

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

May 15-17, 1950

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

The Board of Trustees of the University of Wyoming was called to order at 10:00 A.M., Monday, May 15, in the Board room. The following members were present: President Simpson, Mr. Burwell, Mr. Sullivan, Mr. Watenpaugh, Mr. Hansen, Mr. Del Monte, Mrs. Patterson, Mr. Reed, Governor Crane, Miss Stolt and Dr. Humphrey.

Mr. Burwell moved, it was seconded by Mr. Hansen and carried, that the minutes of the meeting of March 7 be approved with the following correction. That the following remarks made by Mr. Reed preliminary to his resolution regarding the duties of the Treasurer of the Board be stated:

"I stated that I hoped the remarks I was going to make relative to the Board's approval of that part of the Kline Development Study Report applicable to the Treasurer of the Board and Business Manager and Treasurer of the Internal Operating Organization would not be construed relevant to my position as Treasurer because I happened to be Treasurer of the Board at the moment.

I stated that the Kline Development Study Report as approved by the Board at a previous meeting during my absence in my opinion sub-ordinated the duties of the Treasurer of the Board (whose responsibility seemed to be quite clearly defined by Statute) to the Business Manager and Treasurer of the Internal Operating Organization created by the Kline Development Study Report, in particular with reference to funds.

I further stated that in my opinion a study of the Legislative debates and discussions at the time enabling laws for the University were enacted under the Constitution would disclose no intention whatever to create two University Treasurers even though the Board was given authority to create by-laws for the government of the University. If such a regulation as that provided in the Kline report is not technically correct as I believe, and yet the wishes of the Board, it is my opinion that the report might be amended to provide for an assistant treasurer of the Board and treasurer of the Internal Operating Organization, one and the same person.

I further stated that I felt the Board's responsibility to the people of the state was directly through their legislative representatives and that the Board should be very careful in adopting by-laws that would in any sense circumvent legislative intentions.

ROLL CALL

MINUTES APPROVED
WITH THE FOLLOWING
CORRECTION

CORRECTION:
MR. REED'S REMARKS

I moved that President Humphrey be requested to make a further detailed study of the fiscal operations and functions of the University relative to fiscal matters and that until this study is made and approved by the Board, the previous approval of the By-laws as set up under the Kline Development Study Report with respect to the duties of the Treasurer of the Board and duties of the Business Manager and Treasurer of the Internal Operating Organization, be rescinded. This motion was seconded by Mr. Hansen and carried."

Mr. Hansen moved, it was seconded by Mr. Sullivan and carried, that the following appointments as recommended by President Humphrey be approved:

1. Effective May 1, 1950, the appointment of Mr. Charles G. Gavin as County Agent in Carbon County, at a salary rate of \$3,780 for eleven months' service. Mr. Gavin succeeds Mr. George Cooke, who has resigned.
2. Effective September 1, 1950, the appointment of Mrs. Rosalie Van Sickle as Instructor in Secretarial Science, at a salary of \$3,600 for the academic year 1950-51. She will replace Mrs. Mary K. Holden, who has been employed on an emergency basis this year.
3. Effective September 1, 1950, the appointment of Mr. Lowell P. Eddy as Instructor in Chemistry, at a salary of \$3,600 for the academic year 1950-51. He will replace Dr. Irene Eastman, who was not recommended for re-employment.
4. Effective September 1, 1950, the appointment of Mr. Frank W. Osterwald as Assistant Professor of Geology, at a salary of \$3,804 for the academic year 1950-51. Mr. Osterwald will replace Mr. Robert T. Russell, who has resigned.

APPOINTMENTS

CHARLES G. GAVIN

MRS. ROSALIE VAN SICKEL

LOWELL P. EDDY

FRANK W. OSTERWALD

5. Effective September 1, 1950, the appointment of Mr. Charles O. Peartree as Instructor in Commerce and Economics at the Southeast Center, at a salary of \$3,804 for the academic year 1950-51. It is understood that his salary is to be paid from the Deposit Liability Fund of the Southeast Center.

CHARLES O. PEARTREE

President Humphrey reported the following resignations:

RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Reason for Resigning</u>	<u>Date of Resignation</u>
<u>College of Agriculture</u>			
Lindenstruth, R. W.	Head, Dept. of Vet. Sci. & Bact. and Asst. Res. Vet.	To do graduate work	June 30, 1950
Reed, Joyce	Instr. in Home Econ.	To re-enter dietetics work	Aug. 31, 1950
Robertstad, G. W.	Instr. in Bact., Asst. Res. Bact.	To do graduate work	June 30, 1950
<u>College of Liberal Arts</u>			
Janssen, A. G.	Instr. in Chemistry	To accept another position	Aug. 31, 1950
<u>Library</u>			
Peacock, Patricia	Asst. Ref. Librarian	To move to lower altitude	June 30, 1950

R. W. LINDENSTRUTH

JOYCE REED

G. W. ROBERTSTAD

A. G. JANSSEN

PATRICIA PEACOCK

It was moved by Mr. Sullivan, seconded by Mr. Reed and carried, that the request of Dr. W. G. Solheim that he be relieved of the headship of the Department of Botany as he would like to spend more time in research effective September 1, 1950 and continued on the faculty as Professor of Botany be approved. That recommendation has the approval of the continuing tenure members of the Botany Department, the Dean of the Graduate School, the Heads of the Departments of Psychology and Zoology, the Director of the Summer Camp, and President Humphrey.

DR. W. G. SOLHEIM
RELIEVED OF HEADSHIP
OF BOTANY DEPT.
TO CONTINUE AS
PROFESSOR OF BOTANY.

Upon the motion of Mr. Del Monte, seconded by Mrs. Patterson and carried, the following leaves of absence were approved as recommended by President Humphrey:

Dr. O. R. Hendrix, Director of Student Personnel and Guidance, received an invitation some weeks ago from Dr. A. J. Klein to spend six weeks assisting in a study of higher education in the seven counties surrounding the city of Milwaukee, Wisconsin. He requests that the period April 10 through 23 be on annual leave and that the period April 24 through May 20 be on leave without pay.

Dr. C. A. Cinnamon, Head of the Department of Physics, was appointed by the Atomic Energy Commission as a participant in the Civilian Radiological Teachers' Training Course as part of the civilian defense training program. Dean Rechar and the President request the Trustees' approval of a leave with pay for Dr. Cinnamon for the period April 3 to May 6, 1950 for his participation in this training program, which will enable him to initiate defense training courses on radiation detection, etc. at the University and throughout the state.

Mr. Timon Walther, Instructor in Statistics, requested that he be given a leave of absence without pay for the academic year 1950-51 in order that he might begin work for his doctor's degree. His request has the approval of Professor Bryant and Dean Mundell.

Mr. Jack N. Bone, Assistant Professor Pharmacy, requested that he be given a leave of absence without pay for the academic year 1950-51 in order that he might complete the requirements for the Ph.D. degree.

Miss Edna Furness, Assistant Professor of Foreign Language Education, requested that she be given a leave of absence without pay for the fall and winter quarters of the academic year 1950-51 in order that she might work toward her Ph.D. degree at the University of Colorado.

LEAVES OF ABSENCE

DR. O. R. HENDRIX
WITHOUT PAY
AND VACATION TIME

DR. C. A. CINNAMON
WITH PAY

MR. TIMON WALTHER
WITHOUT PAY

MR. JACK N. BONE
WITHOUT PAY

MISS EDNA FURNESS
WITHOUT PAY

Mr. Edwin Hill, Instructor in Elementary Education, requested that he be granted an extension of his leave without pay for the academic year 1950-51. He is presently studying at the University of Iowa and would like to continue his work there for another year.

EXTENSION:
MR. EDWIN HILL
WITHOUT PAY

Miss Hazel Olson, Assistant Professor of Rural Education, requested that she be given a sabbatical leave for the academic year 1950-51 in order that she might work toward the Ph.D. degree in rural education at the University of Minnesota. This leave, which would carry with it the usual forty percent of salary, has the approval of Dr. G. E. Hollister and Dean O. C. Schwiering.

MISS HAZEL OLSON
SABBATICAL

Miss Frances Ready, Assistant Professor of Elementary Education, requested a sabbatical leave of absence for the academic year 1950-51 in order that she might do advanced graduate work at the University of Minnesota. This leave, which would carry with it the usual forty percent of salary, has the approval of Dr. G. E. Hollister and Dean O. C. Schwiering.

MISS FRANCES READY
SABBATICAL

Mr. Orland W. Ward, Instructor in Health and Physical Education for Men, requested that he be given a leave of absence without pay for the academic year 1950-51 in order that he might pursue work toward the doctor's degree at the University of Wyoming.

MR. ORLAND W. WARD
WITHOUT PAY

Mr. Watenpugh then moved that Dean Emeritus R. D. Goodrich, who has been appointed Chief Engineer for the Upper Colorado River Commission, be granted a leave of absence from his limited service status during his tenure in this position. The President approves this request. This motion was seconded by Mr. Burwell and carried.

DEAN EMERITUS
R. D. GOODRICH - LEAVE
FROM LIMITED SERVICE

Mr. Del Monte moved, it was seconded by Mr. Sullivan and carried, that the following arrangement covering the retirement of Mr. W. L. Quayle be approved:

MR. W. L. QUAYLE -
DIRECTOR - STATE FARMS
RETIREMENT

Mr. W. L. Quayle, Director of Agricultural Substations, has accepted the provisions of the State Retirement Act rather than the Limited Service Plan. When he reaches the age of seventy on May 31, 1951, he will automatically be retired. In the meantime he will remain on the University payroll, but his salary has been reduced to \$4,200 for the period July 1, 1950 to May 31, 1951, with the month of May to be considered as the month of vacation to which he will be entitled.

Upon the request of Mr. Harold Fry, Assistant Professor of Mechanical Engineering, and with the approval of his department head and dean, the President's Advisory Committee and the President, Mr. Sullivan moved that his rank be changed from Assistant Professor to Instructor for the spring and summer quarters in order that he may become a candidate for the Professional degree. This motion was seconded by Mr. Del Monte and carried.

Mr. Watenpugh then moved, it was seconded by Mr. Reed and un-animously carried, that the following arrangements for duties and salary covering the services of Dean John A. Hill as Vice-President of the University as agreed to by Dean Hill and approved by President Humphrey be adopted effective July 1, 1950 with a salary of \$1800 from limited service and \$4200 from other sources, making a total salary of \$6000 per year.

1. To act as President at times when the President is away from the campus for extended periods of time, when specifically directed by the President to do so.
2. To assume responsibility, when the President is absent, as the ranking officer on the campus.
3. To perform such duties in connection with auxiliary enterprises as are assigned to him by the President, i.e., cafeteria, bookstore, etc.
4. To organize planning committees or development committees as directed by the President, and serve as their chairman.
5. To attend meetings off the campus as official representative of the University when it is inconvenient for the President to do so and when he is requested by

MR. HAROLD FRY -
REDUCTION IN RANK -
TO BECOME CANDIDATE
FOR PROFESSIONAL DEGREE

DEAN JOHN A. HILL -
SALARY AND DUTIES
AS VICE-PRESIDENT
OF THE UNIVERSITY

the President to serve as his representative. This duty is to be shared by other Deans Emeritus and the President Emeritus.

6. To attend the meetings and act as vice-chairman of the Administrative Council.

7. To attend the faculty meetings of the several academic units of the University.

8. To represent the President at meetings of standing committees at the President's request.

9. To attend the meetings of the Agricultural Experiment Station Advisory Committee.

10. To visit the Experiment farms with the Dean of the College of Agriculture and visit the campus plant with the Supervisor of Buildings and Grounds.

11. To attend many of the main public entertainments of the University in order to keep informed about this phase of University activities.

12. To visit University Centers, when directed by the President to do so.

13. To meet and confer with visitors from the Federal Government or other educational institutions, when requested by the President to do so.

14. To keep office hours and be always ready to confer with people about their problems in relation to the University and keep the President informed about these conferences.

15. To act as advisor to the President when requested to do so.

16. To supervise the information service of the University, including the gathering and sending out of information through the News Service and the Radio Department.

It is the opinion of the President and Dean Hill that the following should not be included in the list of duties of the Vice-President:

1. Accounting or budget making, except on special assignment by the President.

2. Supervision of personnel records, either of faculty or of students.

3. Government of the University in any way, except as the agent of the President when the President is absent.

Administration \$ 200.00

(Advising new dean and director in regard to administration when called upon to do so. Continuing work of fact-finding in connection with alumni of Agricultural College, and helping with placement of these alumni. Assisting Experiment Station Editor in preparation of reports. If the new dean so desires, answering letters addressed to the College of Agriculture by people seeking information.)

Extension (Wool Improvement). 600.00

(Culling sheep, when the service is requested. Working with Extension Livestock Specialist on preparation of a bulletin on sheep culling.)

Wool Department (research and teaching) . . . 1,000.00

(Lecturing to summer school students and regular students in Wool 601, and also in the Wool Short Course. Giving advice and counsel on various projects, especially WM-5 (Regional Wool Marketing Project). Writing articles of general information, answering letters from wool growers, etc.)

Total limited service salary \$1,800.00

Mr. Watenpugh moved that an appropriation of \$928.60 be made to the Athletic Department to cover the cost of duplicate prints of various athletic contests which were sent to high schools throughout the state as a public relations gesture on behalf of the University. This motion was seconded by Mr. Sullivan and carried.

Mr. Del Monte moved that an appropriation of \$379.15 be made to the Student Health Service to cover the cost of caring for University students injured in the Varsity Dormitory gas incident of last February. This motion was seconded by Mr. Sullivan and carried.

Mr. Hansen moved that the following schedule covering Seed Certification Fees be approved. This motion was seconded by Mr. Del Monte and carried.

SEED CERTIFICATION
FEES

Potato Seed Certification Fees:

Acreage fee - 50¢ per acre
Bin inspection fee - not to exceed 2¢ per bushel of potatoes passing bin inspection
Tag fee - 1¢ per tag

Small Grain and Flax Seed Certification Fees:

Acreage fee - 25¢ per acre
Final fee - 5¢ per tag

Bean Seed Certification Fees:

Acreage fee - 50¢ per acre
Final fee - 5¢ per tag

Grass Seed Certification Fees:

Acreage fee - 25¢ per acre
Final fee - 25¢ per 100 pounds

Alfalfa, Red Clover and Ladino Clover Seed Certification Fees:

Application fee - \$3.00
Final fee - 1¢ per pound

Mr. Watenpaugh moved that a transportation charge of 2½¢ per passenger mile be restored in those courses in which transportation is an essential part of the program. This motion was seconded by Mr. Sullivan and carried.

TRANSPORTATION CHARGE

President Humphrey then mentioned that certain members of the staff are called upon to do private practice or work in their several fields entirely apart from University duties and in competition with private practitioners downtown and throughout the state. After discussion, the Board directed President Humphrey to call to the attention of these staff members the fact that the Board's rule prohibiting off-campus employment without the expressed approval of the President, as adopted by the Board February 8, 1943, is still in effect.

BOARD RULE PROHIBITING OFF-CAMPUS EMPLOYMENT STILL IN EFFECT

President Humphrey then mentioned a request by the Library Planning Committee that the Trustees reconsider the request made at the March meeting by Mr. Smith, Comptroller and Secretary to the Board, for

PLANS AND SPECIFICATIONS FOR LIBRARY AND INFIRMARY FROM COMMUNITY FACILITIES SERVICE

securing plans and specifications for the library and infirmary from the General Services Administration, Community Facilities Service of Denver. After discussion, Mr. Hansen moved that Fay Smith be authorized to make such a request, to act as the authorized representative of the University, and to telegraph the Community Facilities Service to this effect. This motion was seconded by Mr. Del Monte and carried.

Mr. Watenpaugh then suggested that an architectural competition be held for the preparation of preliminary plans and sketches for the new library. After discussion, Mr. Watenpaugh moved that University Architect Woody be asked to report at the June meeting giving the Trustees information and recommendations as to how such a competition could be conducted. This motion was seconded by Mr. Hansen and carried.

The President then recommended, and Mr. Sullivan moved, it was seconded by Mr. Watenpaugh and carried, that in accordance with Art. VII, Sec. 7-3 (b) of the Bylaws of the Board that Section 13-8.1 of the Regulations of the Board of Trustees of the University of Wyoming be amended to read as follows:

"Salaries for periods of annual service that are in addition to the normal period shall be computed in terms of salary for the normal period of annual service plus a fraction of such salary as determined by the Board."

President Humphrey then submitted a letter written by Architect Porter expressing the opinion that the University was doing an injustice to the J. P. Steele Construction Company by withholding 5% of the total amount of the contract until all construction work called for under the contract is completed. Upon reading the contract covering this work between the University and the company, the Board expressed the opinion that the contract is binding, that the percentage shall be retained, that no injustice is being inflicted on the contractor and that the President shall so inform Mr. Porter.

FAY E. SMITH -
AUTHORIZED REPRESENTATIVE

ARCHITECTURAL
COMPETITION - PRELIMINARY
PLANS AND SKETCHES
FOR NEW LIBRARY

AMENDMENT TO THE
BYLAWS - ART. VII,
SEC. 7-3 (b) -
SECTION 13-8.1
AMENDED

J. P. STEELE CONSTRUCTION Co. - 5% OF
TOTAL AMOUNT OF
CONTRACT HELD UNTIL
ALL CONSTRUCTION IS
FINISHED

Mr. DeL Monte moved that effective July 1, 1950, Mr. Dale Fritz be transferred from the position of Superintendent of the Powell Station to the position as Superintendent of the Archer Station, at a salary of \$3,600 per year, plus living quarters, and further that effective July 1, 1950, Mr. Douglas Burke be transferred from the position of Assistant Professor of Plant Pathology at the University to the position of Superintendent of the Powell Station at a salary rate of \$4,020 per year. This motion was seconded by Mr. Sullivan and carried.

Mr. Sullivan moved, it was seconded by Mrs. Patterson and carried, that the following appointments be approved.

1. Effective September 1, 1950, the appointment of Dr. Glyn N. Thomas as Assistant Professor of English, at a salary of \$3,720 for the academic year 1950-51. Dr. Thomas may be considered a replacement for Mr. Louis Rus, who has resigned.
2. Effective September 1, 1950, the appointment of Mr. Charles P. Seltenrich as Lecturer in Music, at a salary rate of \$3,600 for the academic year 1950-51. Mr. Seltenrich will replace on a one-year appointment only, Mr. Robert Vagner, who has been granted a sabbatical leave for next year.
3. Effective September 1, 1950, the appointment of Dr. Willard F. Bellman as Instructor in Speech, at a salary rate of \$3,612 for the academic year 1950-51. He will be a replacement for Mr. Jack Yocum, who has resigned.
4. Effective July 1, 1950, the appointment of Mrs. Lois Payson as Assistant to the Director of the Library, with the rank of Associate Professor, at a salary of \$4,008 per year.
5. Effective September 1, 1950, the appointment of Miss Reta Ridings as Reference Librarian, with the rank of Assistant

TRANSFERS

DALE FRITZ - To - SUPT.
OF THE ARCHER STATIONDOUGLAS BURKE - To -
SUPT. OF THE POWELL
STATION

APPOINTMENTS

DR. GLYN N. THOMAS

CHARLES P. SELTENRICH

DR. WILLARD F. BELLMAN

MRS. LOIS PAYSON

RETA RIDINGS

Professor, at a salary rate of \$3,504 for eleven months' service. She will replace as Reference Librarian Miss Esther Clausen, whose title has been changed to Documents Librarian.

Mr. Watenpaugh moved that Dr. R. H. Bruce, Dean of the Graduate School, be granted a leave of absence without pay for the period September 3, 1950 to February 15, 1951 to permit him to teach at the University of Hawaii during the fall semester of 1950-51. During his leave Dr. S. H. Knight is named Acting Dean of the Graduate School. These two recommendations have the approval of President Humphrey. This motion was seconded by Mr. Burwell and carried.

Mr. Watenpaugh moved that in accordance with the recommendation of President Humphrey the sum of \$797.00 be appropriated to the Buildings and Grounds Department for the Mechanical Plant Fireman Relief fund. This motion was seconded by Mr. Burwell and carried.

Mr. Hansen moved that the recommendation of the President be approved to grant an appropriation of \$1,650.36 to the Buildings and Grounds Department covering the installation of additional oil storage at the power plant. The Trustees will recall that last summer they authorized the President to proceed with taking care of the fuel situation by installing bigger oil reserve tanks. These tanks were installed by the fuel oil company without cost to the University, and they will remain the property of the company. However, the cost of hooking up the oil storage tanks and building a pump house for the tanks had to be paid by the University, and the total cost of this work was \$1,650.36 (\$414.86 for hooking up the tank and \$1,235.50 for building the pump house for the oil storage tanks). This motion was seconded by Mr. Del Monte and carried.

Mr. Del Monte moved that the request of the President for \$310 to cover the purchase of several steel files for use of the Archives

LEAVE OF ABSENCE

DR. R. H. BRUCE

WITHOUT PAY

DR. S. H. KNIGHT -

ACTING DEAN OF THE

GRADUATE SCHOOL

Department of the Library for the storage of approximately 40,000 negatives donated by the Ludwig-Svenson Studios of Laramie and dating back to 1905 or earlier be approved. For many years this studio was the official photographer for the University, and these negatives cover many valuable historical scenes of this period. This motion was seconded by Mr. Sullivan and carried.

LUDWIG-SVENSON STUDIOS
DONATED 40,000
NEGATIVES TO THE
ARCHIVES DEPT.

Mr. Watenpaugh moved that the request of the President for \$1,468 be appropriated as an additional amount to complete the beautification of the area south of Knight Hall. At the meeting of the Board of Trustees on March 7, 1950, the following appropriation was made for landscaping the area in front of Knight Hall:

Clearing lot and finishing grading	\$ 150.00
All plant material to be added	1,000.00
New walks to be added (6 ft. & 4 ft.)	<u>1,018.00</u>
Total	\$2,168.00

Bids were called for, and the bid from Robbins Flowers was the lowest bid submitted. The itemized bid follows:

Cost of materials:

Seed for lawn \$ 469.90

Landscaping stock:

9 Bolleana poplar, 8-10 ft.	\$ 27.00
6 Flowering almond, 3 ft.	15.00
3 Ponderosa pine, 6 ft.	63.00
1 Pinyon pine, 4 ft.	10.00
3 1/2 Pfitzer Juniper, 2 ft.	289.00
2 Juniper scopulorum, columnar, 4 ft.	28.00
9 Mugho pine, 2 ft.	72.00
6 Honeysuckle, 3 ft.	12.00
9 Lilac, 3 ft.	<u>13.50</u>
	529.50

Total for materials . . . \$ 999.40

Planting all materials 1,168.00

Total cost \$2,167.40

The appropriation made by the Board on March 7 did not include the cost of planting and caring for the area for six weeks, and the bid of the Robbins Flowers on this item is \$1,168. Also, the appropriation did not include water lines for irrigating the area, which Mr. Pat Hereford, Assistant Superintendent of Buildings and Grounds, has estimated at \$300. The total additional amount needed to complete the project, then, is \$1,468, and the President recommends that this appropriation be made from money available in oil royalty funds, so that the contract may be awarded and work begun on the beautification of the area in front of Knight Hall. This motion was seconded by Mr. Sullivan and carried.

President Humphrey then recommended approval of the following fees covering the cost of the educational tour courses. Mr. Burwell moved that the recommendation be approved, seconded by Mr. Reed and carried.

Weekend at = 7 Dude Ranch	June 24-25	\$10.50
Yellowstone National Park	July 1-4	30.00
Overnight to Saratoga	July 15-16	5.00
Central City Opera	July 22-23	20.00
Glacier National Park	July 24-29	50.00
Cheyenne Frontier Days	July 29	4.50
Yellowstone National Park	Aug. 1-6	27.00
Passion Play & Black Hills	Aug. 18-21	27.50
Grand Canyon National Park	Aug. 26-30	40.00

MEMORANDUM ON SEVERANCE TAX

The request considered in the series of letters exchanged between the College of Commerce, the President of the University, and Representative Frank C. Mockler for a study on severance tax was considered at great length by the Board of Trustees at their meeting on May 15-17, and the Board was unanimously agreed that the President should inform Mr. Mockler of the University's interest in making such a study. It was the Board's opinion, however, that the request should come from the Legislature as a whole, that an appropriation adequate to make a complete and thorough investigation of this controversial question should be made, and that a sufficient time should be allowed to complete the study in a manner which would reflect credit on the University and the state and be of real and lasting benefit.

The University is not unmindful of the fact that it can be of great assistance in making factual investigations for the good of the state of Wyoming, and is willing to do so provided it has the authorization of the Legislature to make such investigations.

FEEs
EDUCATIONAL TOURS

MEMORANDUM
SEVERANCE TAX

The Board recognized the need for a study such as Mr. Mockler requested. It felt, however, that the study, if it were to be of the greatest benefit, should be exhaustive and would probably require the outlay of several thousand dollars, as well as lengthy and intensive study by members of the College of Commerce staff.

The President then reported on the financial status of funds available for the Memorial Field House and Stadium.

The President then submitted the A.S.U.W. budget for the year 1950-51.

Upon the motion of Mr. Hansen, the budget was approved with the understanding that in accordance with the arrangement made with the Board a year ago \$12,000 per year will be paid to liquidate the deficit in the Operating Fund of the Wyoming Union as follows:

\$10,500 of A.S.U.W. funds and
1,500 from the Union budget

This motion was seconded by Mrs. Patterson and carried.

Then followed a discussion of the 40-hour work week requested by the employees of the Department of Buildings and Grounds. Mr. Reed moved that the Board go on record as favoring the 40-hour week, and President Humphrey was authorized to include funds to carry out this plan when the next budget to the legislature is prepared in the fall of 1950. This motion was seconded by Mr. Watenpaugh and carried.

Then followed a discussion of the report of the legislative committee which has been studying state institutions and state farms recommending that certain farms be sold. As the inactive farms are revenue-producing by reason of the rents collected, the Board agreed that it was opposed to the sale of any land at this time.

The Board then discussed a letter written by Mrs. Nina Coltrane, Secretary-Treasurer of the Culinary Workers Union of Laramie, requesting that "Knight Hall Cafeteria confine its activities to serving University of Wyoming personnel". The Secretary was instructed to write Mrs. Coltrane and inform her that such was the case; that patronage of this facility

A.S.U.W. BUDGET
1950 - 1951

BOARD FAVORS
40-HOUR WEEK

STATE FARMS - No
LAND TO BE SOLD
AT THIS TIME

KNIGHT HALL CAFETERIA
PATRONAGE - LIMITED
TO STUDENTS, FACULTY,
EMPLOYEES AND
GUESTS OF UNIVERSITY

was limited to students, faculty, employees and guests of the University.

President Humphrey then presented the budget for the ensuing year.

Mr. Watenpaugh moved that the President be authorized and directed to study the possibility of combining the Departments of Physical Education and Athletics with the hope that a more harmonious, efficient and economical organization can be effected. It was seconded by Mr. Del Monte and carried.

Mr. Burwell moved, it was seconded by Mr. Sullivan and carried, that the budget for the College of Agriculture and Experiment Station be approved.

Mr. Reed moved that the budget for the College of Commerce be approved. This motion was seconded by Mr. Burwell and carried.

Mrs. Patterson moved that the budget for the College of Education be approved. Seconded by Mr. Watenpaugh and carried.

It was moved by Mr. Del Monte, seconded by Mr. Hansen and carried, that the budget for the College of Engineering be approved.

Mr. Watenpaugh moved, seconded by Mrs. Patterson and carried, that the Graduate School budget be approved with leave granted to Dean Bruce. Dr. Knight is to be paid \$500 for his services as Acting Dean during the absence of Dean Bruce.

Mr. Burwell moved that the budget for the Law School be approved. Seconded by Mrs. Patterson and carried.

Mr. Sullivan moved that the budget for the College of Liberal Arts be approved with the exception of Mr. Wallace Biggs of the Department of Journalism. President Humphrey is requested to make a further study of this department and report back at the next meeting. Part time instructors in the Department of Psychology and Philosophy are increased from \$600 to \$2,300 using the money vacated by reason of Dean Bruce's leave of absence.

BUDGET PRESENTED

POSSIBILITY OF COMBINING DEPTS. OF PHYSICAL ED. AND ATHLETICS

COLLEGE OF AG. AND EXP. STATION APPROVED

COLLEGE OF COMMERCE BUDGET APPROVED

COLLEGE OF EDUCATION BUDGET APPROVED

COLLEGE OF ENGINEERING BUDGET APPROVED

GRADUATE SCHOOL BUDGET APPROVED - LEAVE DEAN BRUCE

DR. KNIGHT - ACT. DEAN - \$500.00

LAW SCHOOL BUDGET APPROVED

COLLEGE OF LIBERAL ARTS BUDGET APPROVED - EXCEPTION

WALLACE BIGGS - JOURNALISM PART TIME INSTRUCTORS

INCREASED FROM \$600.00 TO \$2,300.00.

Dr. Larsen, Chairman of the Department of History, is to have a leave of absence next year without pay instead of a sabbatical leave with 40% pay as granted at the Board meeting March 7, 1950. This motion was seconded by Mrs. Patterson and carried.

DR. LARSEN - LEAVE WITHOUT
PAY INSTEAD OF SABBATI-
CAL LEAVE NEXT YEAR

Mr. Sullivan moved that the budget for the College of Pharmacy be approved. Seconded by Mr. Hansen and carried.

COLLEGE OF PHARMACY
BUDGET APPROVED

Mr. Del Monte moved that the budget for the Division of Adult Education and Community Service be approved. Seconded by Mr. Sullivan and carried.

DIV. OF ADULT ED. AND
COMMUNITY SERV. APPROVED

Mr. Watenpugh moved that the budget for the Library be approved with the following exceptions:

LIBRARY BUDGET APPROVED.
EXCEPTIONS:

1. Esther Clausen's title changed to Documents Librarian.
2. Amount in budget for Peacock replacement reduced from \$3,000 to \$2,920.

Seconded by Mr. Del Monte and carried.

Mr. Burwell moved, it was seconded by Mr. Sullivan and carried, that the budget for the Department of Alumni Relations and Graduate Personnel be approved.

ALUMNI RELATIONS AND
GRADUATE PERSONNEL
BUDGET APPROVED

Mr. Hansen moved that the budget for the Department of Athletics be approved. Seconded by Mr. Del Monte and carried.

ATHLETIC BUDGET
APPROVED

Mr. Burwell moved that the budget for the Board of Trustees be approved with the exception of the \$5,000 item listed for the C.P.A. audit. This appropriation is to be placed in the Trustees' reserve, and the Comptroller is requested to ask the state examiner, when he makes his annual examination of the business offices, to make a more complete audit than has been his custom in previous years. The Board of Trustees will make an appropriation to cover the extra expense which such an audit would cause the examiner's office. This motion was seconded by Mr. Hansen and carried.

BOARD OF TRUSTEES
BUDGET APPROVED
EXCEPTION: \$5,000 @ C.P.A.
AUDIT - STATE EXAMINER
TO MAKE MORE COMPLETE
AUDIT

At this point the Trustees requested Director of Athletics Jacoby and Mr. Walter Bradley of the Architectural firm of Porter and Bradley to come into the meeting. They submitted plans and estimated costs covering a food service unit to be built on to the northeast wing of the Men's Residence Hall to make that building available for use as an athletic dormitory and dining room. After discussion, Mr. Hansen moved that this construction be approved, and that the sum of \$38,854.57 be appropriated for this purpose. This motion was seconded by Mr. Del Monte and carried. (Note: This figure was later corrected and reduced by Director Jacoby to read \$35,835.57).

Mr. Watenpaugh moved that the budget for the Department of Buildings and Grounds be approved on a temporary basis with the reduction of an item for materials in the Repair Department from \$16,643 to \$5,915 due to an error which was noticed and mentioned by President Humphrey. The President is requested to investigate and make a study of the entire Department of Buildings and Grounds looking toward a reduction in what is considered to be the excessive cost of the department. This motion was seconded by Mr. Sullivan and carried. \$5,728 of this reduction is added to President's Division - Miscellaneous for "Conditioning of New Buildings".

Mr. Burwell moved that the budget for the Dean of Men be approved. Seconded by Mr. Sullivan and carried.

Mrs. Patterson moved that the budget for the Dean of Women be approved. Seconded by Mr. Burwell and carried.

Mr. Burwell moved that the budget for the Forum of Labor, Agriculture and Industry be approved. Seconded by Mr. Watenpaugh and carried.

It was moved by Mr. Del Monte, seconded by Mr. Burwell and carried, that the budget for the International Business Machines Bureau be approved.

ATHLETIC ADDITION -
MEN'S RESIDENCE HALL
APPROVED

BUILDINGS AND GROUNDS
BUDGET APPROVED ON
TEMPORARY BASIS

DEAN OF MEN BUDGET
APPROVED

DEAN OF WOMEN BUDGET
APPROVED

FORUM OF LABOR, AGRI. AND
INDUSTRY BUDGET APPROVED

INT. BUSINESS MACHINES
BUREAU BUDGET APPROVED

The President requested that the Information Service budget be adjusted and submitted later in index budget because of necessary adjustments brought about by Dean Hill's new duties and salary for position as Vice-President.

INFORMATION SERVICE
BUDGET TO BE SUBMITTED
LATER

It was moved by Mr. Reed, seconded by Mr. Watenpaugh and carried, that the budget for the Natural Resources Research Institute be approved.

N.R.R.I. BUDGET APPROVED

It was moved by Mr. Reed, seconded by Mr. Sullivan and carried, that the budget for the President's Office be approved.

PRESIDENT'S OFFICE
BUDGET APPROVED

It was moved by Mr. Reed that the budget for the President's Division Miscellaneous be approved with the exception that the item of \$1,000 for the State High School Athletic Association be increased to \$1,500. That a new item, Conditioning of New Buildings, \$5,728 be added. This motion was seconded by Mr. Watenpaugh and carried.

-PRESIDENT'S DIVISION.
MISCELLANEOUS BUDGET
APPROVED - EXCEPTION:
ST. H.S. ATHL. ASSOC.
INCREASED - NEW ITEM -
CONDITIONING OF NEW
BUILDINGS

The Board recessed at 5:45 P.M., Tuesday evening, the 16th. Called to reconvene in executive session at 9:00 A.M., Wednesday, May 17th.

At 2:00 P.M. the Secretary was recalled to the meeting and entered into a discussion with the Trustees regarding a proposed amendment to the Bylaws. This amendment was prepared by President Humphrey, who was directed by the Board at the meeting on March 7 to prepare an amendment with the idea in view of simplifying the separate office of Secretary and Treasurer of the Board and eliminating the plan of having two University officials reporting directly to the Board. Mr. Hansen moved that the amendment prepared by President Humphrey be adopted. The motion was seconded by Mr. Sullivan and unanimously carried.

AMENDMENT TO BYLAWS
ADOPTED

Article III - Officers of the Board

Section 3-1. Officers. The Board shall, at its Annual Meeting and each year thereafter, elect by ballot, and by a majority vote of those present and voting, a President, a Vice-President, a Secretary, and a Treasurer, who shall be members of the Board, and who shall hold office until their successors are elected and qualified (W.C.S. 1945, see 70-106).

Article V - Duties of Officers

Section 5-4. Duties of the Treasurer of the Board.

(a) The Treasurer of the Board, through the Deputy Treasurer of the Board, shall receive all monies required by law to be paid to the Treasurer of the Board.

(b) He shall be a member of the Executive and Finance Committee of the Board of Trustees.

Section 5-5. Duties of the Deputy Treasurer of the Board.

(a) The Deputy Treasurer of the Board shall be appointed by the Board upon recommendation by the President of the University. The Deputy Treasurer shall also be the Treasurer of the University. When the title "Deputy Treasurer" is used hereinafter in these bylaws, or in the Regulations of the Board, the additional title "Treasurer of the University" shall be inferred. Likewise, when the title "Treasurer of the University" is used, the additional title "Deputy Treasurer" shall be inferred.

(b) The Deputy Treasurer shall receive all funds which are by law required to be paid to the Treasurer of the University, to the Trustees of the University, to the Board of Trustees of the University, to the University, and to the Treasurer of the Board of Trustees. In addition, he shall receive all other monies of the University such as fees, rentals, gifts, interest, receipts from auxiliary enterprises, etc., including monies collected by the University Cashier.

(c) He shall be the custodian of all funds of the University not held by the State Treasurer; and of legal documents, bonds, deeds, stocks, and other evidences of title in lands and physical property. Upon approval of the Board, he shall make long and short term investments of funds.

(d) He shall keep full and accurate records of all funds received by him and of all disbursements made by him from such funds. He shall make disbursements of all funds, not segregated in special accounts, upon vouchers authorized and approved by the Business Manager of the University. The Deputy Treasurer shall also make disbursements from funds held in segregated accounts under the control of the Board of Trustees, such as funds for the construction of new buildings, or the extensive remodeling or repair of old buildings, or for other purposes within the jurisdiction of the Board upon vouchers affirmed and authorized by the Executive Committee of the Board of Trustees, or an agent appointed to act

in its behalf. Funds appropriated for such new construction, extensive repair or remodeling, or otherwise, shall be credited to the budget of the Board of Trustees so as to segregate, for administrative purposes, such expenditures from expenditures budgeted to other departments of the University.

(e) He and the employees of his office shall give such bond as is required by law or by the Board of Trustees. The University shall pay the cost of such bond.

(f) He shall prepare, in cooperation with the Treasurer of the Board of Trustees, the annual report required by Chapter 70, Section 108, of the Wyoming Compiled Statutes. In this connection he shall act as the agent of the Treasurer of the Board of Trustees.

(g) He shall, as required by law, submit to the President of the University a report of all legal claims against the University for action by the Board of Trustees at such times as directed to do so by the Board.

(h) The Deputy Treasurer shall not be an independent officer. To avoid the maintenance of duplicate accounting systems, it is hereby provided that the Deputy Treasurer and the Business Manager of the University, as hereinafter provided, shall be the same employee, and the duties of both officers shall be performed by one employee.

Article VIII - The Organization of the University

Section 8-1. The organization of the University is defined to include . . .

Article IX - The President of the University

Section 9-2. Powers of the President.

(a) The President shall be the executive head of the University and shall be responsible for the administration of the academic and business activities thereof, subject to the Bylaws and to the Regulations of the Board. It shall be his duty to enforce the Regulations of the Board and the Regulations of the Faculty, and he is hereby clothed with all authority requisite to these ends.

(b) The President, subject to appeal to the Board of Trustees, shall exercise supreme judicial functions with respect to the interpretation and application of University legislation, except as otherwise provided in the Bylaws or directed by the Board.

(c) The President shall be an ex-officio member of the Board of Trustees with voice but no vote, and shall at the meetings of the Board inform and advise the Board with respect to the operations of the University and its relationships.

Article X:

Section 10-5. The Business Office.

(a) The Business Office shall be headed by a Business Manager of the University, appointed by the Board upon recommendation of the President. He shall be responsible to the President of the University and through him to the Board of Trustees for the financial and business affairs of the University.

Regulations:

9-2.8.

Annually the President shall submit a budget for the operation of the University based upon a careful estimate of available income for the year.

9-2.10.

The President may initiate special studies related to curriculum, instruction, the faculty-personnel system, or the other areas connected with the operations of the University.

10-5.1.

The duties of the Business Manager are outlined as follows:

(a) He shall authorize the disbursement of all funds of the University not segregated in special accounts under the control of the Board of Trustees.

(b) Upon approval of the Board, he shall rent, lease and manage lands.

(c) He shall employ such assistants and clerical personnel as are required for the performance of the duties of his office in accordance with the regulations of the Board and the budget approved by the Board for his office.

(d) He shall cooperate with the office of the President in preparing the annual budget of the University and the biennial budget request.

10-5.2.

Purchasing shall be headed by a Purchasing Agent nominated to the President by the Business Manager, and recommended by the President to the Board for its approval. The head of the Section of Purchasing shall be responsible to the Business Manager of the University for the operation of his office and for the supervision of purchasing except for those departments which maintain independent purchasing procedures under authority delegated by the Board of Trustees. The Purchasing Agent

shall receive all properly approved requisitions; secure, whenever possible, competitive prices on proposed purchases; make purchases of all supplies; food, materials, books, and equipment, and of services handled by requisitions, for all divisions and departments of the University; obtain from the Section of Accounts a certification on each requisition that funds are available; sign all purchase orders; receive all complaints on articles delivered and secure such adjustments as are possible; file claims against transportation companies for loss or for damage to University property; deposit with the University Cashier all cash received; and make such reports as may be required by the Business Manager of the University.

10-5.3.

The Cashier's section shall be headed by a Cashier nominated to the President by the Business Manager and recommended by the President to the Board for its approval. The Cashier shall be responsible to the Business Manager for the collection and receipt of all student fees, rents, etc.; for monies transmitted by the various departments and units of the University authorized by the Business Manager to receive payment for goods and services; for the prompt deposit of all monies, other than the Cashier's working fund, in bank accounts under the control of the Deputy Treasurer; for the proper recording of all transactions pertaining to the Cashier's section; and for the performance of such other duties as may be assigned by the Business Manager. The Cashier shall make properly approved cash payments from the Cashier's working fund.

10-5.4.

The Section of Accounts, Disbursements and Payroll shall be headed by a Chief Accountant nominated to the President by the Business Manager and recommended by the President to the Board for its approval. The Chief Accountant shall be responsible to the Business Manager of the University for the bookkeeping and accounting system of the business office and for the accounting for all commercial, revolving, special grant, deposit liability, and auxiliary enterprises, and segregated accounts of the University, and for any other self-sustaining activities which may hereafter be authorized; for the processing of vouchers drawn against the various funds of the University; for the proper recording of the actions of the Board of Trustees related to the compensation and service of regular administrative, institutional, research, and service staff and other employees of the University and for the maintenance of proper budget controls. He shall approve each

requisition received by the Purchasing Section and the classification and account to which such requisition shall be charged; certify as to availability of funds for the proposed expenditure; receive copies of all orders issued by the Purchasing Section and of all corrections on such orders; receive all invoices and bills and, after proper approval, prepare vouchers directing payment thereof; and shall properly prepare, record, and complete all transactions pertaining to the salary budget and payrolls and to the payment of invoices and bills. He shall make such reports as are required by the Business Manager of the University or the Deputy Treasurer. The Chief Accountant shall supervise and direct the activities of the head bookkeeper and, through him, shall be responsible for the proper recording and reporting of all transactions, for the balancing of all books of account, and for the preparation of monthly and annual financial statements.

10-5.5

The Section of Buildings and Grounds shall be headed by a Superintendent of Buildings and Grounds nominated to the President by the Business Manager of the University, and recommended by the President to the Board for its approval. The Superintendent of Buildings and Grounds shall be responsible to the Business Manager for the maintenance, repair, and alteration of the buildings, grounds, walks, driveways, and other equipment, and for new construction of physical plant if ordered to do so by the Board of Trustees. The Superintendent of Buildings and Grounds shall be responsible for the physical maintenance and operation of the power plant and other utilities, including the mail and drayage services of the University. He shall be responsible for consultation with the architect, in the case of new construction, with respect to specifications for mechanical equipment, including plumbing, heating, electrical work, and all other services which his department will maintain after the building, or other addition to the educational plant, has been accepted by the Board of Trustees. He shall be responsible for fire and police protection. He shall prepare all reports, requisitions, and work orders relating to the operation and maintenance of the educational plant. He shall supervise the employment and assignment to jobs of all laborers, mechanics, tradesmen, foremen, policemen, and other service employees, and for the efficient organization of his department.

10-5.6.

The Section of Service and Auxiliary Enterprises shall be headed by a Supervisor of Service and Auxiliary Enterprises nominated to the President

by the Business Manager and recommended by the President to the Board for its approval. Service and Auxiliary Enterprises are defined as those involving sale of goods, materials, or services by the University or any unit thereof, not directly related to the educational work of the institution except as the production or provision of such goods or services may be a by-product thereof. The Supervisor of Service and Auxiliary Enterprises shall be responsible to the Business Manager of the University for the business operation of the Bookstore, dormitories, dining halls, and such other service and auxiliary enterprises. He shall maintain such accounting systems for these enterprises as are prescribed by the Business Manager of the University, and shall be responsible to the Business Manager of the University for the collection of all accounts receivable under regulations provided by the Business Manager of the University, and shall transmit all cash receipts to the Cashier of the University, and shall follow the general business procedures prescribed for all University purchasing and for the recording of all transactions relating to business activities.

10-5.7.

The Section of Student Loans and Organizations shall be headed by a Supervisor nominated to the President by the Business Manager and recommended by the President to the Board for its approval. The Section of Student Loans and Organizations is authorized to receive and hold funds of student and other organizations affiliated with the University which are approved by the President of the University, and to make disbursements therefrom in accordance with the rules and authorization of the organization concerned. This section shall handle such ticket sales as may properly be handled in this office. The Section of Student Loans and Organizations is also authorized to perform the functions of receipt and custody of student loan funds; to make disbursements therefrom upon such authorization as may be prescribed by the fund and approved by the Business Manager; to supervise the collection of principal and interest on student loans; and to keep the accounts pertaining to student loans. The operation of the Section of Student Loans and Organizations is subject to the supervision of the Business Manager, but the accounts of loan funds and of the student and affiliated organizations involved are to be kept separate from the accounts of the University and, likewise, the funds shall be kept apart from general University funds. The Supervisor of Student Loans and Organizations shall place all funds received by his office in a depository

approved by the Board of Trustees. He is authorized to prescribe and supervise the accounting systems of approved student organizations, and is required to do so in the case of all such organizations which have official University representatives upon their governing bodies or for which fees are collected by the Cashier of the University. He shall be responsible to the Business Manager for the work of his section and shall complete such reports as are required by the Business Manager of the University.

10-5.8.

The Section of Receiving, Stores, and Property shall be headed by a Property Officer nominated to the President by the Business Manager and recommended by the President to the Board for its approval. The Property Officer shall be responsible for receiving, checking quantity and quality, and delivering to the proper departments all purchases made by the University. He shall be responsible for the delivery and accounting of all military property. The Property Officer shall have charge of all University property held for the other departments of the University in warehouses or other storage facilities. He shall be responsible for the issue of such warehouse property upon properly approved requisitions on his department. The Property Officer shall maintain a perpetual inventory of lands, buildings, equipment, and other property of the University. The Property Officer shall periodically verify his office records by actual physical inventory. He shall make such inventory reports as are required by law and by the Business Manager.

By-Laws:

Article V. Duties of Officers.

Section 5-3. Duties of the Secretary of the Board.

(a) The Secretary shall be sworn to perform faithfully the duties of his office.

(b) The Secretary shall be responsible for the minutes of the Board and shall supervise the duties hereinafter assigned to the Deputy Secretary of the Board of Trustees.

Section 5-3a-a. Duties of the Deputy Secretary of the Board.

(a) The Deputy Secretary shall be nominated to the Trustees by the President of the University for appointment by the Board.

(b) The Deputy Secretary shall be sworn to perform faithfully the duties of his office.

(c) At the request of the Board of Trustees he shall attend meetings of the Board and shall keep full and accurate records in a suitable book

provided for that purpose of all votes and acts of the Board.

(d) He shall notify all committees of their appointments and shall furnish a copy of all resolutions or orders delegating power to such committees.

(e) He shall record all calls for meetings of the Board and shall notify all members of such meetings.

(f) The Deputy Secretary shall keep a record, in a separate book, of the names of all members of the Board of Trustees, the dates of their appointment, and the dates of the expiration of their terms of office; and he shall keep a record of all votes relating to special committees and a record of all reports made by the committees of the Board.

(g) The Deputy Secretary shall keep in a separate book a current complete record and text of the Bylaws of the Board and shall publish the same from time to time as directed by the Board.

(h) He shall keep in a separate book a current and complete record and text of the Regulations of the Board and shall publish the same from time to time as directed by the Board.

(i) Immediately after any change, amendment, or addition to the Bylaws or the Regulations of the Board, he shall furnish the President of the University with an official copy of the text thereof.

(j) He shall keep a separate record of all donations made to the institution, and the action relating thereto shall be recorded in a book kept for that purpose.

Mr. Sullivan moved that the contract between Governor A. G. Crane and the University covering his position as President Emeritus of the University be approved. This motion was seconded by Mr. Reed and carried.

Gov. A.G. CRANE -
PRESIDENT EMERITUS
CONTRACT APPROVED

A G R E E M E N T

THIS AGREEMENT made and entered into this 17th day of May, 1950, by and between The Trustees of the University of Wyoming, hereinafter referred to as first party, and A. G. Crane, hereinafter referred to as second party,

WITNESSETH:

WHEREAS first party in a meeting duly called and assembled has established and created at The University of Wyoming the office of President Emeritus; and

WHEREAS first party, in recognition of the long faithful and devoted service of the second party to the University, has expressed its desire to elect second party to the office of President Emeritus, to serve in that capacity during the life of second party; and

WHEREAS second party is desirous and willing to accept the honor and to become employed and serve the University of Wyoming in such capacity;

NOW THEREFORE, in consideration of the mutual agreement herein contained, the first party and the second party hereby agree as follows:

1. First party agrees to employ second party to serve as President Emeritus during the life of second party or until such time as this agreement is mutually terminated in writing by the parties hereto.
2. Second party agrees well and faithfully to serve the first party in such capacity as aforesaid and shall do and perform to the utmost of his ability all services, acts and things connected with his employment as the first party, or the President of the University, shall from time to time request and when said services are of the kind properly belonging to the office of President Emeritus.
3. Second party agrees that all writings and material made or assembled by him in the carrying out of his duties in which the first party is interested shall be the sole and exclusive property of the first party and that second party will, whenever requested so to do, execute whatever documents are deemed necessary by first party in order to make use of such writings or material.
4. Upon execution of this agreement, second party shall immediately enter upon his duties as President Emeritus but so long as second party continues in office as Secretary of State and Acting Governor of the State of Wyoming and is compensated by the State as such officer, he shall receive no compensation for duties performed under this agreement. If and when second party's services in the office's now occupied are terminated then, and in that event, it is agreed that second party shall be placed under the "Limited Service Plan" now in effect for employees of the University of Wyoming and shall be compensated during the remaining term of the life of the second party, at the rate of Three Thousand Six Hundred Dollars (\$3,600.00) per annum, to be paid in equal monthly installments, and provided further that such installments shall commence during the month following the termination of service in the office's above mentioned. It is also agreed that second party shall be reimbursed for any and all expenses incurred at the request of first party in the same manner and to the same extent that other officers

of the University are reimbursed.

IN WITNESS WHEREOF, the parties hereto have on the day and year above written affixed their signatures.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF WYOMING:

By /s/ J. A. Reed

/s/ H. D. Del Monte

Approved:

/s/ G. D. Humphrey, President

/s/ Milward L. Simpson, President,
Board of Trustees

/s/ J. R. Sullivan
Executive Members,
First Party

ATTEST:

/s/ Fay E. Smith
Secretary

/s/ A. G. Crane
A. G. Crane,
Second Party

Mr. Hansen moved that the budget for the Business Offices be approved subject to future personnel adjustments as called for by the changes in the bylaws. This motion was seconded by Mr. Watenpaugh and carried.

Mr. Del Monte moved that the budget for Comptroller's Division - Miscellaneous be approved. Seconded by Mr. Hansen and carried.

Mr. Burwell moved that the budget for the Registrar's Office be approved. Seconded by Mr. Del Monte and carried.

Mr. Hansen moved that the budget for the Student Health Service be approved. Seconded by Mr. Sullivan and carried.

It was moved by Mr. Burwell, seconded by Mr. Watenpaugh and carried, that the budget for Student Personnel and Guidance be approved.

Mr. Burwell moved that the Veterans' Relations budget be approved. Seconded by Mr. Sullivan and carried.

BUSINESS OFFICES BUDGET
APPROVED - SUBJECT TO
FUTURE PERSONNEL ADJUSTMEN
COMPTROLLER'S DIVISION - MISCO
BUDGET APPROVED
REGISTRAR'S OFFICE
BUDGET APPROVED
STUDENT HEALTH SERVICE
BUDGET APPROVED
STUDENT PERSONNEL AND
GUIDANCE BUDGET APPROVE
VETERAN'S RELATIONS
BUDGET APPROVED

Mr. Del Monte moved that the budget for War History be approved. Seconded by Mr. Hansen and carried.

WAR HISTORY BUDGET APPROVED

Mr. Hansen moved that the budget for Wyoming Hall Furniture and Equipment be approved. Seconded by Mr. Burwell and carried.

WYOMING HALL FURNITURE AND EQUIPMENT BUDGET

Mr. Reed moved that the President and Business Manager investigate and recommend a new blanket surety bond covering employees in the Business Offices, Athletics, Auxiliary Enterprises and others, not including the teaching faculty, giving adequate protection up to \$100,000, and that a separate blanket bond be made for teaching staff. This motion was seconded by Mr. Burwell and carried.

APPROVED
NEW BLANKET SURETY BOND TO BE INVESTIGATE

Mr. Sullivan moved that the budget for Agricultural Extension Administration and Printing be approved with the exception that the title of Mrs. Aldea Cyr be changed from Chief Clerk to Assistant to the Director. This motion was seconded by Mr. Reed and carried.

AG. EXTENSION ADM. + PRINTING BUDGET APPROVED. EXCEPTION: TITLE OF ALDEA CYR CHANGE FROM CHIEF CLERK TO ASST. TO THE DIRECTOR.

Mr. Watenpaugh moved that the budget for County Agents be approved. Seconded by Mr. Sullivan and carried.

COUNTY AGENTS BUDGET APPROVED

Mr. Burwell moved that the budget for Home Demonstration Agents be approved. Seconded by Mr. Sullivan and carried.

HOME DEMONSTRATION AGENTS BUDGET APPROVED

Mr. Burwell moved that the budgets covering all specialists in the Agricultural Extension Division be approved with the exception of Morris Whiteman, Agricultural Engineer. The money for this position is to be retained for his replacement. This motion was seconded by Mr. Sullivan and carried.

SPECIALISTS - AG. EXT. DIVISION BUDGET APPROVED. EXCEPTION MORRIS WHITEMAN - AG. ENGR

Mr. Reed moved that the budget for State Farms be approved. Seconded by Mr. Watenpaugh and carried.

STATE FARMS BUDGET APPROVED

Mr. Reed moved that all miscellaneous salaries as shown in the appendix to the budget be approved with the following changes:

MISC. SALARIES IN BUDGET APPENDIX APPROVED WITH FOLLOWING CHANGES

1. J. L. McKeever's resignation accepted.
2. E. W. Purcell's resignation accepted.
3. Harold Gilbert's salary rate increased from \$3660 to \$3720.

Seconded by Mr. Hansen and carried.

President Humphrey then mentioned criticism by certain newspapers of Agricultural Extension news or publicity covering staff appointments. Mr. Burwell moved that advance publicity of appointments could be released as follows:

"John Doe has been temporarily appointed as (name of position) until a permanent appointee is named by the Board of Trustees of the University of Wyoming."

This motion was seconded by Mr. Hansen and carried.

It was then proposed that Mr. Edward E. Grigware, artist of Cody, Wyoming, might be secured to paint a mural in the lobby of the Little Theatre in the new Education Building. President Humphrey and Mr. Simpson were requested to investigate this proposition and report to the Board at the June meeting.

The next subject for discussion was the position which the University should take in the event a member of the staff decided to run for public office. President Humphrey brought to the attention of the Board the necessity for setting up a policy to be followed in such a situation. Mr. Reed moved that President Humphrey be directed to prepare a statement for release by the Board at the next meeting, including the provision that a member of the staff must resign from his position at the University when he files for county, state, or national office, and also including the statement that the Board would not be prejudiced against restoring the candidate to his position at the University should his services be needed. The motion was seconded by Mr. Hansen and approved.

The date for the next meeting was fixed for 9:00 A.M., Monday, June 5.

The Board adjourned at 6:00 P.M., Wednesday evening, May 17, 1950.

Respectfully submitted,
Fay E. Smith
Fay E. Smith
Secretary

RELEASE OF ADVANCE
PUBLICITY OF STAFF
APPOINTMENTS FOR
AG. EXTENSION

ARTIST GRIGWARE -
MURAL IN LITTLE THEATR.
NEW EDUCATION BLDG.

UNIVERSITY'S POLICY -
STAFF MEMBERS RUNNING
FOR PUBLIC OFFICE

(It should be noted, for the historical record, that the changes or amendments to the bylaws, appearing in the minutes of this meeting, abolish the position of Comptroller and create the position of Business Manager.)

CHANGES IN BYLAWS
ABOLISH POSITION OF
COMPTROLLER AND CREAT
POSITION OF BUSINESS
MANAGER