

THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES

September 22, 1926

For the confidential information
of the Board of Trustee

The regular quarterly meeting of the Board of Trustees of the University of Wyoming was called to order at 3 o'clock by President Elliott. The following members answered roll call: Mr. Holliday, Mr. Geddes, Mrs. Haggard, Mr. Marshall, Mr. Quealy, Mrs. Grieve and Dr. Crane.

The first matter to come before the Board was the public opening of bids for the construction of a Utility Shops Building and for Ornamental Campus Lighting. Architect Hitchcock was present. After discussion, Mr. Marshall moved that bid No. 1 for the construction of Utility Shops submitted by W. J. Wilseck & A. Danielson & Son for the sum of \$11,180. be accepted, work to be completed within 75 working days. This motion was seconded by Mr. Geddes and carried. It was then moved by Mr. Quealy that bid No. 1 of Hendrie & Bolthoff of Denver for Ornamental Campus Lighting, 45 lights for the sum of \$6,314. be accepted. This motion was seconded by Mrs. Grieve and carried.

The following appointments were approved:

Miss Nan E. Weed, Director of Physical Education for Women, at a salary of \$3,400. per year, effective September 1, 1926. Miss Weed will succeed Miss Hussey, who resigned her position here to go to New York.

Mr. Clarence Morris, Assistant Professor of Law, at a salary of \$2,700. per year, effective September 1, 1926.

Mrs. Lenore Ward, Instructor in Zoology and Physiology at a salary of \$2,520. per year, effective September 1, 1926. She will succeed Dr. Harvey M. Smith, resigned.

Mrs. Mary W. Housman, Instructor in English, at a salary of \$1,800. per year, effective September 1, 1926. Mrs. Housman succeeds Miss Russell. At the last meeting of the Executive Committee Miss Ruth Hudson was elected to fill this vacancy but, after receiving the appointment, she found that she could not be released from her position in Paris, Texas.

Miss Hazel I. Schrack, Director of the Commons and Instructor in Institutional Management, at a salary of \$1,800. per year and living, effective September 1, 1926.

Roll Call

Bids

Utility Shops
Campus Lighting

Appointments

Mr. Fred W. Ambrose, Supervisor of Mechanics, at a salary of \$2,520. per year, effective October 1, 1926.

Upon the motion of Mr. Holliday \$1,600. was appropriated in the Building fund for equipment in the High School Laboratory; \$300. was appropriated for a supply instructor during the absence of Mrs. Bowman for the fall term; \$1,000. was appropriated for emergency instructors due to the increase in student enrollment. Authority to revise the Building Budget was given to the Executive Committee. \$150. in the Building Fund was appropriated to extend heat to two rooms in the Superintendent's house at the Stock Farm. This motion was seconded by Mrs. Haggard and carried.

Appropriations

Upon the motion of Mrs. Haggard it was voted to report favorably to the Officers of the Federal Government who propose to install a cooperative Apiculture Laboratory at the University, and authority for arranging details and procuring apparatus was granted to the Executive Committee. This motion was seconded by Mr. Holliday and carried.

Apiculture

Upon the motion of Mr. Holliday it was agreed that two bronze plaques be placed in the Library, one upon the door of the Hebard-Wyoming History room with proper inscription and another suitably located and bearing the names of those responsible for the erection of the Building. This motion was seconded by Mr. Marshall and carried.

Library

Upon the motion of Mr. Quealy, Dr. Crane's travel to Yellowstone National Park with members of the Governor's Conference was approved as official travel. This included the payment of all expenses. This motion was seconded by Mrs. Grieve and carried.

Dr. Crane

Dr. Crane then reported receipt of telegrams and letters from the northern part of the state requesting the assistance of the University in combating the alfalfa weevil. Upon the motion of Mr. Marshall, the Secretary

Alfalfa Weevil

was requested to write, on behalf of the Board, acknowledge receipt and express our willingness and desire to assist as promptly as possible. This motion was seconded by Mr. Geddes and carried.

Upon the motion of Mr. Marshall, Mr. W. A. Hitchcock was engaged as Architect for the Boys' Dormitory on the following terms: One per cent of estimated cost for preliminary studies and sketches. If the building is actually constructed, Mr. Hitchcock will receive five per cent for the complete job. This is to include preliminary studies, sketches, finished plans, supervision of construction and supervision of the quarrying of stone. Mr. Hitchcock will secure the services of a consulting architect to be mutually satisfactory to the University and to himself, provided that Mr. Hitchcock's responsibility for payment of such architect shall be made from his five per cent fee, but his obligation shall not exceed \$500. This motion was seconded by Mr. Quealy and carried.

After considering the recommendation of the Executive Committee that oil instead of coal be used in the University power house it was decided that this recommendation be not accepted, and upon the motion of Mr. Holliday, seconded by Mr. Marshall, it was voted to continue with the use of coal. Mr. Quealy not voting.

Upon the motion of Mr. Holliday, Mr. Fuller was authorized to let the coal contract for the coming year. This motion was seconded by Mr. Geddes and carried.

Upon the motion of Mrs. Haggard, the proposed remodeling of the front and entrance of the Little Theatre building was referred to the Executive Committee, with power to act, and the Secretary was instructed to call for bids. The reconstruction of the basement of this building was authorized for immediate attention. This motion was seconded by Mr. Marshall and carried.

Boys' Dormitory

Fuel Oil

Coal Contract

Little Theatre

President Elliott appointed Mrs. Haggard and Mr. Holliday delegates to the annual meeting of the Association of Governing Boards of State Universities to be held at Madison, November 11.

Mrs. Haggard, Chairman of the Administration Survey Committee made the following report:

Mr. Chairman,
Members of the Board of Trustees,
University of Wyoming.

Complying with your request that this Committee in cooperation with the President, investigate and report upon the possibilities of a consolidation of clerical activities in the offices of administration, I beg leave to present the following report:

The Committee has met three times since the March meeting of the Board. The meeting in April was devoted to informal discussion of the character of the survey to be made, and at the suggestion of Dr. Crane, the officers in the employ of the Board were asked to submit detailed charts and schedules of their several duties and the cost of discharging them. In addition to that, individual members of the Board were requested to volunteer suggestions, or to bring before the Committee any points that might be useful in checking up on the Board's responsibilities in regard to administrative policies. The only response to this was one suggestion that an administration expert be employed to make a professional survey and recommendation. This would cost the University some \$500. The Committee did not feel justified in incurring such an expenditure without the Board's action. At the meeting in August, the President, Fiscal Agent, Secretary of the Board and the Registrar, submitted their detailed schedules. Your Committee presents them to you in entirety, with this summary. In its transition from the status of a small University to that of a larger one, the present set-up of administration organization is operating admirably and without confusion, in its task of taking care of the increase in work. We therefore report that we find nothing to justify any uneasiness in that regard on the part of the Board. The Committee finds that some Universities whose funds are available upon variable dates have adopted the consolidated budget plan. In a accompanying report submitted by the administration were found certain recommendations that have not previously been submitted to the Board. Of these, we recommend the ultimate consideration of all and the immediate adoption of the following:

1. That the signature of Mr. Smith as Secretary of the Board and Mr. Heathman as Deputy Treasurer, be used on all checks instead of that of the President of the Board and the Secretary.

2. That bills be audited by the Executive Committee by the method of typewritten lists instead of actual bills, providing that that plan meet our attorney's approval.

Assoc. of Gov. Bds.
of State Univs.

Administration
Survey Committee
Mrs. Haggard's
Report

3. That the Secretary supply the Board with state and federal auditing reports.

4. That the Secretary make periodical financial reports to the Board on established forms.

The Committee further recommends that the Board allow no propaganda of economy to induce them to dispense with those services of the Fiscal Agent that have to do with the safeguarding of the University's use of its lands and incomes. The Committee desires to commend Dr. Crane for the splendid prestige of the University he has established throughout the state and for the effective way in which he has assumed the duties of business administrator, publicity agent, educational director and legislative pleader, for the University. We commend his efforts and achievements to the Board and hope eventually that his abilities may be in part released from detailed routine duties into the field of bigger, constructive activities. We commend, too, the faithfulness of Mr. Smith and Mr. Fuller and thank them for their interested cooperation in making this survey.

Respectfully submitted,

(Signed) Anna B. Haggard
Chairman

Mr. Marshall moved the adoption of this report together with the following suggestions made by Dr. Crane:

Extend auditing and accounting of student organization finances with possible charge for this service.

Provide more space for the administrative offices.

Provide storage vault for documents.

Include in building plans, remodeling of the old building to better serve administrative purposes.

Provide for Dean of Faculties as Assistant to the President.

Make trial of dictaphone outfit for use of administrative offices.

Upon the motion of Mr. Marshall, the President's Secretary is authorized to sign routine requisitions in lieu of the President. This motion was seconded by Mr. Geddes and carried.

President's Sec.
Miss Moen

Dr. Crane then presented the summarized reports of his own office and those of the Fiscal Agent, the Secretary and the Registrar. Mr. Quealy moved that these surveys be made a part of the record of this meeting and be made available for everyone who desires to inspect them. This motion was seconded by Mr. Geddes and carried. At the suggestion of Mrs. Haggard, the Board agreed to endorse the suggestions contained in this survey.

The Board then went into conference with Mr. N. E. Corthell, Mr. W. A. Hitchcock and Mr. Lee Cotton of Denver, Attorney for Contractor J. A. Johnson. After discussion Mr. Corthell suggested that we first, by arbitration, determine the amount due from the University, they pay this sum to the parties who may be found entitled to it. It was then moved by Mr. Quealy that we enter into an arbitration agreement drawn by our attorneys. If this form of arbitration is acceptable to Contractor Johnson, the Executive Committee is granted authority to carry out the provisions of this resolution. This motion was seconded by Mr. Marshall and carried.

After a consideration of the attitude of the Fidelity and Deposit Company of Maryland, bondsmen for Mr. Johnson, Contractor for the University Gymnasium, Mr. Geddes moved that in the future we refuse to accept bonds of this company. This motion was seconded by Mr. Quealy and carried.

Dr. Crane then presented a brief in reply to the criticisms of Mr. Roy Seney, Assistant State Budget Officer. After this was read, Mr. Quealy moved that a copy of this report be sent to the Governor and her attention brought to the fact that the Board concurs with what the President has stated in this report. This motion was seconded by Mr. Geddes and carried.

President Crane offered a letter for the approval of the Board which suggested the following resolution:

Gymnasium

Roy Seney

It having been the invariable policy of the University to refrain from any partison political activity, and the Board of Trustees considering that the importance of continuing that policy should perhaps at this time be emphasized and definitely stated to all persons having any official connection with the University; the President of the University is hereby authorized and requested to write a letter to all those officially connected with the University in any capacity calling attention to that policy and the importance of its observance by everyone. Reasonable publicity should be given to this letter.

Upon the motion of Mr. Marshall, seconded by Mr. Quealy and carried, the Board adopted the above resolution.

There being no further business the Board adjourned, sine die.



Fay E. Smith
Secretary

Resolution