

President's Report

February 16-17, 1946

**For the confidential information
of the Board of Trustees**

The Board of Trustees of the University of Wyoming was called to order at 10:00 a.m., Saturday, February 16, by President Simpson. The following members were present: Mr. Simpson, Mrs. Cope, Mr. Johnson, Dr. Cunningham, Mr. Keeney, Mr. McCracken, Mr. Sullivan, Mr. Watenpaugh, Governor Hunt, and Dr. Humphrey.

The minutes from the meeting held November 5 were approved as corrected.

It was moved by Mr. Johnson, seconded by Mr. McCracken and carried that the following appointments be approved:

1. That there be authorized, effective January 1, 1946, or as soon thereafter as arrangements can be made for him to assume his duties, the appointment of Mr. Sylvester West as Assistant County Agent in Fremont County at a salary of \$2,400.00 per year on an eleven months basis.
2. That there be authorized, effective February 15, 1946, the appointment of Miss Pauline Bunting as Home Management Specialist in the Extension Service with the rank of Associate Professor, at a salary of \$3,000.00 per year on an eleven months basis. She will succeed Mrs. Bramblett, who resigned.
3. That there be authorized, effective February 15, 1946, the appointment of Miss Gladys Oller as Home Demonstration Agent in Natrona County on an eleven months basis at a salary of \$2,880.00 per year. The County will pay \$400.00 of this salary; the balance will be paid from Bankhead-Flannagan funds. She will succeed Mrs. Ferne Bille, who is resigning.
4. That there be authorized, effective February 11, 1946, the appointment of Mr. Paul M. Drake as Assistant County

Roll Call

*Minutes
Approved*

Appointments

Sylvester West

Pauline Bunting

Gladys Oller

Paul M. Drake

Agent in Park County, at a salary of \$2,400.00 per year, on an eleven months basis. Salary and expenses will be paid from Bankhead-Flannagan funds.

5. That there be authorized, for the Winter and Spring quarters, the appointment of Mr. Harold Fry as Assistant Professor of Mechanical Engineering and Drawing at a salary rate of \$3,000.00 per year. This appointment has been made necessary by the large increase in enrollment in freshman classes in Engineering Drawing.
6. That there be authorized, effective March 1, 1946, the appointment of Mr. Leo Arnoldi as Supervisor of Student Employment and Vocational Counselor in the Department of Student Personnel, on an eleven months basis, at a salary of \$250.00 per month for the remainder of this fiscal year, this salary to be paid from the balance in Miss Justine Gentle's salary account.
7. That there be authorized, effective about March 1, 1946, the appointment of Mr. L. S. Crawford as Supervisor of Veterans Relations, at a salary of \$3,300.00 per year on an eleven months basis. The position will carry the rank of Assistant Professor.
8. That there be authorized, effective January 1, 1946, the appointment of Mr. A. V. Johnson as Assistant to the Registrar at a salary of \$215.00 per month for the remainder of the fiscal year.
9. That there be authorized, effective April 1, 1946, the appointment of Mr. P. F. Christianson as Instructor in Trade and Industrial Education, at a salary of \$3,200.00

Harold Fry

Leo Arnoldi

L.S. Crawford

A.V. Johnson

P.F. Christianson

per year, on an eleven months basis. Dean Schwiering has informed the President that the University will be reimbursed by the State Department of Education to the extent of one-half of the salary.

10. That there be authorized, effective February 11, 1946, the appointment of Mr. Charles H. Thompson as Instructor of Sub-Collegiate Veterans, on the staff of the University of Wyoming High School, in the Department of Secondary Education, at a salary of \$2,400.00 per year for eleven months service.

Charles Thompson

It was moved by Mr. Sullivan and seconded by Mr. Keeney that the following leaves of absence be approved:

Leaves of Absence

1. Miss Lydia Holm, Assistant Professor of Foreign Language Education in the College of Education - Leave without pay for the academic year 1946-47 in order that she may complete the work for her doctorate at the University of Iowa.
2. Miss Ruth Linder, Assistant Professor of Geography Education in the College of Education - Sabbatical leave for the fall quarter of 1946-47 in order that she may do graduate work at the University of Chicago. Dr. Kilzer and Dean Schwiering recommend that the leave be granted on the usual forty per cent salary basis, or \$359.20 for the period beginning September 9, 1946, and ending November 27, 1946.

Lydia Holm

Ruth Linder

Mr. Johnson moved that Dr. Laura A. White be granted a sick leave under the usual provisions of the University, and that the President of the Board prepare a letter signed by all of the Trustees to be sent to Dr. White with a bouquet of flowers. This motion was seconded by Mr. Watenpaugh

*Sick Leave of Absence
Dr. Laura A. White*

and carried.

Upon the motion of Mr. Sullivan, the sabbatical leave of absence which had been granted Dr. Clara McIntyre for the Spring Quarter is cancelled at her request. This motion was seconded by Mr. Johnson and carried.

*Sabbatical Leave of
Absence
Dr. Clara McIntyre*

Upon the motion of Mr. Keeney, the leave of absence for Dr. A. R. Schweitzer, Assistant Professor of Economics and Sociology, is to be extended from January 1, 1946 to April 1, 1946. This motion was seconded by Dr. Cunningham and carried.

*Leave of Absence
Extended
Dr. A. R. Schweitzer*

Upon the motion of Mr. Johnson, Major B. C. Daly, Dean of Men, is to be placed on limited service status at his own request effective July 1, 1946, and shall be given the title of Dean of Men Emeritus. This was seconded by Mr. Sullivan and carried.

*Limited Service
Major B. C. Daly*

Upon the motion of Mr. Johnson, seconded by Mr. Sullivan and carried, the following men who have returned from military leaves of absence are to be reinstated with salaries as indicated:

*Military leave of
Absence*

1. Mr. John Cykler, Instructor in Agricultural Engineering and Assistant Research Agricultural Engineer in the Wyoming State Experiment Station - From \$2,280.00 to \$3,000.00 per year. This represents a "cost of living" increase of \$180.00 plus a "merit" increase of \$540.00. Mr. Cykler has been on the staff since 1940; he returned to his position on January 1, 1946.
2. Mr. Ralph Honess, Assistant Research Zoologist - From \$2,280.00 to \$2,880.00 per year. This represents a "cost of living" increase of \$180.00 and a "merit" increase of \$420.00. Mr. Honess has been on the staff of the University since 1930; he returned to his position on January 1, 1946.

John Cykler

Ralph Honess

3. Mr. Henry Huizinga, Instructor in Zoology - From \$1,800 to \$2,400. This represents a "cost of living" increase of \$240.00, granted to those whose salary after the first \$120.00 increase had still not reached \$2,000.00, and a "merit" increase of \$360.00. Mr. Huizinga has been on the staff since 1940; he returned to his position on November 19, 1945.
4. Mr. Everett Lantz, Assistant Professor of Physical Education for Men - From \$2,400.00 to \$3,000.00. This represents a "cost of living" increase of \$180.00 and a "merit" increase of \$420.00. Mr. Lantz has been on the staff since 1937; he will return to his position on April 1, 1946.
5. Dr. T. A. Larson, Assistant Professor of History - From \$2,256.00 to \$2,640.00 per year. This represents a "cost of living" increase of \$180.00 and a "merit" increase of \$204.00. Dr. Larsen has been on the staff since 1936; he returned to his position on January 7, 1946.
6. Dr. William B. Owen, Assistant Professor of Zoology - From \$2,520.00 to \$3,000.00. This represents a "cost of living" increase of \$180.00 and a "merit" increase of \$300.00. Dr. Owen has been on the staff since 1931; he returned to his position on January 7, 1946.
7. Mr. Maurice H. Meshew, Extension Poultryman - From \$2,840.00 to \$3,020.00. This represents a "cost of living" increase of \$180.00. Mr. Meshew has been on the staff since 1940; he returned to his position on February 1, 1946.

Henry Huizinga

Everett Lantz

T. A. Larson

William Owen

Maurice Meshew

8. Dr. A. J. Dickman, Professor of Modern Languages and Head of the Department - From \$3,360.00 to \$3,780.00 per year. This represents a "cost of living" increase of \$180.00 and a "merit" increase of \$240.00. Dr. Dickman has been on the staff since 1932; he will return to his position on April 1, 1946.
9. Mr. Burton W. Marston, State Club Leader - From \$3,560 to \$3,740. This represents a "cost of living" increase of \$180.00. Mr. Marston has been on the staff since 1920; he will return to his position on March 1, 1946.
10. Mr. Harold F. Eppson, Assistant Research Chemist - From \$2,400.00 to \$3,600.00. This represents a "cost of living" increase of \$180.00 plus a "merit" increase of \$1,020.00. Mr. Eppson has been on the staff since 1927. He will return to his position on March 1, 1946.

It was moved by Mr. Sullivan and seconded by Mr. Johnson and carried that the following transfers in the Agricultural Extension Department be approved:

1. Director Bowman and Dean Hill recommend that Mr. F. A. Chisholm, who was appointed Acting State Leader of 4-H Club work when Mr. Marston went into the armed forces, be now transferred to the position of Extension Agronomist at his present salary - \$3,680.00 - effective March 1, 1946. This position was formerly held by Mr. George Boyd, who recently became Agricultural Engineer.
2. Since Captain Lee Wiegand, who has been on military leave, does not wish to return to his former position as County Agent in Converse County, Director Bowman

A. J. Dickman

Burton W. Marston

Harold F. Eppson

*Agricultural Extension
Transfers*

F. A. Chisholm

W. L. Chapman

and Dean Hill recommend that Major W. L. Chapman, formerly County Agent in Weston County, be appointed to the position of County Agent in Converse County at a salary of \$3,000.00 per year, effective February 15, 1946. The County will pay a portion of the salary and all of the expenses.

3. Mr. Bert Despain, County Agent in Uinta County, resigned on January 31, 1946. To succeed him, Director Bowman and Dean Hill recommend Mr. Ray Wolfley as County Agent in Uinta County at his present salary - \$2,900.00 - effective March 1, 1946.

Ray Wolfley

4. Lieutenant Colonel Robert Mylroie, formerly Assistant County Agent in Fremont County, and, for a brief period, County Agent in Weston County, has been released from military service. Director Bowman and Dean Hill recommend that Mr. Mylroie be appointed Assistant County Agent in Big Horn County at a salary of \$3,000.00 per year, effective February 15, 1946. The County will not pay any portion of the salary or expense but there are sufficient funds in the Federal Bankhead-Flannagan funds to cover the item.

Robert Mylroie

Upon the motion of Mr. Johnson, seconded by Dr. Cunningham and carried, the following appropriations for teaching are approved.

English	Robert McCullough		\$450.00
Mathematics	Mrs. Maxwell	\$601.25	
	Mrs. Alden	233.33	\$834.58
Modern Languages	Dr. Dickman	\$275.00	
	Mrs. Bellamy	165.00	\$440.00
Commerce	Mrs. Yeager		\$450.00

Electrical Engr. Laboratory Assistant (February through June)	\$500.00
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Mechanical Engr. Assistant - Drawing (Winter Quarter)	\$200.00
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Total	<u>\$2,874.58</u>
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Emergency Teaching appropriation - \$7,000.00 for the Winter and Spring Quarters.

It was moved by Mr. Keeney and seconded by Mr. Sullivan and carried, that the following budget changes be approved.

Veterans Relations:

Three secretaries - six months	\$2,440.00	
Contingent, to cover additional printing, postage, etc.	500.00	
Office furniture and typewriters	<u>390.00</u>	\$3,330.00

<u>Law School:</u> Books	\$	500.00
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Public Relations:

Contingent to cover wages of student reporters, etc.	\$	600.00
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Registrar's Office:

Printing of Additional forms for veterans and grade report blanks for Personnel Dept.	\$225.00	
Two reprints of the 1945 Catalog be- cause of the unexpectedly large number of requests for the issue.	\$1,000.00	\$1,225.00

Dean of Men's Office:

Contingent, to cover cost of neces- sary additional supplies and clerical assistance.	\$	200.00
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Student Employment:

Clerical Assistance	\$	810.00
Remodeling of offices because of transfer of student employment from Old Main to the Art Building	<u>\$ 450.00</u>	\$1,260.00
Emergency Student Employment for the months of April, May, and June.	\$	950.00

Salaries:

Professor Wilson O. Clough, because he is serving as Acting Head of the Department of English for the Winter Quarter.	\$ 150.00
Dr. F. L. Nussbaum, because he is serving as Acting Head of the Department of History for the Winter Quarter.	<u>\$ 150.00</u>
Total	\$7,415.00

It was moved by Mr. Keeney, seconded by Mr. Sullivan and carried that \$2,000.00 additional be appropriated to complete the campus film, and \$1,000.00 be appropriated to carry faculty travel for the remainder of the year.

It was moved by Mr. Keeney and seconded by Mr. Sullivan and carried, that the system for collecting fees for music lessons be changed to the following schedule, that the fees charged at neighboring schools should be studied with the thought that fees at the University of Wyoming might be raised, but that Wyoming fees should be slightly lower than those charged by neighboring institutions.

One lesson weekly per quarter with all instructors	\$17.50
Two lessons weekly	35.00
Single lessons each	1.75

Mr. McCracken then moved that the general tuition fee charged residents of the State of Wyoming be raised from \$25.00 to \$30.00; and the fees for non-residents of Wyoming be increased from \$40.00 to \$100.00, effective September 1946. This motion was seconded by Mr. Watenpaugh and carried.

The Board is of the opinion that the faculty committee on student residence classification should exercise care and discretion in making decisions as to whether a student is entitled to resident or non-resident status on borderline cases and that it might be necessary to grant scholarships to out of state students in certain cases.

Upon the motion of Mr. McCracken, the three following recommendations

*Fees
Music Lessons*

*Fees
Resident
Non-Resident*

of President Humphrey regarding student housing were approved. This motion was seconded by Mr. Johnson and carried.

1. That the Trustees pass a resolution requesting the Congressional delegation in Washington to take immediate action in supporting a bill that will provide for housing on the campus of the University as rapidly as housing for soldiers and war workers was provided during the war;
2. That the administration of the University be authorized to develop housing projects as rapidly as possible should such a law be passed; that the committee composed of local Trustee Sullivan, Comptroller Smith, and the President be authorized to act on immediate decisions;
3. That, if it becomes necessary, the administration be authorized to purchase, on a self-liquidating proposition, quonset huts or similar kinds of housing.

Upon the motion of Mr. McCracken, the rentals to be charged veterans who are tenants in the prefabricated portable houses located in the Veterans Village at the east end of fraternity park, are fixed as follows: one-bedroom houses, \$35.00 monthly; two-bedroom houses, \$37.50 monthly. The residents of the Veterans Trailer Park are to be charged a \$20.00 monthly rental. This motion was seconded by Mr. Watenpaugh and carried.

Mr. Watenpaugh then moved that veterans students who are residents of the several Dray Cottage apartments be allowed a 25% discount below the established rental, and that it be the sense of this Board that quarters at Dray Cottage be not rented to students if any comparable quarters are ^{or} available. This was seconded by Mr. McCracken and carried.

Upon the motion of Dr. Cunningham, seconded by Mr. Sullivan and carried, the following recommendation of the President regarding preserva-

*Housing Bureau
3 Recommendations*

*Housing Bureau
Rents*

vation of University records is approved.

The President recommends that a policy be established by the Board of Trustees requiring that all departments and offices of the University of Wyoming preserve the following in their files; programs, circulars, and mimeographed forms issued by the departments or offices; correspondence of significance to the University; record books, financial reports, and all other records of importance. The President further recommends that when the departments or offices no longer wish to keep such materials on file, the University Archivist be consulted as to what material may be disposed of and what should be turned over to the University Archives for permanent preservation.

Upon the motion of Mr. Keeney and with the recommendation of President Humphrey, the Board approved the granting of a Professional Diploma in Education under the requirements and regulations as set forth in the President's report. This motion was seconded by Dr. Cunningham and carried.

The Board then called in Mr. F. Elton Davis of Cheyenne, State Chairman of the National Commission for Living War Memorials. After discussion, Mr. McCracken moved that Wyoming join with the National Commission in an effort to construct such a memorial on this campus in the form of a stadium and fieldhouse which will contain the names of all men and women who entered service in either World War I or World War II. This motion was seconded by Dr. Cunningham and carried.

Dr. Bruce, Head of the Department of Philosophy and Psychology, was called before the Board to explain the proposed Wyoming Child Guidance Clinic to be operated jointly by the University and various State Depart-

*University Archives
Preservation of
Materials*

*Professional Diploma
IN Education*

*Memorial
Stadium + Fieldhouse*

*Wyoming Child
Guidance Clinic*

ments. Dr. Cunningham moved that the University join with the State Departments in the operation of such a clinic as soon as funds can be obtained by the several cooperating parties. This motion was seconded by Mr. Keeney and carried.

It was moved by Mrs. Cope, seconded by Mr. Keeney and carried that Glenn James Jacoby be offered the position of Director of Athletics at a salary of \$4,750.00 a year for three years, effective as soon as he is able to report.

Mr. Johnson moved that \$2,000.00 be allocated from the state appropriation for student labor to the Athletic Department for use to April 1, 1946. This was seconded by Dr. Cunningham and carried.

Mr. Johnson then moved that the salary of Coach B. F. Oakes, which had been reduced to \$4,500.00 during the war years, be raised retroactively to \$5,000.00 to cover the loss which he suffered during this period, and that Mr. Oakes be offered a contract for three years beginning February 1, 1946 at \$5,000.00 per year. This motion was seconded by Mr. Watenpaugh and carried.

At the suggestion of President Simpson and upon the motion of Mr. Sullivan, the Trustees created a scholarship in music covering both tuition and fees for one year in recognition of the Buffalo Bill Centennial. This motion was seconded by Mr. Watenpaugh and carried.

Upon the motion of Mr. McGraken, President Humphrey was authorized to offer Dr. Wilbur C. Smith the position as head of our Department of Student Health within the salary range of \$5,500.00 to not more than \$6,000.00 per year. This motion was seconded by Mr. Sullivan and carried.

Upon the motion of Mr. Keeney, the Board voted the award of the honorary degree Doctor of Laws to Dr. J. L. Morrill, Dr. A. G. Crane, and Jack Bugas to be conferred at the commencement in June. This motion was

*Director of Athletics
Glenn J. Jacoby*

*Athletics
Coach B.F. Oakes*

*Scholarship
Music*

*Health Service
Dr. Wilbur C. Smith*

*Honorary Degrees
Dr. J. L. Morrill
Dr. A. G. Crane
Jack Bugas*

seconded by Dr. Cunningham and carried.

Mr. McCracken moved and it was seconded by Mr. Sullivan and carried that Leon Brown be reimbursed ^{from athletic funds.} in the amount of \$230.00, and James Weir in the amount of \$62.00 to cover losses which they sustained in a Salt Lake City hotel through robbery while there to play a basketball game with the University of Utah several days ago.

Mr. Keeney moved that the Summer School this year operate a Rural Workshop School at Gillette so that the rural teachers of northeastern Wyoming may have a better opportunity to renew teaching certificates. This motion was seconded by Mr. McCracken and carried.

Mr. Keeney moved and it was seconded by Dr. Cunningham and carried that the budget for the summer school of 1946 be approved.

Mr. Keeney moved that an easement for a new State highway along the northern border of the University farm at Archer be granted, and that the eighteen acres of land involved be sold to the State Highway Department at the best possible price, but not less than \$20.00 per acre. This motion was seconded by Dr. Cunningham and carried.

Upon the motion of Dr. Cunningham, the Board authorized the construction of an addition to the Knight Hall cafeteria which will double the size of the dining room, with a full basement which can be used as a large class or lecture room. The Comptroller was instructed to call for bids. The estimated cost of \$29,580.00 is to be paid from cafeteria funds. This motion was seconded by Mrs. Cope and carried.

Mr. Johnson then moved the construction of an addition to the Engineering-shops building at an estimated cost between \$12,000 and \$17,000 depending upon whether or not it is possible for the work to be done by the University Buildings and Grounds Department or call for bids and have the work done by an outside contractor. This motion was seconded by Mr. Sullivan and carried.

*Athletics
Leon Brown
James Weir*

*Summer School
Rural Workshop
School at Gillette*

*Summer School
Budget Approved*

*State Farm
Easement for a
new highway*

*Knight Hall Cafeteria
Addition*

*Engineering-Shops
Addition*

Mr. McCracken then moved that the sum of \$3,800 be appropriated for the conversion of a four-stall garage at Dray Cottage into two apartments and \$2,500 be appropriated for the conversion of the water tower at Dray Cottage into an apartment. The work is to be done by the Buildings and Grounds Department. This motion was seconded by Mr. Keeney and carried.

*Dray Cottage Garage
Convert into two
apartments*

Mr. Johnson moved that no University owned automobiles are to be assigned to any department or individual on what might be a permanent status except with the joint approval of the President and the Comptroller. The Comptroller was requested to prepare a survey and list of all University owned automotive equipment for the next meeting of the Board. This motion was seconded by Mr. McCracken and carried.

*University
Automotive
Equipment*

Mr. Johnson then moved an appropriation of \$2,000.00 for the purchase of building materials and supplies for the Department of Buildings and Grounds. This motion was seconded by Mr. Keeney and carried.

Mrs. Cope then moved that \$2,000.00 be appropriated for improvements and an addition to the President's offices. This motion was seconded by Mr. Sullivan and carried.

Mr. Watenpugh moved an additional appropriation of \$10,000.00 for the purchase of surplus war equipment. This motion was seconded by Mr. Sullivan and carried.

It was moved by Mr. Keeney, seconded by Mr. Sullivan and carried that \$2,000.00 additional be appropriated to complete the campus film, and \$1,000.00 be appropriated to carry faculty travel for the remainder of the year.

Mr. Keeney then moved and it was seconded by Mrs. Cope that the following appointments be approved:

Major William Henry Langendorf, Clerk, with a former salary of \$1,440:

Leave of absence began December 16, 1940, returned to service No-

*Appointments
Major Wm Langendorf
Thos. A. Dodds*

vember 15, 1945; new position Inventory Clerk. At present he is traveling purchasing surplus war property; salary \$2,400.00. Sergeant Thomas A. Dodds, leave of absence beginning June 28, 1943. He was Assistant Cashier at a salary rate of \$1,920.00. He returned to the University February 1, 1946 and is now employed as Bookkeeper; salary \$2,400.00.

The date for the next meeting of the Board was set for 10:00 a.m., March 23.

The Board adjourned at 6:40 p.m., February 17.

Respectfully submitted,



Fay E. Smith
Secretary.

Board Meeting

Adjournment