission to be

included in such a process.

(2) sending obscene or offensive E-mail without the consent of the recipient

(3) sending intimidating, threatening, or abusive E-mail;

(4) accessing, copying, or modifying E-mail messages from or within electronic files or records of another without permission,

- (5) Intentionally misrepresenting the identity of the source of an E-mail communication;
- (6) Allowing another to use one's E-mail account for fraudulent purposes;
- (7) Using E-mail to interfere with the ability of others to conduct official CSM business;
- (8) Sending junk mail or mass electronic messages such as chain letters;
- (9) Using E-mail for commercial purposes unrelated to CSM business;

The User further agrees not to use CSM email to send any messages or material that are unlawful, harassing, libelous, harmful, or otherwise objectionable material of any kind or nature or that encourages conduct that could constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, state, national or international law or regulation.

CSM reserves the right to terminate any User's account if it becomes aware and determines, in its sole discretion, that such User is violating any of the foregoing guidelines. It is CSM's policy to respect the privacy of

email Users but, when unlawful activities are suspected, CSM may disclose

email communications to law enforcement officials."

RECORD OF PROCEEDINGS

Estes Park, Colorado
June 11, 1998

The Board of Trustees met in regular session on June 11, 1998, at 7:00 p.m., at the Aspen Lodge.

Present: Trustees Coors, Erisman, Evans, Krug, Mooney, Parcel, Powell, Student Trustee Miller, and Student Trustee designate Erica Balstad.

Also attending the meeting were President Ansell; President designate Bickart; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

Previous minutes. The minutes of the May 7, 1998, meeting were approved.

Board of Trustees' Outstanding Faculty Award. Trustee Krug stated that the purpose of this award is to recognize a faculty member who has made a significant positive impact on students' learning, with special emphasis on teaching outside the classroom. Any faculty member, as defined in the Handbook, who has been with the school a minimum of three years is eligible for nomination. She discussed the factors which will be considered in selecting a recipient, and explained the process to be used. The award consists of a plaque, a check for \$1,000.00, travel support to a national engineering education conference in the amount of \$1,000.00, and a parking space. She said that this award is not intended to be given each year.

The Board unanimously approved the nomination of Dr. Samuel B. Romberger to be the first recipient of this award. The award will be presented at the Faculty Conference on August 24, 1998.

Recognition of Ms. Miller. Trustee Erisman presented a silver Certificate of Appreciation to student Trustee Miller. The Certificate reads:

In recognition of her
Loyal and meritorious service as
A member of the Board of Trustees,
This certificate is presented to
SHANNON MILLER
By the Board of Trustees upon the
Occasion of expiration of the term
June thirtieth, one thousand nine hundred and ninety-eight.

Faculty Hiring Actions. Dr. Trefny updated the Board on recent faculty hiring actions.

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Graduate School Admissions. Dr. Kidnay provided the monthly report on graduate admissions for fall 1998, through May 29, 1998.

Enrollment/Admissions. Mr. Young provided the June 1, 1998, Admissions Report for Fall 1998.

Retention Report. Dr. Chevront provided the Retention Project Final Report, dated June 1998.

Dr. Chevront stated that the seven areas included in the retention study were academic advising; academic culture and student expectations; campus facilities, support programs, and student services; financial aid/net revenue; freshmen and transfer student admissions; readmissions/suspension policy; and which students leave CSM and which students stay.

Dr. Chevront described how the recommendations of the committee will be implemented, and Dr. Romberger requested that Dr. Chevront let him know how the Faculty Senate can be of assistance.

Trustee Erisman expressed concern about how easily a student can drop a course. Dr. Chevront replied that he believes the solution is improved advising and the students taking more responsibility.

Trustee Erisman complimented Dr. Chevront on the quality of the report.

Sponsored Projects. Dr. Kidnay provided the reports on new research award volume for May 1998. Trustee Krug requested that particularly interesting research projects be highlighted. Mr. Pougnet said that these projects could be highlighted in *Mines Today*.

Monthly Financial Reports. Mr. Moore provided the following reports: Current Funds Revenues, Expenditures, and Other Changes for the Eleven Months Ended May 31, 1998; Auxiliary and Self-Funded Activities for the Eleven Months Ended May 31, 1998; Balance Sheet, Non Current Funds Only for the Eleven Months Ended May 31, 1998; and Statement of Changes in Fund Balances for the Eleven Months Ended May 31, 1998.

Environmental Health and Safety Report. Mr. MacPherson submitted the Environmental Health and Safety Report for the month of May 1998. In Mr. MacPherson's absence, Mr. Moore discussed the report.

Institutional Advancement Report. Mr. Pougnet provided the Development Report Summary through May 31, 1998.

Administrative Faculty Salaries. President Ansell provided a list of administrative faculty salaries for the 1998-99 fiscal year. He stated that the average increase is based upon the 3.5% increase provided to academic faculty members.

Quality Indicators. Dr. Middleton stated that the Board approved report on statewide and institutional Quality Indicators is due in the CCHE offices on September 15, 1998. A draft of CSM's response to the indicators has been circulated as part of the background material for the retreat. He said that revisions will be made by the August 14 Board meeting, and Board approval will be requested at either the August 14 meeting, or the September 11 meeting.

Dormitory/Fraternity Construction and Management. President Ansell stated that two fraternities are seeking financial help from the CSM Foundation. One of the fraternities hopes to purchase land and build a house on fraternity row and the other fraternity wants to renovate its house.

He has asked Dr. Chevront to meet with the group to create a plan which would be extended to other fraternities in which the School would convert fraternities to dormitories and lease them to the fraternities. President Ansell stated that the administration has requested that the Foundation not intercede and has instead requested that Dr. Chevront write a proposal.

Extensive discussion ensued, during which Trustee Krug voiced her concerns. Trustee Erisman stated that he will expect to see a proposal at a future Board meeting.

CCHE Affirmative Action Policy. Mr. Moore provided a draft of the CCHE Policy on Affirmative Action. Trustee Erisman requested that Mr. Moore prepare a draft letter to the Commission explaining that the Board retains the responsibility for an affirmative action plan for CSM and expressing the Board's disappointment that the policy does not address Mines' issues. Trustee Erisman stated that he would like to have the letter at the August Board meeting.

Faculty Senate Report. Dr. Romberger presented the report.

Legislative Report. Mr. Moore presented the report.

Faculty Handbook. Dr. Trefny stated that due to delays in the rotation of its membership, the Faculty Handbook Committee began late in the 1997-98 academic year and completed its work at the end of May. Its recommendations have been forwarded to the President, to the Faculty Senate, and the Administrative Faculty Council for review and comment. He said that since the Handbook allows for up to sixty days for the latter groups to respond, the final recommendations will be distributed to the Board for consideration at its August meeting.

Board Representation on CSM Foundation Board. The Board unanimously endorsed the appointment of Trustee Mooney to serve on the CSM Foundation Board, effective immediately.

Board Agenda. Trustee Erisman stated that the Board is going to work on changing how the agenda is structured. He believes that there should be more policy items.

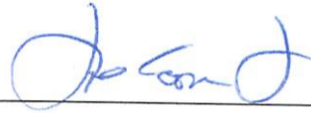
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New Publication. Dr. Chevront provided a copy of *The Career Digger*, a new publication produced by Ron Brummett and Louise Wildeman of the Career Center. Trustee Erisman recommended that, in addition to the traditional careers, other careers be given some attention in the publication.

Departmental Name Change. In honor of outgoing President Dr. George S. Ansell, the Board unanimously voted to change the name of the Metallurgy Department to The George S. Ansell Department of Metallurgical and Materials Engineering.

The meeting was adjourned at 9:03 p.m., and the Board commenced its executive session.



June 11, 1998

Credit-hour Changes in Undergraduate Programs

Undergraduate Degree	Previous Curriculum (pre - 1998)					Approved Curriculum (1998-99)					Proposed Revisions (1999 -)				
	Track	AY	elective	summer	total	Track	AY	elective	summer	total	Track	AY	elective	summer	total
Chemistry	CH	125	12	6	143	CH	122.5	15	6	143.5	CH	122.5	9	6	137.5
Chem. & Pet. Ref. Eng.	CR	127	12	6	145	CR	121.5	15	6	142.5	CR	121.5	9	6	136.5
Economics	EB (1)	105.5	30	3	138.5	EB	111.5	24	3	138.5	EB	111.5	24	3	138.5
	EB (2)	104.5	30	3	137.5										
Engineering	EG (CE)	129.5	12	6	147.5	EG (CE)	129.5	9	6	144.5	EG (CE)	126.5	9	3	138.5
	EG (EE)	128.5	13	6	147.5	EG (EE)	130.5	9	6	145.5	EG (EE)	127.5	9	3	139.5
	EG (EN)	<i>not offered</i>				EG (EN)	129.5	9	6	144.5	EG (EN)	126.5	9	3	138.5
	EG (ME)	126.5	15	6	147.5	EG (ME)	131.5	9	6	146.5	EG (ME)	128.5	9	3	140.5
Geological Eng.	GE	129	12	6	147	GE	132.5	9	6	147.5	GE	132.5	9	6	147.5
Geophysical Eng.	GP	130	12	6	148	GP	134	9	6	149	GP	134	9	6	149
Mathematical and Computer Sciences	MCS (CS)	119.5	12	6	137.5	MCS	122.5	9	6	137.5	MCS	122.5	9	6	137.5
	MCS (GP)	121.5	12	6	139.5										
	MCS (MA)	113.5	18	6	137.5										
Met. & Mat. Eng.	MME	132	12	3	147	MME	132.5	12	3	147.5	MME	132.5	12	3	147.5
Mining Engineering	MN	130.5	12	5	147.5	MN	134.5	9	6	149.5	MN	134.5	9	5	148.5
Petroleum Engineering	PE	130	12	6	148	PE	133.5	9	4	146.5	PE	133.5	9	4	146.5
Engineering Physics	PH	120	12	6	138	PH	119.5	12	6	137.5	PH	119.5	9	6	134.5

RECORD OF PROCEEDINGS

Golden, Colorado
August 14, 1998

The Board of Trustees met in regular session on August 14, 1998, at 8:30 a.m.

Present: Trustees Coors, Erisman, Evans, Parcel, and Student Trustee Balstad.

Absent: Trustees Krug, Mooney, and Powell.

Also attending the meeting were President Bickart; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

Oath of Office. Ms. Jessica Steiner administered the oath of office to Student Trustee designate Erica Balstad.

Previous minutes. The minutes of the June 11, 1998, meeting were approved.

Faculty Handbook. Dr. Trefny provided pages containing proposed changes to the CSM Faculty Handbook. The recommended changes are the result of the work of the Faculty Handbook Committee during the 1997-98 academic year and have been reviewed by the Faculty Senate, the Administrative Faculty Council, and in June by then President Ansell.

Dr. Trefny and Mr. Liberatore reviewed the proposed changes, and extensive discussion followed. The Board unanimously approved the proposed changes to the CSM Faculty Handbook.

Alumni Integration. Trustee Erisman reported on his meeting with President Bickart, Trustees Evans and Krug, and Messrs. Glade and Watson regarding the Proposal for Incorporation of the CSM Alumni Association into the Colorado School of Mines. It is proposed to create an Office of Alumni Relations at the Colorado School of Mines reporting to the President and working in close coordination with the Office of Institutional Advancement.

Mr. Zehr, former Executive Director of the Alumni Association, spoke to some of the issues involved.

Trustee Erisman stated that discussions will continue.

Quality Indicators. Dr. Middleton stated that CSM is required to submit its Board approved annual response to the state Quality Indicator System by September 15, 1998. He provided a copy of the proposed CSM response document, and said that Board approval will be requested at the September 11, 1998, meeting.

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Board Agenda. Trustee Erisman stated that future agendas will be more policy oriented. He stated that he would like for the Board to meet in other rooms around the campus.

BOT Classroom Visits. Trustee Parcel encouraged continuation of Board visits to classrooms.

The meeting was adjourned at 9:45 a.m., and the Board commenced its executive session.



August 14, 1998

RECORD OF PROCEEDINGS

Golden, Colorado
September 11, 1998

The Board of Trustees met in regular session on September 11, 1998, in the Conference Room of the Arthur Lakes Library.

Present: Trustees Coors, Erisman, Evans, Krug, Mooney, Parcel, Powell, and Student Trustee Balstad.

Also attending the meeting were President Bickart; Vice Presidents Trefny, Chevront, and Moore; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

Previous Minutes. The minutes of the August 14, 1998, meeting were approved.

Report from President of the Board. Trustee Erisman reported on his attendance at the Faculty Conference, which was held on August 24, 1998. Also, he attended the August 27, 1998, reception where he introduced President and Mrs. Bickart to some alumni, friends, and staff.

Report from President Bickart. President Bickart distributed copies of an article that appeared in *The Denver Post* concerning an overabundance of faculty in colleges.

He stated that some members of the community were invited to attend Celebration of Mines on Friday, August 28th, and that several did attend. He hopes to see more community participation in the future.

President Bickart said that the renovations on the President's residence are proceeding well. He hopes that he and Mrs. Bickart can move in by early October. The handicap accessible work should be completed by mid-November.

He announced that the new faculty reception will be held on Friday, September 25th and that the invitations have been sent. He said that plans are being made for dinners with emeritus faculty and students leaders and for staff luncheons.

President Bickart reported on his visits with individual faculty members.

CSM Sign on Sixth Avenue. President Bickart reported that the sign was modified by someone during the night, restoring it to its former content. He would like to have it say something that is more reflective of the whole institution. He has asked Michael Watson of the Alumni Association to look at running a contest to develop a creed or motto that would accompany the school name, for example, "committed to stewardship of the earth and its resources."

Parking on Nineteenth Street. Mr. Moore reported that the neighbors around Mines Park are very upset that students are parking on the street. He said that the students have been asked to park elsewhere and that CSM is doing its best to be a good neighbor. However, he feels that the City of Golden needs to cooperate in this effort as well. Dr. Chevront confirmed that the administration has done everything possible to address the complaints of the neighbors.

The Caldwell Centennial Celebration. Trustee Krug discussed the Florence Caldwell Centennial Celebration to be held on the Mines campus October 2, 3, and 4, 1998, and said that the Trustees are invited to attend.

Quality Indicators. Dr. Middleton stated that the document was previously distributed to the Board, and he is now asking for approval. He said that he had some feedback on the document and has taken care of some minor problems. It is now ready for submittal to the CCHE.

Trustee Evans commented that it is a good document, and Trustee Mooney stated that he feels it is a very good document; that it is easily read and digested. He complimented Dr. Middleton on his efforts.

The Board unanimously approved the Quality Indicators document.

Response to Visiting Committee Report. Dr. Trefny discussed the proposed response to the Visiting Committee Report for the Division of Economics and Business.

The Board unanimously approved the proposed response, and Trustee Erisman signed the letter addressed to the Chairman of the Visiting Committee.

Proposed Template for Regular Board Meetings. Trustee Erisman stated that he has asked for feedback from the Board members, and that he considers this an ongoing matter.

Faculty Senate Report. Dr. Romberger presented a brief report.

Scholarships. Trustee Krug commented that she has received complaints that the money earmarked for scholarships is not really going to the students. She said that she would like to better understand how scholarship money is being used and, if not, why.

President Bickart responded that he will request that Mr. Pougnet present a stewardship report regarding gifts, grants, and endowments.

External Visiting Committees. President Bickart reviewed the document that had previously been distributed, which indicates that each visiting committee will have a trustee as a member.

The Board unanimously approved the document entitled "External Visiting Committees."

CSM Alumni Association Board Reaction and Response to Increased Interaction with CSM. President Bickart summarized CSM's proposal regarding the integration of CSMAA with CSM.

He introduced Mr. Michael Glade, President of the CSM Alumni Association, who discussed the issue of closer interaction between the Alumni Association and the School.

Mr. Glade stated that President Bickart participated in the last meeting of the CSMAA. He said that President Bickart's discussion assisted in bringing the Board members together to discuss the issue. Mr. Glade stated that the Association is very concerned about losing its independence, and said that a committee is being formed to continue to investigate the merits of merging the CSM Alumni Association with the School. The Executive Committee will be meeting in two weeks and will discuss, among other things, a timetable.

The Board unanimously approved moving ahead with this matter.

Board of Trustees Appointment Process. Trustee Evans stated that a number of alumni feel disenfranchised with regard to the process of the appointment of Trustees. He believes that the process needs to be explained. President Bickart responded that it is an application process and that the Governor makes the final decision. However, he said that he would be glad to discuss the issue in the future.

Fall 1998 Enrollment Report. Dr. Chevront and Mr. Young presented the report. Dr. Chevront stated that the Registrar's Report will be presented in October or November.

Statistical Profile of the CSM Graduate and Research Programs (July 1, 1997 – June 30, 1998). Dr. Romig reviewed the document, which was distributed to the Board, and stated that Graduate School numbers are a concern. He said that he needs more time to

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look at the data. He has met with department/division heads and they are looking at some things that might be helpful in the recruitment process.

Trustee Krug commented that she liked the format of the report.

Business Affairs Update. Mr. Moore furnished a copy of the **Colorado School of Mines 1997-1998 Safety and Security Information Report**. He also provided the preliminary financial reports (subject to audit adjustment) for the fiscal year ended June 30, 1998, and financial reports for the period ending July 31, 1998.

Mr. Moore presented reports on sponsored research projects; capital construction project request; the environmental health and safety report; the Colorado School of Mines Building Corporation; and he reported on the Year 2000 Project Status, September 1998.

Student Housing. Dr. Chevront reported that discussions are ongoing regarding renovations to the fraternity houses and to the residence halls, and that he is in the process of preparing a proposal. He is also looking at what other schools are doing.

President Bickart stated that Mr. Moore will be preparing a master plan which will include Student Services.

Discussion of Issues for the President and Vice Presidents in FY 99. President Bickart reviewed the list of issues and said that an updated list will be furnished to the Board at each meeting.

Legislative Report. Mr. Moore presented the report. He stated that President Bickart is in the process of meeting with legislators individually.

October Board Meeting. The October 8, 1998, Board meeting will be held in the new Community Center at Mines Park. There will be a breakfast meeting at 7:30 a.m., and the regular meeting will begin at 9:00 a.m.

The meeting was adjourned at 11:35 a.m., and the Board commenced its executive session.



September 11, 1998

RECORD OF PROCEEDINGS

Golden, Colorado
October 8, 1998

The Board of Trustees met in regular session on October 8, 1998, in the Mines Park Community Center.

Present: Trustees Erisman, Evans, Parcel, Powell, and Student Trustee Balstad.

Absent: Trustees Coors, Krug, and Mooney.

Also attending the meeting were President Bickart; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Mr. Weiskopf, Executive Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

Previous Minutes. The minutes of the September 11, 1998, meeting were approved.

Report from President Bickart. President Bickart commented on the current issues of *Mines Today* and the *Update*, and said that the list of CSM proposals will be on the Web soon. He stated that the Board will soon start receiving *The Presidency*, a magazine published by the American Council on Education.

President Bickart stated that he is continuing his one-on-one visits with faculty, staff, and students, and intends to do the same with individual Board members.

The Caldwell Centennial Celebration. Trustee Krug reported on the event, stating that there was a lot of enthusiasm, and that some people would like to see it repeated.

Trustee Evans commented on the evolution of women in higher education, particularly in the engineering field.

CSM/CSMAA Relations. President Bickart reviewed the report from the Integration Committee. He stated that it is a positive report which outlines six major issues that the committee feels needs further discussion, with input from the School. Those issues are: organizational structure, publications and communications, financial matters, CSMAA responsibilities and programs, membership, and CSMAA identity. President Bickart will be meeting with that committee in the future.

Mr. Watson stated that he believes that although the Alumni Association is proud of its independence, this is a good time to revisit the subject of integration with the school. He believes that a series of future meetings will be productive. President Bickart commended Mr. Watson on his efforts and has charged him with creating a motto to go on the sign on Sixth Avenue. The *Oredigger* will be doing a story on this issue.

Trustee Erisman expressed concern about the use of the word "integration." Mr. Watson said that this does not presume that integration is the desired outcome. Trustee Evans stated that a number of alumni feel that what is going on is a hostile takeover on the part of the school. He said that he is calling it a friendly merger of talents and resources for the benefit of the school, and feels that it is a matter of semantics.

Inauguration. President Bickart announced that his inauguration is scheduled for February 9, 1999, which is the 125th birthday of the signing of the statute which established the Colorado School of Mines as a state institution.

Open House. President Bickart announced that he and Mrs. Bickart are having an open house on December 12th and 13th for all employees.

Visiting Committee Response. Dr. Trefny provided a proposed response to the report of the Visiting Committee for the Petroleum Engineering Department. Trustee Erisman stated that he feels that the issue of the tendency to form "silos" around individual departments should be addressed as well as the issue of the GEODES program. In response to Trustee Erisman's inquiry about scholarships, Dr. Chevront discussed the policy on proportional split.

Trustee Parcel expressed concern that the report was received from the visiting committee in July, and that the institutional response was only now being sent to the committee.

Bequest. President Bickart stated that the school had received \$179,326 from the estate of Alfred Jenni. Mr. Pougnet said that the donor wanted to attach it to a teaching award of some kind, and that the administrative details are being worked out by Dr. Trefny. Dr. Trefny said that he is working on developing a center for engineering education which would include the Office of Teaching Effectiveness. He believes that this would enhance the teaching award proposed by Mr. Jenni.

Trustee Krug feels that the Board should be made aware when the school is creating centers. Dr. Trefny said that he has asked Dr. Romig to review the whole issue of centers. This will be discussed, together with graduate studies and research, at the June meeting.

Trustee Erisman moved to advise the CSM Foundation that it would be appropriate to direct that the \$179,000 come out of the Foundation in order to endow a teaching award. The Board unanimously approved Trustee Erisman's motion.

Bio-Science and Engineering Research Center. Dr. Trefny stated this will be brought to the Board at its next meeting. Dr. Romig commented that there needs to be an oversight subcommittee of the Research Council to develop guidelines of what research is appropriate for CSM. The Board will be brought into this process at the appropriate time.

Housing Plan Presentation. Mr. Moore introduced Mr. Tim Cake, who presented an overview of the property owned by CSM.

Dr. Chevront discussed the projects being evaluated and their estimated costs. The proposed project would include resident hall renovations, Mines Park addition(s), fraternity construction/renovation, and Student Services project. The latter three would produce additional revenue.

Dr. Chevront introduced Ronald B. Kaiser of A.G. Edwards, with whom he has worked on the issue of bonds, and student Hobie Troxel, who discussed the fraternity housing issue.

Dr. Chevront said that he would like this as a package, and that he intends to get back to the Board with refined costs and a proposal. He asked for comments from the Board.

Trustee Erisman said that he has some reservations, particularly with regard to the fraternities. He asked the question whether we should do more for the entire community. President Bickart responded that we might look at an international house, where exchange students would be integrated with Mines students. Dr. Chevront added that this might provide an opportunity for sororities as well.

It was the consensus of the Board that Dr. Chevront proceed.

Tour of Mines Park. Dr. Chevront announced that there will be a tour of Mines Park today beginning at 11:30 a.m.

Registrar's Report. Ms. Smith presented the report.

New Hires. Dr. Trefny presented the report on New CSM Tenured and Tenure Track Faculty for the 1998-99 academic year. He said that the report will be presented in this format in October and in February.

RECORD OF PROCEEDINGS

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Business Affairs Update. Mr. Moore provided the financial statements for the first two months of the fiscal year. He said that it is the goal of the administration to begin the next fiscal year with a beginning fund balance in excess of the budgeted roll forward amounts.

Environmental Health and Safety Report. Mr. Moore presented the report.

Sponsored Research Projects. Mr. Moore presented the report.

Graduate School Admissions. Dr. Romig presented the report. He said that he is working on developing new recruitment strategies.

Development Report Summary. In Mr. Pougnet's absence, President Bickart presented the report.

Trustee Development Council. Trustee Erisman discussed the upcoming retreat, which will lay the groundwork for the next campaign.

Faculty Senate Report. Dr. Romberger will present a report at the November meeting.

The meeting was adjourned at 11:50 a.m., and the Board commenced its executive session.



October 8, 1998

RECORD OF PROCEEDINGS

Golden, Colorado
November 12, 1998

The Board of Trustees met in regular session on November 12, 1998, in the Mines Park Community Center.

Present: Trustees Erisman, Evans, Krug, Mooney, Powell, and Student Trustee Balstad.

Absent: Trustees Coors and Parcel.

Also attending the meeting were President Bickart; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Ms. Landrum, Assistant Treasurer of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

Special Topics. Dr. Michael Pavelich presented his sabbatical report; Dr. Ronald Wiedenhoft gave a presentation entitled "Humanizing Engineers Through Photo Documentation"; and Dr. Thomas Wildeman gave a presentation on the subject of "Passive Treatment of Mine Drainage."

Previous Minutes. Trustee Krug requested that the October 8, 1998, minutes reflect that she participated in the meeting via telephone, and Trustee Evans requested that the word "semantics," which appears in the final sentence in paragraph two on page 2, be changed to "attitude."

Trustee Erisman stated that under the Housing Plan Presentation, on Page 3, it was his recollection that the Board did not agree that Dr. Chevront should proceed, but that he should proceed with continuing feasibility work on the projects, because more work was needed on the fraternities. President Bickart stated that any action to move forward would definitively address the issue of the fraternities, adding that statutes currently preclude the School from leasing to fraternities or sororities.

The minutes of October 8, 1998, were approved, as amended.

Report from President Bickart. President Bickart stated that he and Mrs. Bickart have moved into the President's residence, and that they have begun hosting events, even though there is work remaining to be done on the house.

President Bickart reported that he went to Grand Junction and met with various alumni and some legislators. He stated that the Golden Chamber of Commerce is holding an open house today from 3:00 to 5:00 p.m., and issued a special invitation to the Mines community.

Report from Board President. Trustee Erisman stated that representatives from Invesco met with the Alumni Association Board at its quarterly board meeting. He stated that he feels comfortable with the way things are proceeding between CSM and the Alumni Association.

Trustee Erisman said that a decision needs to be made about what to do with the presidential search materials which have accumulated over the years. The question is whether they should be archived or destroyed. Mr. Sorgenfrei, who works in the Library, has asked for direction.

Trustee Erisman stated that the year 2000 issue was discussed at the Foundation Board meeting. He believes that it is very important that the School ask all of the right questions in this area.

BioScience and Engineering. Dr. Ross, Director, Division of Environmental Science and Engineering, and Dr. Shoureshi, Director of Centers for Robotics and Intelligent Systems and Advanced Control of Energy and Power Systems, gave the presentation.

Dr. Ross's discussion focused on the preliminary investigation with regard to a Life Sciences Minor at CSM. He stated that in addition to biomedical applications, the life sciences play a key role in environmental and natural resources technologies. Completing the minor within the Mines curriculum would better prepare students to seek admission to medical, dental, or veterinary schools, and to pursue research and graduate study in biotechnology, bioengineering, environmental biology, or related fields. He requested that incoming freshmen complete a survey to determine the level of interest, since such a program could be in place by the fall of their junior year.

Dr. Shoureshi's discussion focused on bioengineering. He said that Engineering Systems integrates technological, economical, environmental, and social components, and that the missing component is biological (human factors). Dr. Shoureshi provided a list of CSM departments impacting bioengineering and a list of pursuits for biomedical engineers. He indicated that the challenges include defining engineering in the context of biology, integrating engineering systems into biology, maintaining the core qualities of engineering, and identifying opportunities.

The Board's concern with this program is whether or not it is within the role and mission of the School.

The Board thanked Drs. Ross and Shoureshi for their presentation.

Faculty Senate Report. Dr. Romberger presented the report.

CSM Housing/Student Life Projects. Dr. Chevront told the Board that the project costs have been refined in order to advance this project as soon as possible to the very favorable bond market. He said that there are several hurdles which must be cleared such as state approval of the various projects, as well as asking the Legislature for an exemption to the statute that prohibits State colleges and universities from leasing real or personal property to a fraternity or sorority. He is requesting Board approval to proceed with the issuance of Auxiliary Enterprise Revenue Bonds at a level adequate to realize up to \$7,500,000 for the project fund. At current interest rates, this would result in approximately \$165,000 of additional debt service per year, an amount he feels can easily be handled. Also, because of the potential for revenue, he is comfortable with the proposal.

Dr. Chevront provided the estimated project costs as well as a brief description of the source of the estimate.

Trustee Erisman stated that he believes a Trustee committee should be formed to look at some of the issues, and expressed concern about the time frame. Dr. Chevront said that, depending on final approval by the Board, it would take two to three months before bonds could be sold. He said that this would give the administration time to address the issue with the Legislature, obtain legal opinions, deal with the governance issue, and with the lease terms.

Trustees Evans and Mooney volunteered to serve on the committee.

Dr. Chevront introduced representatives from A.G. Edwards, who indicated that they believe the School should be poised to enter the market as soon as possible.

There was general accord on three items: Residence Hall renovations, Student Center addition, and Mines Park. With respect to the fourth item, Phi Gamma Delta Fraternity House construction and Sigma Nu Fraternity House renovations, Dr. Chevront will provide additional information in connection with assuming institutional management of the fraternity and/or sorority facilities.

Student Fee Policy. Mr. Moore provided a copy of the current CSM student fee policies, and proposed changes to the policies, which will bring the policies into compliance with the law and with CCHE policies. The word "March" should be substituted for "April" on the first line of item 3. of the proposed list of changes.

The Student Fee Policy was unanimously approved, as amended.

NEWSUPERNET Request. Mr. Moore stated that the request is to change the status from 501(c)(3) to 501(c)(4). Dr. Romig explained that the goal is to achieve exempt status. If not, the government will take approximately one-half of the proceeds.

The Board unanimously approved the recommendation to change the status of NEWSUPERNET from 501(c)(3) to 501(c)(4).

Center for Technology and Learning Media. Mr. Moore provided an update on the New Center for Technology and Learning Media for Engineers and Scientists, and explained the proposed changes to the original plan.

Business Affairs Update. Mr. Moore provided the financial statements for the first four months of the fiscal year. There are no significant fiscal issues to bring to the Board's attention at this time.

Environmental Health and Safety Report. Mr. Moore provided the report.

Sponsored Research Projects. Mr. Moore provided the report.

Year 2000 Compliance Project Status. Mr. Moore provided the report.

Graduate School Admissions. Dr. Romig provided the report.

Development Report Summary. Mr. Pougnet presented the report.

Memorandum of Understanding. President Bickart and Michael Glade, President of the CSM Alumni Association, signed the Memorandum of Understanding. President Bickart read the Memorandum of Understanding, which reads as follows:

A Memorandum of Understanding

November 12, 1998

This Memorandum of Understanding between the undersigned expresses the intention of the Colorado School of Mines Alumni Association (CSMAA) and the Colorado School of Mines (CSM) to work cooperatively to advance the mission, goals and reputation of the institution. We will work toward effectively coordinating our activities to further promote and enhance the Colorado School of Mines, the value of its degrees, and the relationship with all alumni through a strengthened Alumni Association.

RECORD OF PROCEEDINGS

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In order to achieve these goals, CSMAA has launched a major effort to examine its organization and programs, and to identify ways the Association can work more effectively with the School. The Board of Directors of the Alumni Association and the administration of the Colorado School of Mines are firmly committed to this process and to working cooperatively to insure its success.

/s/ Theodore A. Bickart
President
Colorado School of Mines

/s/ Michael J. Glade '77
President
CSM Alumni Association

Mr. Glade stated that this is the most important issue on the Association's agenda. He said that President Bickart has been instrumental in improving the communication process between the School and the Alumni Association.

The meeting was adjourned at 11:50 a.m., and the Board commenced its executive session.



A handwritten signature in cursive script, appearing to read "J. Mooney", is written over a horizontal line.

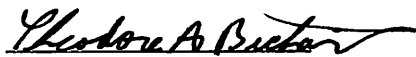
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Theodore A. Bickart
President
Colorado School of Mines



Michael J. Glade '77
President
CSM Alumni Association

RECORD OF PROCEEDINGS

Golden, Colorado
December 18, 1998

The Board of Trustees met in regular session on December 18, 1998, in the Geology Museum.

Present: Trustees Erisman, Evans, Krug, Mooney, Parcel, Powell, and Student Trustee Balstad.

Absent: Trustee Coors.

Also attending the meeting were President Bickart; Vice Presidents Trefny, Chevront, Moore, and Pougnet; Ms. Landrum, Managing Director of the CSM Foundation; Dr. Romberger, President of the Faculty Senate; Mr. Watson, Executive Director of the Alumni Association; and other staff members and visitors.

Trustee Erisman presided.

K-12 Program. Dr. Gary Baughman and Julian Martinez gave a presentation on CSM's K-12 outreach activities.

Previous Minutes. The minutes of the November 12, 1998, meeting were unanimously approved.

Announcement. Mr. Erisman announced that the CSM Foundation Board has accepted the resignation of Mr. William Weiskopf, and that Ms. Linda Landrum has accepted the position of Managing Director of the CSM Foundation.

Report from Board President. Trustee Erisman stated that he and President Bickart have agreed to meet between each Board meeting, as it is extremely helpful to review the upcoming agenda.

Report from President Bickart. He discussed Rep. Gayle Berry's draft bill concerning the issue of higher education governance. President Bickart said that Dr. Trefny is involved in the master planning process and that our current master plan expires in 1999. Dr. Trefny stated that the Academic Council is taking the lead.

President Bickart said that he would like for the Board to consider scheduling January meetings as there are a number of items which need approval during that month.

RECORD OF PROCEEDINGS

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President Bickart said that he has been approached by representatives of the Spiritual Assembly of the Bahá'ís of Golden. They said that in late September the Iranian Government raided 500 Bahá'í homes, arrested teachers and students, and destroyed all textbooks and other teaching materials. The group is seeking an endorsement from the institution protesting the situation. He requested that the Board consider this matter and let him know its decision in January.

President Bickart stated that graduate education and research will be the subject of the Board of Trustees Conference in June. Trustee Erisman stated that there should be Board representation on the conference planning committee.

Candidates for Degrees. Lists of candidates for degrees recommended by the faculty were distributed to the Trustees. Dr. Romberger stated that in accordance with the new Faculty Bylaws, the Senate approves the lists of candidates for degrees. He said that at the December 15, 1998, meeting, the Faculty Senate approved the list of graduates for the December 18, 1998, Commencement, both undergraduate and graduate, Masters and Doctoral degrees, subject to the listed students completing all of the requirements for the appropriate degrees. Two additions to the undergraduate list are Anthony Vigil, (CR) and Christina Michaels (EG). On behalf of the Faculty Senate, Dr. Romberger recommended that the Board approve the lists of graduates, as amended.

Upon motion made, seconded, and unanimously passed, the candidates whose names appear on the lists were approved for degrees on the dates specified, subject to the completion of all academic requirements and continued compliance.

McBride Resolution. Trustee Evans proposed that the following Resolution be approved by the Board:

WHEREAS, former First Lady Rebekah McBride gave unstintingly of herself for the betterment of Colorado School of Mines, and

WHEREAS, Rebekah McBride was committed to her family and the community, be it

RESOLVED that the Colorado School of Mines Board of Trustees honors Rebekah McBride, First Lady of Colorado School of Mines from 1970-1984.

DATED this eighteenth day of December, 1998.

The Board unanimously approved the Resolution.

Executive Authority Delegation Policy. President Bickart explained the proposed changes to the Policy. Trustee Evans said that, for purposes of clarity, he believes that the word "or" should be left in the sentence which appears on the first line of II-E. President Bickart responded that it could be left in the sentence.

Trustee Erisman stated that the Policy should include a statement to the effect that the Board has the authority to appoint a new President if the current President should be deceased.

The Board unanimously approved the Policy, as amended.

International Programs: Status and Strategy. Dr. Middleton provided background material and introduced Dr. Michael Haviland, Director of the Office of International Programs, who assisted Dr. Middleton with the presentation.

Preliminary Diversity/Affirmative Action Plan. Dr. Trefny provided a draft of the CSM Diversity Plan. He said that according to the Affirmative Action Policy (copy of which was furnished to the Board), approved by the Colorado Commission on Higher Education, CSM is required to submit a Board-approved diversity plan by January 15, 1999, and report annually thereafter. Inasmuch as there is no Board meeting in January, a final version of the Plan will be mailed early in January for Board approval via fax or by telephone.

Proposed Policy on Retention of Presidential Search Files. Trustee Evans said that he and Mr. Sorgenfrei, who works in the Arthur Lakes Library, have researched the situation, and the presidential search files will be stored in a secure situation in the Hall of Justice. He feels that the condition of the archives in Chauvenet Hall is a disgrace, and it is not a secured area. He wants the administration to examine the situation and determine a practical way in which to deal with the issue. He emphasized that it does need attention.

It was moved that access to presidential search files should be sealed and access remain restricted for twenty-five years beyond the lifetime of a person who held the position of president of the Colorado School of Mines. On the twenty-fifth anniversary of the death of a Colorado School of Mines president, the files may be unsealed and made accessible to researchers only with the approval of the Board of Trustees. Concern was expressed about how the Open Records Act impacts this Policy.

The motion to approve the proposed Policy on Retention of Presidential Search Files was defeated and was tabled for consideration at a future meeting.

RECORD OF PROCEEDINGS

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Business Affairs Update. Mr. Moore provided the financial statements for the first five months of the fiscal year. There are no significant fiscal issues to bring to the Board's attention at this time.

Environmental Health and Safety Report. Mr. Moore provided the report.

Sponsored Research Projects. Mr. Moore provided the report.

Year 2000 Compliance Project Status. Mr. Moore provided the report.

Graduate School Admissions. Dr. Romig provided the report.

Admissions Report. Mr. Young provided the Admissions Report for Fall 1999.

Graduation and Persistence Report. Ms. Smith provided the Report.

Employment Rate Report. Mr. Brummett provided the report.

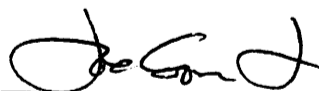
Graduate Enrollment Report. Dr. Romig provided the report on graduate admissions for spring 1999, through November 30, 1998.

Development Report Summary. Mr. Pougnet presented the report.

Alumni Association. Mr. Watson, Executive Director, and Mr. Beach, CSMAA President-Elect, provided the report.

Faculty Senate Report. Dr. Romberger provided the report, and stated that he was reelected to serve as President of the Senate for another year. He asked the Board members for suggestions on items about which they might be interested in hearing.

The meeting was adjourned at 11:40 a.m., and the Board commenced its executive session.



December 18, 1998


**COLORADO SCHOOL OF MINES
BOARD OF TRUSTEES
RESOLUTION**

WHEREAS, former Mines First Lady Rebekah McBride gave unstintingly of herself for the betterment of Colorado School of Mines, and

WHEREAS, Rebekah McBride was committed to her family and the community, be it

RESOLVED that the Colorado School of Mines Board of Trustees honors Rebekah McBride, First Lady of Colorado School of Mines from 1970-1984.

DATED this eighteenth day of December, 1998.



COLORADO SCHOOL OF MINES**EXECUTIVE AUTHORITY DELEGATION POLICY****I. STATEMENT OF AUTHORITY AND PURPOSE**

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1998) to set forth a policy establishing the order of succession to presidential authority at CSM. This policy shall supersede any previously promulgated CSM policy that is in conflict herewith.

II. POLICY

If the President is "unavailable," which for the purpose of this policy shall be defined to mean deceased, medically incapacitated, or out of town and without access to an electronic means of business communication, such as a telephone or a facsimile machine, the presidential authority at CSM shall devolve to the holders of the following administrative positions in the indicated order: Vice President for Academic Affairs, Vice President for Business Affairs, and Vice President for Student Life.

COLORADO SCHOOL OF MINES

CONTRACT APPROVAL POLICY

I. STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1998) to set forth a policy for contract approval and execution at CSM. This policy shall supersede any previously promulgated CSM policy that is in conflict herewith.

II. POLICY

A. Employment Contracts for Continuous Employees

All employment contracts for continuous employees must be approved and executed by the President. In the absence of the President, the Vice President for Academic Affairs may execute contracts of this kind which have been approved by the President. The President may further delegate the responsibility for executing approved contracts of this nature in his or her absence.

B. Employment Contracts for Non-Continuous Employees

All employment contracts for non-continuous employees must be approved by the President. Once presidential approval has been obtained, these contracts may be executed by the Vice President for Academic Affairs or the Department Head/Division Director in whose department/division the employee shall be assigned. The President may further delegate the responsibility for executing contracts of this nature.

C. Transitional Appointment Agreements and Retirement Agreements

All transitional appointment agreements and retirement agreements must be approved and executed by the President. In the absence of the President, the Vice President for Academic Affairs may execute agreements of this kind which have been approved by the President. The President may further delegate the responsibility for executing approved agreements of this nature in his or her absence.

D. Graduate Student Employment Contracts

All graduate student employment contracts must be approved by the President. Once presidential approval has been obtained, these contracts may be executed by the Vice President for Academic Affairs or the Dean of Graduate Studies and Research. The President may further delegate the responsibility for executing contracts of this nature.

E. Capital Construction Contracts

All contracts for capital construction must be approved and executed by the President ~~or~~ the Vice President for Business Affairs, or the Director of Plant Facilities. In the absence of these individuals, the Vice President for Academic Affairs may approve and execute these contracts. The President may further delegate the responsibility for approving and executing contracts of this nature.

F. Contracts Obligating CSM to Expend More than \$10,000, but Less than \$100,000

All contracts obligating CSM to expend a sum of money greater than \$10,000, but less than \$100,000, or to transfer rights in property valued within the above limits, must be approved and executed by the President or a Vice President. The President may further delegate the responsibility for approving and executing contracts of this nature.

G. Contracts Obligating CSM to Expend More than \$100,000, but Less than \$1,000,000

All contracts obligating CSM to expend a sum of money greater than \$100,000, but less than \$1,000,000, or to transfer rights in property valued within the above limits, must be approved by the President. Once presidential approval has been obtained, these contracts may be executed by the Vice President for Academic Affairs or the Vice President for Business Affairs. The President may further delegate the responsibility for executing approved contracts of this nature.

H. Contracts Obligating CSM to Expend More than \$1,000,000

All contracts obligating CSM to expend a sum of money greater than \$1,000,000, or to transfer rights in property valued over the above limit, must be approved by the Board of Trustees and be executed by the President. In the absence of the President, the Vice President for Academic Affairs or the Vice President for Business Affairs may execute contracts of this type. The President may further delegate the responsibility for execution of contracts of this nature in writing.

**I. Contracts Establishing a Formal Relationship with Another Academic Institution
Contracts Granting a Significant, On-Campus Presence to a Business Entity
Contracts Having a Significant, Campus-Wide Effect on CSM**

All contracts which establish a formal relationship with another academic institution, grant a significant on-campus presence to a business entity, or have a significant, campus-wide effect on CSM must be approved and executed by the President. In the absence of the President, the vice president whose sphere of operation is most affected by the contract may execute contracts of this kind which have been approved by the President. The President may further delegate the responsibility for executing approved contracts of this nature in his or her absence. For the purpose of this policy, the term *significant* shall be interpreted to mean more than incidental.

J. Legal Review

All non-standardized contracts and contracts containing complex legal issues shall be submitted to the Director of Legal Services, or another licensed attorney designated by the director, for legal review and approval prior to execution. All doubts regarding the necessity of legal review should be resolved favor of seeking legal review.

Promulgated by the CSM Board of Trustees on February 14, 1992.
Amended by the CSM Board of Trustees on February 14, 1997.
Amended by the CSM Board of Trustees on December 18, 1998.