

**THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES**

February 8, 1943

**For the confidential information
of the Board of Trustee**

The Trustees of the University of Wyoming met in regular session at 2 o'clock p.m. Thursday, Feb. 8, 1943.

Members answering roll call were President Linn, Mrs. Grieve, Mr. Facinelli, Mr. Sill, Mr. Simpson, Mrs. Cope, Lt. Ferrall, Mr. Johnson, Mr. McGuckin, Miss Anderson, and Dr. Morrill.

President Morrill informed the Board of Senate File 66 which calls for the establishment on this campus of a University of Wyoming Research Station. The bill provides for the appointment of a committee advisory to the Research Station. It authorizes the acceptance of money from any source and protects the University as to patent rights or royalties for any discoveries made by the station. After discussion Mr. Simpson moved that the Board give its approval to this bill and approve the appearance of a Trustee committee before the Senate committee for an informative discussion. The committee is empowered to use its own discretion as to the final form of the bill. This motion was seconded by Mr. Facinelli, and carried.

Then, following a discussion of the Teacher Retirement bill, Mrs. Cope moved that the Board approve the action of President Morrill and his retirement committee in excluding the University from the provisions of this bill. This motion was seconded by Mr. Simpson, and carried.

It was then moved by Mr. Simpson, seconded by Mr. Sill, and carried that the following by-laws governing the committee advisory to the President be approved:

Roll Call

University of Wyo.
Research Station
Approved

Retirement Bill
Action of President
Morrill Approved

By-Laws
Advisory Committee

COMMITTEE ADVISORY TO THE PRESIDENT

BY-LAWS

Adopted February 2, 1943 by Faculty, supplanting all previous By-Laws

ARTICLE I

- Section 1. In accordance with the action of the Board of Trustees of February 26, 1918, and the By-Laws of the Board of Trustees, there shall be selected from the Faculty of the University of Wyoming a Committee Advisory to the President, consisting of seven elected members, and other members as provided in Sections 3 and 4 of Article I. The President shall be a member ex-officio, and shall be chairman. Only members elected by the Faculty shall have the power to vote, except as provided in Section 4 of Article I.
- Section 2. Only those who have been members of the Faculty with the rank of Professor for two or more years shall normally be eligible to election on the Committee. In case any college should happen to lack representation under the rules of eligibility, motion may come from the faculty to hold over the representative in office; or, if such representative is not available, to nominate a member from the given college from the next rank below that of Professor, provided he has held rank for the required two years.
- Section 3. The Committee shall consist of one member each from the Colleges of Liberal Arts, Agriculture, Education, Engineering, and Law, and two members elected at large.
- Section 4. Deans are not eligible for election, but in cases concerning their respective colleges, shall automatically become ex-officio members of the Committee, with power to vote.
- Section 5. The term of office shall be two years for the representative of each college, and one year for the members at large, and no member shall succeed himself, except as provided in Section 2, above.
- Section 6. Following previous practice, members are elected as follows: in one year (e.g., 1942), three members are elected, one each from the Colleges of Education, Law, and Liberal Arts, for a two year period of service; in the next year (i.e., 1943), two members are elected, one each from the College of Agriculture and Engineering, for a two year period of service. Members at large are elected each year for a one year period only.

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- Section 7. All elected members shall be chosen by the whole Faculty as defined in Section 8.
- Section 8. The right to vote at election time shall be extended to all members of the Faculty having the rank of Professor, Associate Professor, Assistant Professor and Instructor, which is to include all resident members of the Faculty of the College of Agriculture, and all members of the Faculty of the College of Education, including the University High School and the University Elementary School, having the rank of University instructor or above.
- Section 9. The Secretary of the Board of Trustees shall furnish to the Secretary of the Faculty, at each election, a certified list of those eligible for membership on the Committee, such names to be grouped by the faculties.
- Section 10. Election shall be by written ballot, without nominations, the first ballot to be made from a mimeographed sheet of names of those eligible, such names to be listed by colleges. A majority of votes shall be necessary for election. If, on the first ballot, no one has a majority, the balloting shall continue until the requisite number of candidates have a majority. Subsequent voting may be continued by placing on a blackboard a list of names of those having above a certain minimum.
- Section 11. Elections shall be held annually at the regular May faculty meeting. The Committee shall enter upon its duties July first.
- Section 12. Should a member of the Committee sever his connection with the University, or be granted leave of absence for the period of a term or longer, the Faculty shall elect a member pro tempore to complete the unexpired term or to hold office ad interim. Pro tempore members shall not be ineligible to regular election at the end of their terms.

ARTICLE II

- Section 1. The Committee Advisory to the President provides a representative counselling body from the Faculty, subject to the President's call. The President may consult this Committee on such matters as new appointments, promotions in rank, the granting of honorary degrees, questions of dismissal of faculty members in regular standing, and such other matters as may seem to the President desirable.

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Section 2. The President, after consultation with the appropriate dean and department chairman, may refer to the Committee any appointments to the Faculty. The President may also refer to the Committee questions of promotion in rank in the Faculty.

Section 3. As stated in the general policy of the Board of Trustees for the granting of honorary degrees, names of persons suggested for the honorary degree shall be submitted to the secretary of the President's Advisory Committee for committee consideration. Recommendation will be made if such names receive a two-thirds affirmative vote in the committee. Such recommendations shall then be submitted by the President to the Board of Trustees for their official action of approval or disapproval. When such names are being considered by the Committee, the Deans of the several colleges shall sit as additional members of the Committee.

Section 4. Procedure in questions of dismissal is treated in Article III below.

ARTICLE III

Section 1. In case the President has reason to believe that there exist facts which may warrant the dismissal of any faculty member in regular standing, and not understood to be on temporary or special tenure, of the rank of instructor or above, the President shall make investigation of the evidence, and may submit such evidence to the Committee Advisory to the President, and secure its advice regarding the sufficiency of the evidence to warrant a fuller investigation. If dismissal is to be recommended to the Board of Trustees, the President shall prepare in writing a statement of the facts considered as possible cause for dismissal, and shall submit such charges and evidence to the Committee, and to the teacher concerned. The faculty member shall be given opportunity, if he wishes it, to offer evidence and to make a statement in his defense.

Section 2. The Committee, under these conditions, shall elect its own chairman, and shall have power to call for documents, examine witnesses, or use whatever means of taking evidence it deems most suitable to elicit the facts.

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Section 3. After due examination, the Committee shall prepare a written report or reports of findings and recommendations, covering both the accuracy of the facts and the adequacy of these facts as a reason for dismissal. A minority report may be submitted.

Section 4. The President is not bound to recommend action to the Board of Trustees in the sense of these reports, but if he recommends dismissal, he shall lay before the Board, together with his recommendations, the charges, evidence, and all reports of the Committee Advisory to the President.

Section 5. The Committee shall elect from its own members a secretary who shall keep careful minutes of all proceedings of the committee. In all cases in which the matter of dismissal of a faculty member has been considered, the proceedings of the Committee shall be regarded as confidential.

It was then moved by Mr. Sill, seconded by Mr. Facinelli, and carried that the following rules and regulations of the Board of Trustees covering outside employment of members of the staff be approved:

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES
COVERING OUTSIDE EMPLOYMENT OF MEMBERS OF THE STAFF

I. Full-time regular members of the college faculties may render professional and technological services in the public interest to individuals, groups, associations and societies, departments of government, business and industrial firms, and others--and may receive compensation therefor from those served--under the following terms and conditions:

1. In no case shall such outside employment interfere with the specified regular University duties and the effective service of the staff member.

The nature of such outside employment, the estimated duration of the work, the estimated time required to perform it (in terms of hours per week, or per month, or per quarter) and the name of the employer for whom the work will be performed shall be on record in the office of the Dean of the College to whom the staff member is administratively responsible; and in all cases, in the office of the President.

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*Rules on Outside
Employment of
Staff Members*

2. Only such outside service for compensation shall be undertaken as will help to maintain and increase the professional competency of those so engaged. Decision of the appropriate Dean, subject to review by the President, shall be controlling upon this point. Routine and repetitive tasks of a commonplace type are not approved, but the occasional delivery of lectures, expert advice or consultation, not readily obtainable except at the University, is not prohibited.
 3. No member of the University staff may solicit outside professional or technological work in competition with regularly established private practitioners of such work or firms in private practice (viz., licensed engineers, testing laboratories, etc.).
 4. Compensation received for such outside services shall not be less than the prevailing scale of fees and charges for similar service in private practice.
- II. The University buildings, grounds and equipment are provided by the state and federal governments and by private gift for instruction, research and public service. All arrangements for the use of University facilities and space in the prosecution of research, testing and consultant work with financial cooperation from outside the University, except under proposals (such as fellowships) duly approved by the Board of Trustees, shall be approved in advance by the department chairman, the appropriate Dean or other administrative superior, the Comptroller of the University, and the President. Such arrangements, moreover, shall be subject to a reasonable fee for the privilege enjoyed. It shall be the duty of the Comptroller to prepare, in conference with the departments concerned, a schedule of such fees for the use of space and facilities.
- III. No member of the University staff shall accept employment which shall bring him as an expert, consultant, investigator or in any other capacity into antagonism to the interests of the State of Wyoming; and no member of the staff shall undertake, except with express approval of the President, any outside work to be paid for from state funds.
- IV. The University cannot assume, and must not be placed in the position of assuming, any responsibility for private professional or technological services rendered by members of the staff. When a member of the staff does work in a private capacity he must make it clear to those who employ him that such work is unofficial and that the name and authority of the University of Wyoming are not in any way, by publicity, advertising or otherwise, to be connected with the service rendered or the results obtained.

Rules on Outside
Employment of
Staff Members

University stationery and postage shall be used only in correspondence or reports relating to official University work.

Lt. Ferrall moved approval of an extension of leave to George F. Gerling, Associate Professor of English, until the end of the present winter quarter, and that no additional leave be granted.

This motion was seconded by Mr. Facinelli, and carried.

It was moved by Mr. Facinelli, seconded by Lt. Ferrall, and carried that Dr. Harriet Knight Orr, Professor of History in the College of Education, be granted sabbatical leave for the academic year, 1943-44.

Lt. Ferrall moved that leaves be granted to:

Walter E. Daniels, Associate Professor of Commerce from Feb. 10, 1943 to Aug. 31, 1943, to accept appointment as Lieutenant in the United States Naval Reserve.

L. S. Crawford, Assistant Professor of Teacher Training in Agriculture, to accept appointment as second Lieutenant with the Army Air Corps from Feb. 15, 1943 to Aug. 31, 1943.

Dr. George Devereux, Instructor in Sociology, in order that he may accept appointment as Lieutenant (jg) in the United States Naval Reserve from Jan. 22, 1943 to Aug. 31, 1943. This motion was seconded by Mr. Facinelli, and carried.

Mr. Simpson moved that Mrs. Joan H. Waltemade be appointed Supply Instructor in Sociology effective Feb. 15, 1943 for the balance of the winter quarter and the spring quarter at a salary rate of \$2,100 per year. She will take the place of Dr. Devereux. The motion was seconded by Lt. Ferrall, and carried.

Upon the motion of Mr. Johnson, Mr. John J. McElroy was appointed Administrator in charge of the Agricultural Labor Program

Leaves

Gerling

Orr

Daniels

Crawford

Devereux

Appointments

Waltemade

McElroy

in Wyoming as a member of the staff of the Agricultural Extension division at a salary rate of \$3,800 per year. This motion was seconded by Mr. Simpson, and carried.

Mr. Johnson moved, it was seconded by Mr. Simpson, and carried, that Clair Sloan, Assistant Football Coach, on a 12-month basis, beginning Sept. 1, 1942 at the annual rate of \$2,200 be transferred to the department and budget of Physical Education, effective Jan. 1, 1943 with an increase in salary to the new annual rate of \$2,400, payable in monthly installments of \$200. Such transfer would terminate as of July 1, 1943, and the monthly payments of \$200 would be charged against the budget of the Department of Physical Education for the months only of January - June, inclusive. Monthly payments of \$200 for July and August, to complete the contract year, would be charged to the Athletic department budget.

Mr. Simpson moved approval of two payments of \$500 each from federal Purnell funds to be made to Dr. John W. Scott, who has been working as part-time Parasitologist in the Experiment station on limited service, under terms and conditions outlined by Dean Hill for the purpose of completing certain research projects. This motion was seconded by Mr. Facinelli, and carried.

Upon the motion of Mrs. Grieve, seconded by Mr. Johnson, and carried, the Trustees approved the expenses of President Morrill while in attendance at the Land Grant meeting in Chicago and for the extra day in Washington beyond the American Council Committee meeting which was devoted to business of the University.

Sloan Transfer

\$2200.00 to \$2400.00

Scott Appropriation

\$500

Morrill Travel

Expenses

The Board then recessed until 10 o'clock Wednesday morning, February 10, in order that the Trustees and University officers might appear before certain committees of the Legislature in Cheyenne at the invitation of Senator Rymill.

February 10, 1943

Then followed a discussion of the case of H. W. Brettell, Stock Farm employee, who has become physically disabled and is no longer able to perform a full days work. Without formal action the Trustees agreed that he should be placed on a part-time service basis for an indefinite period at a salary rate of \$50 per month.

Lt. Ferrall moved an additional appropriation of \$200 to the campus police department, as the present appropriation has been found to be inadequate. The motion was seconded by Mr. Cope, and carried.

Upon the motion of Lt. Ferrall, seconded by Mrs. Grieve, and carried, the following leaves of absence were approved:

W. E. Stevens, Assistant Professor of English, to accept appointment as a Lieutenant in the United States Army Air Corps for the period Feb. 15, 1943 to Aug. 31, 1943.

Henry Huizinga, Instructor in Zoology, to accept appointment as a Lieutenant in the Army Air Forces for the period Feb. 15, 1943 to Aug. 31, 1943.

At the suggestion of President Linn, Mr. Facinelli moved that an appropriation of \$2,910.06 be made to wipe out the old Commons overdraft. This motion was seconded by Mrs. Grieve, and carried.

Mrs. Grieve then gave a very interesting and informative report of her attendance at the recent meeting at the University of Minnesota of the National Association of Governing Boards.

Recess

*Brettell Placed
on Part-Time Basis*

*Police Dept.
Appropriation
\$200*

Leaves

Stevens

Huizinga


*Appropriation for
Commons Overdraft
\$2,910.06*

Grieve Report

The Trustees noted that this was probably the last meeting of the Board which President Linn, Vice-President Grieve, and Treasurer Facinelli might attend as their terms expire February 21. The Board expressed regret at losing these Trustees. Their faithful attendance, and their constructive and sincere work during the past years has been of great benefit to this institution.

The meeting adjourned at 12 o'clock noon.

Respectfully submitted,



Fay E. Smith
Secretary

Regrets Expressed

Adjournment