

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

December 14-15, 1951

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

The December 14-15 meeting of the Board of Trustees was called to order in the Board room at 10:10 a.m. on December 14, with the following members present: Simpson, Reed, Del Monte, Hansen, Burwell, Sullivan, Patterson, Jones, Brough, and ex-officio, Stolt and Humphrey. Absent were: McCracken, Newton, Bush, and ex-officio, Barrett.

Mr. Del Monte moved, Mr. Brough seconded, and it was carried that the minutes of the October 19 meeting of the Board be approved.

APPROVAL OF MINUTES

Mr. Reed asked that consideration be given to the question of whether or not the University would be wise to purchase a boiler not equipped to burn coal. After some discussion, it was decided that further consideration should be deferred until after bids had been received at 2 p.m., and the advice of Mr. Lutz and Mr. Blazing solicited at that time.

BOILER FOR
POWER PLANT

Mr. Burwell moved, Mr. Sullivan seconded, and it was carried that the Board authorize the appointment of Mr. Harry R. Johnson as Assistant Extension Editor, effective December 3, 1951, at a salary rate of \$3,900 for eleven months' service.

APPOINTMENT

Johnson

For the information of the Board of Trustees, President Humphrey reported the following resignations:

RESIGNATIONS

1. Mr. Charles Rohde, Assistant Professor of Agronomy and Assistant Agronomist, effective December 31, 1951, to accept a position at Oregon State College.

Rohde

2. Mr. Murray Trump, Assistant Wool Marketing Specialist, effective October 31, 1951, to accept a position with a commercial sheep company in Montana.

Trump

Mr. Hansen moved, Mr. Burwell seconded, and it was carried that the

LEAVES OF
ABSENCE

following leaves of absence be approved:

1. Dr. Winifred Ingersoll, Student Physician, a sabbatical leave for the spring quarter of 1952 for the purpose of study.

Ingersoll

2. Professor R. E. Conwell, Head of the Department of Economics and Sociology, a sabbatical leave for the academic year 1952-53 for study and travel.

Conwell

3. Mr. Harold Benn, Administrative Assistant to the Dean and Director of the College of Agriculture and Experiment Station, an extension of leave without pay for the period February 1, 1952, to June 30, 1952, to permit completion of requirements for the Ph.D. degree.

Benn

4. Mr. Hugh A. Mackinnon, Associate Professor of Music, a sabbatical leave for the academic year 1952-53 for the purpose of study.

Mackinnon

5. Mr. P. T. Miller, Dean Emeritus of the College of Liberal Arts, permission to continue through the academic year 1952-53 in his position at the Community College of Maunaolu, Hawaii.

Miller

For the information of the Board, President Humphrey reported the retirement of Mr. L. E. Walter as State Chemist and the appointment of Mr. M. M. Feris as Acting State Chemist.

STATE CHEMIST

1. Business Manager's Office. Mr. Del Monte moved, Mr. Burwell seconded, and it was carried that an appropriation of \$300 be made to the Emergency Reserve to reimburse that fund for a transfer made to the Business Manager's Office to pay Mr. Ben Garcia for his services as hand-writing expert in connection with the suspected forgery in the Department of Student Organizations and Loans.

BUDGET CHANGES

Business Manager's
Office

2. Alumni Relations and Graduate Personnel. Mr. Del Monte moved, Mr. Sullivan seconded, and it was carried that an appropriation of \$95 be made to permit purchase of a filing cabinet for the Division of

Alumni Relations
and
Graduate Personnel

Alumni Relations and Graduate Personnel.

3. Student Health Service. Mr. Sullivan moved, Mrs. Patterson seconded, and it was carried that an appropriation of \$450 be made to pay for the services of a part-time nurse in the Student Health Service.

Student Health
Service

4. Department of Mechanical Engineering. Mr. Sullivan moved, Mr. Burwell seconded, and it was carried that the amount of \$2,084.87 be appropriated to permit remodeling of the electric wiring in the Mechanical Engineering laboratory.

Department of
Mechanical
Engineering

5. Registrar's Office. Mr. Reed moved, Mr. Burwell seconded, and it was carried that an appropriation of \$549.62 be made to the Emergency Reserve to reimburse that fund for a transfer made to cover the difference between the cost of printing 8,750 copies of the catalog and the amount budgeted for that purpose.

Registrar's Office

6. Buildings and Grounds Department. Mr. Brough moved, Mr. Burwell seconded, and it was carried that the amount of \$780.53 be appropriated to pay for the cost of preparing the area back of the Liberal Arts Building for use as a parking area.

Buildings and
Grounds Department

7. Smith-Hughes Home Economics. Mr. Sullivan moved, Mr. Jones seconded, and it was carried that an appropriation of \$500 be made to provide for compensation to supervisory teachers in the vocational home economics teacher-training program, with the understanding that half of the expenditure would be reimbursed by the State Department of Vocational Education.

Smith-Hughes
Home Economics

Mr. Del Monte moved, Mr. Jones seconded, and it was carried that the proposed budget for the Division of Nursing for the remainder of the fiscal year 1951-52, totaling \$18,000, be approved as submitted.

NURSING EDUCATION
BUDGET

Mr. Sullivan moved that the revised budget for Agronomy and Seed Certification (an auxiliary enterprise), involving an increase of \$2,000

AGRONOMY AND SEED
CERTIFICATION,
REVISED BUDGET

in the estimated income from fees, an increase of \$300 in the travel budget, and an increase of \$1,700 in the supplies budget, be approved. Mr. Hansen seconded the motion and it was carried.

President Humphrey reported that, because of the necessity for repairing a bridge on the Lander farm, at a cost of \$982, and because of the increase in insurance costs, the budget for the Inactive Agricultural Substations showed an overdraft of \$1,342.45. He recommended approval of the revised budget for the Inactive Agricultural Substations and authorization to liquidate the overdraft over a period of not more than three years. Mr. Reed moved, Mr. Sullivan seconded, and it was carried that President Humphrey's recommendation be approved.

Mr. Reed moved, Mr. Brough seconded, and it was carried that the Board of Trustees give official authorization to the John A. Hill Memorial Scholarship Fund.

President Humphrey presented a letter from Dean H. M. Briggs indicating the need for an additional quarter section of land for the Archer Station and requesting permission to offer \$25 an acre to the Wyoming Hereford Ranch for a quarter section of land. The matter was discussed at some length. No action was taken on the request, but it was suggested instead that President Humphrey seek the advice of Mr. Robert Lazear of the Wyoming Hereford Ranch in working out a solution to the problem.

The Board gave consideration next to the insurance progress report presented by Mr. L. G. Meeboer, Business Manager. Mr. Meeboer reported that needed corrections had been made at the Cowboy Dormitory and that the work of extending the fire escapes on Hoyt Hall had been completed.

INACTIVE AGRICULTURAL
SUBSTATIONS,
REVISED BUDGET

JOHN A. HILL MEMORIAL
SCHOLARSHIP FUND

PURCHASE OF LAND FOR
ARCHER STATION

INSURANCE

He also reported that insurance coverage on properties at the Archer Substation and the inactive substations at Eden, Lyman, and Lender had been revised, and that an all-risk policy had been purchased on the oil portrait, "Washakie Chief," which was presented to the University by Mr. W. R. Coe. He requested authorization to purchase a comprehensive dishonesty, disappearance, and destruction insurance policy from the low bidder, the American Casualty Company, in the amount of \$6,730.55 for the following coverage: \$100,000, blanket position bond; \$180,000, broad form coverage on monies and securities within the premises; \$165,000, on monies and securities outside the premises; and \$18,000, on monies and securities held in the safety deposit boxes. Mr. Sullivan moved, Mr. Burwell seconded, and it was carried that the Business Manager be authorized to purchase this policy.

Upon Mr. Meeboer's request and President Humphrey's recommendation, Mr. Hansen moved, Mr. Brough seconded, and it was carried that the Business Manager be authorized to sign a release on the blanket position bond carried with the U. S. Casualty Company absolving that company of all liability after November 1, 1951.

After some discussion of the proposed comprehensive liability policy and the appropriations requested by the Business Manager to cover insurance premiums, Mr. Meeboer was invited into the meeting for further explanation of his requests. Mr. Brough moved and Mr. Jones seconded that the comprehensive liability policy be purchased from the "Loyalty Group," the low bidder, for the amount of \$5,223.64 for the following coverage: \$50,000 per person or \$1,000,000 per accident, general liability coverage, plus \$50,000 property damage; also that an appropriation of \$38,516 be authorized to cover new insurance not anticipated in the 1951-52 budget. Mr. Reed moved that the motion be

amended to include a provision that the Business Manager consult the Attorney General with respect to the University's insurance program. The amendment was seconded by Mr. Brough and carried. President Simpson then called for a vote on the motion as amended and it was carried.

Mr. Burwell moved that the Board of Trustees approve the easement for the highway right-of-way through the land of the branch experiment station at Gillette, for which a sum of \$524.97 had been paid to the University, and authorize the President and Secretary of the Board to sign the easement. The motion was seconded by Mr. Sullivan and carried.

RIGHT-OF-WAY
EASEMENT

The Trustees next examined the specifications for boiler feed pumps to be used in connection with the expansion of the Power Plant. After some discussion, it was moved by Mr. Jones, seconded by Mr. Burwell, and carried that the specifications be approved and that the Business Manager be authorized to advertise for bids.

POWER PLANT,
BIDS ON BOILER
FEED PUMPS

Mr. Jones moved, Mr. Reed seconded, and it was carried that the Business Manager be authorized to proceed with the call for bids at such time as specifications are completed on the following items:

POWER PLANT,
BIDS FOR OTHER
EXPANSION

General Contract Work

Job No. 1--the furnishing of all materials and labor for the construction of building addition to house new switchgear equipment.

Job No. 2--the removal of boilers Nos. 1 and 2, and the construction of new boiler foundations, equipment foundations, platforms, stairways, etc.

Equipment Purchase

Pressure reducing and desuperheating station.

Piping Contract

The work and materials necessary for the installation of all pipes, valves, feed water regulator, and miscellaneous equipment

in connection with the boiler and auxiliary equipment. Also, the necessary piping and valves for supplying high pressure steam to the existing Westinghouse turbo-generator.

For the information of the Board of Trustees, President Humphrey presented the financial statements, revised as of November 30, 1951, which were prepared in the office of the Business Manager. He also reported that, as of November 30, the estimate of income to be derived from student fees during 1951-52 had been increased by \$60,000 and that the reserve of \$75,000 which had been held as a guarantee against possible loss in student income had been released.

A financial summary of the Wyoming War Memorial funds was also presented, indicating 87 per cent of total pledges collected to date.

The Board adjourned at 12:20 and reassembled at 2 p.m.

Mr. H. F. Lutz and Mr. C. J. Blazing, representing the firm of Lutz and May, Mr. L. G. Meeboer, Business Manager, and Mr. C. B. Jensen, Superintendent of Buildings and Grounds, came into the meeting at 2 p.m., and the representatives of the companies submitting bids on the boiler were also invited to hear the bids read. Following is a list of the companies bidding, together with their total bids:

	<u>Base Bid</u>	<u>Maximum Escalator Price Adjustment</u>
J. F. White Engineering Corporation, Denver, Colorado.	\$176,257.00	—
Wickes Boiler Company, Saginaw, Michigan.	140,056.00	\$14,005.00
Combustion Engineering Superheater, Inc., Denver, Colorado.	150,918.00	30,183.00
Stapp Construction Company, Denver, Colorado.	127,202.00	15,951.00
Springfield Boiler Company, Springfield, Illinois.	132,616.00	6,631.00
Stearns-Roger Manufacturing Company, Denver, Colorado		
Base bid.	192,572.00	28,886.00
Alternate bid	152,593.00	22,889.00

FINANCIAL STATEMENTS

BOILER FOR
POWER PLANT

After the representatives of the bidding companies had left the room, the Trustees asked Mr. Lutz to give his opinion with regard to the advisability of installing a boiler which would burn only liquid fuels. A summary of Mr. Lutz' statements to the Board, prepared by Mr. Lutz at the Board's request, follows:

Board of Trustees
University of Wyoming
Laramie, Wyoming

Honorable Board:

In reply to your request for additional information on the general picture as regards fuel burning at your University power and heating plant, we wish to offer the following.

At the present time, gas is used as the base fuel, with oil as standby for emergency use. A careful analysis was made prior to the writing of the specifications on new boiler equipment as to the advisability of adapting it to the burning of coal. It was found that at present prices of fuel there was no advantage in the burning of coal. A second reason for not equipping the unit for coal burning was that the appropriation had already been made, and sufficient funds were not available either for buying coal burning and coal handling equipment, or for making the necessary building changes for mounting the new equipment in such way that a first class coal burning installation could be made of this unit at a later date.

The University is in great need of early completion of the new equipment, due to load conditions, so that no feasible course other than that taken seemed open.

It is not the desire of ourselves that the future use of coal be hindered in any way, provided it is to the best interests of the University to use coal. The present plant, however, is very poorly arranged for adaption to coal burning and we would be very much opposed to making an inadequate design which would cause high labor costs, dust nuisances over the campus or other similar evils. The converting of the present plant to coal burning without these evils is a major operation and would call for a heavy expenditure. All boilers are set too low to provide workable ash removal layouts. There is inadequate space in the boiler room for overhead coal storage. It would require additional head room for providing isolated space for coal handling and equipment as required for preventing dust nuisances. There is inadequate space outside the plant for coal unloading and storage facilities.

If at some future time the price of coal drops to a point where coal burning is advisable, or restrictions are placed on other fuels to make coal burning mandatory, then a study should be made as to whether a major operation should be made at the present site or new facilities be provided at another location which are designed for three fuel operation.

The problem of what to do on future improvements is a complex one and depends on several factors which at this date are unknown on a long time basis.

1. Future cost ratios between prices of coal-oil and gas.
2. Long time rate of growth of the University so far as heating and electric loads are concerned.
3. Exact location of new buildings on a long time basis.
4. Future policies of the Board as regards emphasizing low expenditures or - providing adequate and good architectural designs which are in keeping with other facilities.

We would recommend that the presently contemplated program be carried through and that future problems be solved based on the more adequate information available at that time.

Yours very truly,
 /s/
 H. F. Lutz
 LUTZ & MAY: Consulting Engineers

Mr. Lutz and Mr. Blazing asked that they be excused in order to process and evaluate each bid. It was agreed that the Board would re-assemble at 9 a.m. the following morning to receive the findings and recommendations of these two gentlemen in regard to the several bids.

After Mr. Lutz, Mr. Blazing, Mr. Meeboer, and Mr. Jensen had left the meeting, President Humphrey asked that consideration be given to the Addendum to his Report.

1. Agricultural Substations. Mr. Reed moved, Mr. Sullivan seconded, and it was carried that the following unappropriated balances in the Substations State and Sales Funds be appropriated for use at the stations indicated:

BUDGET CHANGES

Agricultural Substations

Afton

Unappropriated Sales Funds.	\$2,677.00
Unappropriated State Funds.	263.60
	<u>2,940.60</u>

Archer

Unappropriated Sales Funds. \$1,353.00
 Unappropriated State Funds. 767.40
 2,120.40

Gillette

Unappropriated Sales Funds. 727.00
 Unappropriated State Funds. 188.62
 915.62

Powell

Unappropriated Sales Funds. 1,638.90
 Unappropriated State Funds. 86.10
 1,725.00

Sheridan

Unappropriated State Funds. 300.00

Torrington

Unappropriated Sales Funds. 5,670.00
 Unappropriated State Funds. 1,140.12
 6,810.12

Clarke-McNary

Unappropriated State Funds. 100.00

Administration

Unappropriated State Funds. 60.00
 \$14,971.74

2. Buildings and Grounds Department. Mr. Del Monte moved, Mr. Sullivan seconded, and it was carried that an appropriation of \$1,578 be made to permit employment of an additional policeman for the period January 1 to June 30, 1952.

Buildings and Grounds Department

3. Division of Music. Mr. Burwell moved, Mr. Sullivan seconded, and it was carried that an appropriation of \$170 be made to pay the salary of Mrs. Gwendolyn Hallenbeck, emergency instructor in voice, for the winter quarter, with the understanding that a like amount would be received by the University from fees for lessons given by Mrs. Hallenbeck.

Division of Music

4. Gas Line for Field House. Mr. Sullivan moved, Mr. Jones seconded, and it was carried that an appropriation of \$949.90 be made

Gas Line for Field House

to provide for installation of a separate high-pressure gas line to serve the field house.

5. Purchase of Telescope. President Humphrey presented a recommendation from Professor C. F. Barr and Dean O. H. Rechar that the University purchase a second-hand telescope, at a cost of \$3,000, to be used in the observatory when that building has been constructed. After some discussion it was decided that a telescope should not be purchased until such time as funds are available for construction of the observatory.

6. Publication of Bulletin. Mr. Jones moved, Mrs. Patterson seconded, and it was carried that a pictorial bulletin be published for use in the University's program of recruiting new students, and that an appropriation not to exceed \$4,000 be made to cover the cost of 10,000 copies of a forty-page bulletin.

7. Apartments. President Humphrey presented a plan for constructing four apartments, using the walls left standing when the old Veterans Dorm was sold. Mr. C. B. Jensen, Superintendent of Buildings and Grounds, had prepared an estimate of \$15,614.48 covering the total cost for materials for the construction. After some discussion, it was moved by Mr. Sullivan, seconded by Mr. Jones, and carried that the building of these apartments be approved and that an appropriation of \$15,614.48 be made from funds received from sale of surplus property to cover the cost of the construction.

Faculty Gymnasium Fee. It was recommended by President Humphrey that, inasmuch as the University gymnasium facilities are available to members of the faculty and staff only two afternoons a week, gymnasium fees charged them should be reduced accordingly. Mr. Burwell moved, Mr. Hansen seconded, and it was carried that the gymnasium fee

Purchase of Telescope

Publication of
Bulletin

Apartments

FEEES

Faculty Gymnasium Fee

for faculty and staff be reduced from \$3.50 per quarter (the amount paid by students) to \$1.50 per quarter or \$5.00 for twelve months.

Consideration was given next to the question of printing or mimeographing the history of the University of Wyoming during the war years, written for publication by Professor W. O. Clough and entitled "A Land-Grant College in War." President Humphrey presented bids from five companies on printing 500, 750, and 1,000 copies and also an estimate on mimeographing the history. It was moved by Mr. Del Monte, seconded by Mr. Hansen, and carried that the Prairie Publishing Company be given the bid for printing 1,000 copies at a cost of approximately \$470.

President Humphrey reported on the progress that had been made in respect to the possibility of purchasing the land owned by Dr. A. F. Vass adjacent to the Agronomy Farm. He presented a letter which he had received from Dr. Vass indicating his unwillingness to accept a price recommended by an appraisal committee if that price should be lower than the price he had set on the land. Dr. Humphrey also presented a letter he had received from Mr. Oda Mason, Mr. G. J. Forbes, and Mr. C. S. Mohr, the appraisal committee he had appointed to appraise the land, setting a valuation of \$160 an acre on the 257 acres which Dr. Vass told them he would be willing to sell, for a total of \$41,120 for this reduced acreage. President Humphrey called attention to the fact that Dr. Vass had set an original price of \$41,000 for 289 acres. After some discussion, Mr. Hansen moved, Mr. Jones seconded, and it was carried that Dr. Vass be informed of the Board's decision to accept his offer to sell the 289 acres for \$41,000.

It was moved by Mr. Sullivan that the Connie Schwiering painting,

"A LAND-GRANT
COLLEGE IN WAR"

PURCHASE OF LAND
FOR UNIVERSITY DAIRY

SCHWIERING PAINTING
IN REGISTRAR'S OFFICE

"Branding Time," now hanging in the Registrar's office, be purchased for the University at a cost of \$500. Mr. Hansen seconded the motion and it was carried.

President Humphrey presented a recommendation from Miss Amelia Leino, Assistant Dean in charge of the Division of Nursing, and Mr. R. E. McWhinnie, Registrar, with regard to registered nurses now practicing throughout the state who are seeking bachelors' degrees. It was the recommendation of Miss Leino and Mr. McWhinnie that the inquirers be informed of the University's interest in their individual cases but that they be advised that the development of a policy and a program will be a long-run proposition which will necessitate three or four years time and that step-by-step attention will be given to the problem after the first concern of developing the new nursing program has been satisfied. Mr. Del Monte moved, Mrs. Patterson seconded, and it was carried that the recommendation be approved.

Mr. Sullivan moved, Mr. Brough seconded, and it was carried that the proposed tentative budget for the 1952 Summer School, not to exceed \$109,676.32, be approved with the understanding that a detailed budget would be presented at the next meeting of the Board.

President Humphrey recommended that the sum of \$84,330 be set aside by the Board at this time to provide for salary increases in the 1952-53 budget, and that the following amounts previously approved by the Board in setting up the 1951-53 Legislative budget be deducted from the \$84,330: \$184 for the Department of Health and Physical Education for Men; \$684 for the Department of Athletics; \$120 for the Information Service; and \$13,342 for the Buildings and Grounds Department (5 per cent raise agreed upon for Buildings and Grounds employees). President Humphrey recommended that the

NURSING EDUCATION

SUMMER SCHOOL
BUDGET, 1952

1952-53 BUDGET

remainder of the allotment, \$70,000, be made available for distribution by the President to all colleges and departments, including the departments listed above, on the basis of the following recommendations of the faculty salary committee: (1) that the next salary increase not be distributed as a uniform percentage to all colleges but that it be designed to correct maladjustments revealed by the report of the committee; (2) that funds be allotted to raise below-standard salaries at least to the floors; (3) that larger relative raises be given to the eleven-month than to the nine-month staff; and (4) that larger increases be given in the Colleges of Agriculture, Education, and Liberal Arts than in the Colleges of Commerce, Engineering, and Law. After the merits of the recommendations had been thoroughly discussed, Mr. Hansen moved, Mrs. Patterson seconded, and it was carried that President Humphrey's recommendation be approved, with the understanding that as much as necessary of the \$70,000 would be set aside for salary increases to bring up as far as feasible those salaries now under the minimum on the salary schedule.

For the information of the Board of Trustees, President Humphrey presented a letter from Mr. F. E. Smith, Land Coordinator, listing the proven oil fields which are on or near University-owned land.

Mr. Hansen moved, Mr. Burwell seconded, and it was carried that the Board approve the appointment of Mr. Alvin F. Beale as Assistant Professor of Chemistry, effective January 1, 1952, at a salary rate of \$4,212 for the academic year 1951-52.

The Board adjourned at 5:45 p.m. and reassembled at 9:15 a.m. on December 15 with Mrs. Bush present in addition to the members who were present the day before.

OIL LANDS AND LEASES

APPOINTMENT

Beale

Mr. Lutz and Mr. Blazing of the firm of Lutz and May, Mr. L. G. Meeboer, Business Manager, and Mr. C. B. Jensen, Superintendent of Buildings and Grounds, were invited to come into the meeting for the discussion of the bids which were received on the previous day for a new boiler for the Power Plant. Mr. Lutz explained the process which they had followed in arriving at the low bids and answered a number of questions from the Trustees with regard to the bids. The following statement prepared by Mr. Lutz is a general summary of the discussion:

Board of Trustees
University of Wyoming
Laramie, Wyoming

Honorable Board:

You have requested that we analyze the six bids received on steam generators and we wish to report herewith. Each bidder offered proposals both on present day prices and on maximum prices which they would guarantee, that is "escalated" prices.

The attached tabulation (Exhibit No. 1) gives both of these prices plus an efficiency evaluation based on anticipated outputs, present fuel prices and boiler efficiencies. It is seen from Exhibit No. 1 that the two low bidders are Stapp Engineering Company and Springfield Boiler Company, the low bidder being dependent on whether today's price or maximum escalation be taken. A more complete analysis for the two low bidders which includes alternates to bring the bids on a comparable basis is given as follows:

	<u>Stapp</u>	<u>Springfield</u>
Unescalated	\$127,202	\$132,616
Efficiency	+ 3,190	+ 950
Turbine Deduction	- 2,700	- 1,211
For Tube Sup. Ref.	<u>1,117</u>	<u>---</u>
	\$126,575	\$132,355
Low - - -	5,780	
Escalated	\$143,153	\$139,247
Efficiency	3,190	950
Turbine Deduction	- 2,700	- 1,211
For Tube Sup. Ref.	<u>- 1,117</u>	<u>---</u>
	\$142,526	\$138,986
Low - - - - -		3,540

BOILER FOR
POWER PLANT

Based on present day prices the Stapp bid with acceptable alternates is \$5,780 below the Springfield bid and based on maximum escalation, the Springfield bid is \$3,540 low.

Further consideration was given to equipment design. The greater amount of heat absorbing surface verified the difference in efficiency and it was noted that boiler drum sizes as offered by Springfield were such as to provide easier cleaning and greater allowable capacity.

As stated orally the final decision is basically one of business judgment as regards future price trends. We have therefore not made a definite recommendation as to the award but request that the decision be made on the above data.

Yours very truly,

LUTZ & MAY

/ s /
H. F. Lutz

	J. F. White Engin. Corp. Denver Riley	Wickes Boiler Company Saginaw, Mich. Wickes	Combustion Engin. Sup. Inc. Denver Joy and Cox Combustion	Stapp Engin. Company Denver Union	Springfield Boiler Co. Springfield, Ill. Springfield	Stearns-Roger Mfg. Co. Denver B&W Base	Stearns-Roger Mfg. Co. Denver B&W Alternate
BASE BID	\$176,257	\$140,056	\$150,918	\$127,202	\$132,616	\$192,572	\$152,593
PENALTY FOR EFFICIENCY	6,880	—	2,650	3,190	950	3,460	3,460
TOTAL UNESCALATED	\$183,137	\$140,056	\$153,568	\$130,392	\$133,566	\$196,032	\$156,053
	<u>6</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>2</u>	<u>7</u>	<u>5</u>
ESCALATED	\$176,257	\$154,061	\$181,101	\$143,153	\$139,247	\$221,458	\$175,482
PENALTY FOR EFFICIENCY	6,880	—	2,650	3,190	950	3,460	3,460
TOTAL ESCALATED	\$183,137	\$154,061	\$183,751	\$146,343	\$140,197	\$224,918	\$178,942
	<u>5</u>	<u>2</u>	<u>6</u>	<u>2</u>	<u>1</u>	<u>7</u>	<u>4</u>

After careful consideration of the bids and the past performance of the bidders, Mr. Del Monte moved that the contract be awarded to the Springfield Boiler Company of Springfield, Illinois, in accordance with that company's bid on the specifications. Mr. Hansen seconded the motion, and it was carried, Mr. Reed voting no.

Mr. Blazing stated that it would be well if the Board would authorize the Business Manager to advertise for bids on meter equipment in connection with the new boiler (estimated cost between \$4,000 and \$5,000) at the same time he advertised for bids on the boiler feed pumps. Mr. Del Monte moved, Mr. Burwell seconded, and it was carried that the necessary authorization be given.

After Mr. Lutz, Mr. Blazing, and Mr. Jensen had left the meeting, Mr. Meeboer was asked to remain for a report on the irregularity in the handling of the student loan in the Department of Student Organizations and Loans, which had been brought before the Board at the meeting on October 19, 1951. Mr. Earl Banks, State Examiner, was also invited into the meeting. Mr. Meeboer reported that since the adjournment of the last Board meeting he had received a report from Mr. Ben Garcia stating that his analysis of the typewriting on the questioned documents indicated the work was done on a typewriter in Mr. Van Blair's department. Mr. Meeboer explained that had the documents been in order the typing would not have been done in that office.

Mr. Meeboer reported further that, upon the advice of Mr. Simpson, Mr. Sullivan, and President Humphrey, a second handwriting expert, Mr. John Franklin Murray of Omaha, had been employed and that his findings confirmed the statements already made by Mr. Ben Garcia with regard to the author of the questioned documents. Copies of two letters to

POWER PLANT,
BIDS ON METER
EQUIPMENT

IRREGULARITY IN
HANDLING OF
STUDENT LOAN

Mr. Meeboer, containing Mr. Murray's report, follow:

December 4, 1951

Mr. Lawrence G. Meeboer
Business Manager
The University of Wyoming
Laramie, Wyoming

Dear Mr. Meeboer:

The enclosed comparison exhibits (NOTE: exhibits on file in Business Manager's office) were prepared from photographs of the questioned note, voucher and specimen writings of three persons. The photographs are fair and accurate reproductions of the documents involved.

It is the opinion of this examiner the first two exhibits clearly reveal the writing habits of Miss White and Mr. Johnson. Their handwriting is not similar to the disguised writing on the note and voucher.

Notwithstanding the attempts to disguise the handwriting in the disputed documents by departing from the normal design of capital letters and other divergencies, in the enlarged illustrations we observe the attempts to disguise were made especially in the beginning and ending strokes of names. Your attention should also be directed particularly to the retouching done with the writing instrument.

I am definitely of the opinion the writing habits found in the specimen writings of Miss Elsom when compared with the disputed handwriting clearly indicate Miss Elsom prepared the two documents submitted to me for examination.

Sincerely,

/s/

J. F. Murray

December 7, 1951

Mr. Lawrence G. Meeboer
711 South 9th Street
Laramie, Wyoming

Dear Mr. Meeboer:

At the time I sent you the portfolio of exhibits I was confident we could rely on the enclosed typewriter exhibit (NOTE: on file in Business Manager's office) revealing the machines producing the disputed note and voucher. After examining all of the specimens you provided, it appeared that a machine the school identifies as Ruth's may bear inventory number 4815 and that it was possible the

disputed voucher was written on the above typewriter. The same idea prevailed concerning the typewriter known as Midge's. I was of the opinion her machine carried inventory number 4807 and had produced the disputed note.

It may be high blood pressure is still annoying me, but the similarities now appear less evident. Last month, I also expressed the opinion, that #4815 produced the voucher and #4807 was responsible for the note. This may be a fact. However, I doubt if we can convince a court with our exhibit. It is realized the ideal specimens would be those taken immediately prior and subsequent to the disputed typewriting. Such a search is worthy of consideration if you think this point is that vital.

You have been more patient than I have any reason to expect. I certainly wish to thank you for your considerate attitude. My promise to send pertinent comparisons to handwriting experts in the east for their viewpoint was not kept as I did not wish to cause further delay. Please, at your convenience, return the important exhibits for this additional service.

I will write you at a later date about my statement for expenses and services. Currently I must start preparation for approaching cases in local and outstate courts.

My interest in your matter will continue until you have closed the case. Please feel free to forward any remaining problems.

Sincerely,

/s/ JOHN

J. F. Murray

The Board requested President Humphrey to consult with Mr. Sullivan in regard to final disposition of the case and in pursuing the University's claim with the insurance company carrying coverage pertaining to this matter.

The discussion with regard to the irregularity in the handling of the student loan led to the question of the advisability of having a continuing internal audit. President Humphrey stated that he had conferred with the State Examiner in respect to paying from University funds part or all of the salary of some member of the State Examiner's staff who would spend most or all of his time auditing University books. He

INTERNAL AUDIT

stated that the State Examiner felt there should be a state appropriation directly to his department for the purpose of supplying an auditor who would spend all of his time at the University. He indicated that the State Examiner had promised to give the University all of the service he could with the staff he had available. President Humphrey recommended that he be authorized to try to work out some arrangement with the State Examiner whereby a continuous internal audit for the University would be possible. Mr. Reed moved, Mr. Sullivan seconded, and it was carried that President Humphrey's recommendation be approved.

After Mr. Meeboer and Mr. Banks had left the meeting, Mr. Del Monte was asked to open the bids received on furnishing and planting shrubs needed as replacements on Prexy's Pasture. The bids were as follows:

Robbins Flowers, Laramie, Wyoming.	no bid
W. W. Wilmore Nurseries, Denver, Colorado. . .	no bid
Roberts Nurseries, Inc., Littleton, Colorado .	\$1,285
Marshall Nurseries, Denver, Colorado	1,075

After some discussion, it was decided that President Humphrey should confer with Dr. C. L. Porter of the Rocky Mountain Herbarium and Mr. Arthur Strouts, Gardener, in respect to the bids and bring a further recommendation to the Board at a later date.

President Simpson next asked for a report of the committee, composed of Mr. Brough, Chairman, Mr. Del Monte, and Mr. Sullivan, appointed to make a study of policy in respect to faculty members becoming candidates for public office and present a recommendation to the Board of Trustees. Mr. Brough reported that a rather thorough investigation had been made, that some twenty institutions of various types had been contacted concerning their policy in the matter, and that the Deans had been asked to prepare a recommendation for submission to the committee. At his

BIDS ON SHRUBBERY
FOR PREXY'S PASTURE

FACULTY MEMBERS
AS CANDIDATES FOR
PUBLIC OFFICE

request, Mr. Del Monte read the following resolution proposed by the committee:

Despite the fact that the University of Wyoming is non-partisan in political affairs, it is, nevertheless, recognized that a member of the University staff sacrifices none of his rights as a citizen by virtue of holding a University position. One right of citizenship is that of being a candidate for public office, and if elected, to serve in such office. To make explicit this recognition, the following statement of policy is herewith adopted by the Board of Trustees. All previous declarations of policy regarding this question are hereby repealed.

"Any faculty member seeking nomination for state, federal, or full-time county office shall resign the position held at the University. If not nominated or elected, and then rehired by the Board of Trustees, said staff member shall be entitled to tenure privileges accrued before and during time of resignation."

He also read the following statement prepared by a subcommittee of the Deans and approved by the full Committee of Deans:

Despite the fact that the University of Wyoming is non-partisan in political affairs, it is, nevertheless, recognized that a member of the University staff sacrifices none of his rights as a citizen by virtue of holding a University position. One right of citizenship is that of being a candidate for public office, and if elected, to serve in such office. To make explicit this recognition, the following statement of policy is adopted by the Board of Trustees:

1. Before or at the time an individual files as a candidate for State, Federal, or full-time County office, he shall notify the Board of Trustees, through the President of the University, of his intent in this regard, and shall request leave of absence.
2. It shall be the policy of the Board of Trustees to grant such leave of absence without pay. This leave shall extend through the primary, and if nominated, through the general election.
3. If elected to State, Federal, or full-time County office, he shall resign from the University, except that if elected to the State Legislature, it shall be the policy of the Board to grant leaves of absence for the periods of time during which the Legislature is in session.
4. After an individual has served in a State, Federal, or full-time County office, he may be re-employed through normal University procedures, if his services are required. If re-employed, he shall be entitled to tenure and all other rights and privileges earned by him prior to his resignation.

Mr. Del Monte then read some of the letters which he had received from different institutions with regard to their policies and procedures on

the question.

A rather lengthy discussion followed, and it was finally moved by Mr. Hansen and seconded by Mr. Reed that the resolution proposed by the committee be approved. A vote was taken and the result was a 5-4 decision in favor of the resolution. The President of the Board did not vote, believing that he was not entitled to a vote; but stated that if he were to vote, he would vote against the resolution.

This subject was brought up again later in the meeting, as shown by these minutes.

The Board adjourned at 1:30 p.m. and reassembled at 3:10 p.m., at which time Mr. McCracken joined the meeting.

Mr. McCracken requested that the action of the morning session in the matter of faculty members becoming candidates for public office be reviewed by the Board at this time. Upon examination of the Bylaws of the Board, it was disclosed that the President of the Board is entitled to a vote. The President thereupon requested that his vote be registered against the resolution of the committee selected to study this question, recording the vote to be a tie instead of the 5-4 vote as taken in the morning session. The President of the Board then expressed the appreciation of the Board for the work of the committee selected to study the question but declared that the question should be tabled, to be considered at a later meeting when all members of the Board could be present.

Mr. F. H. Porter, Architect, and Mr. C. B. Jensen, Superintendent of Buildings and Grounds, were invited into the meeting for a discussion of preliminary plans for the proposed Buildings and Grounds service building at the University. Mr. Porter presented preliminary sketches he had

BUILDINGS AND GROUNDS
SERVICE BUILDING

prepared of the building, which would occupy the south half of the block owned by the University which is situated directly north of Wyoming Hall and bounded by 14th and 15th Streets on the west and east and by Bradley and Lewis Streets on the north and south. After some discussion of the merits of the proposed location as opposed to other possible locations, and after hearing Mr. Porter's explanation of the plans, Mr. Burwell moved, Mr. Brough seconded, and it was carried that the preliminary sketches be approved and that Mr. Porter be authorized to proceed with plans and specifications for presentation to the Board at the next meeting.

President Humphrey asked that consideration be given to the proposed contract between the University of Wyoming and the Northern Gas Company for providing gas to the University for a ten-year period from October 20, 1951. Attention was called to several typographical errors which should be corrected. Attention was also called to the desirability of having a calorimeter for use in making a continuous check on the B.T.U. content of the gas supplied. Mr. Ward Husted, local manager of the Northern Gas Company, was invited into the meeting, and the Board asked if his Company would be willing to change the contract to provide for paying for the cost of any oil used as a stand-by fuel in the event of a gas shortage rather than reimbursing the University for the excess cost of oil over gas for actual quantity of oil burned as fuel. Mr. Husted agreed to the proposed change.

Mr. Del Monte brought before the meeting the fact that in his opinion it would be a distinct advantage to the University to have the gas contract made for a five-year period (instead of a ten-year period as shown in the proposed Gas Purchase Contract), granting the University at

GAS CONTRACT

the end of the fifth year the sole option of continuing the contract for a further period of five years. The Northern Gas Company had signified its willingness to accept this change. No action was taken by the Board on Mr. Del Monte's recommendation that this change be made.

It was then moved by Mr. Hansen, seconded by Mr. Brough, and carried that the contract be approved as amended.

President Humphrey presented a report from Mr. G. J. Jacoby, Director of Athletics, with regard to the status of field house and stadium funds and indicating a present shortage of \$32,346.96. Mr. Reed moved, Mr. Sullivan seconded, and it was carried that the following recommendations presented by Mr. Jacoby be approved.

1. That a total of \$32,346.96 be made available from existing funds to permit payment of present obligations.
2. That as unpaid balances (totaling \$41,681.21) are collected, these funds revert to the account from which the appropriation is made.
3. That the following items be approved but that funds not be made available until later:

Memorial room and veterans' plaque. . .	\$14,500
Additional landscaping and seeding. . .	8,100
Additional parking areas and fencing. . .	<u>7,400</u>
	\$30,000

President Humphrey presented a recommendation from Athletic Director Jacoby that \$37,639.78 of the total balance of \$57,639.78 due the Spiegelberg Lumber and Building Company, contractors for the field house and stadium, be paid, and that the balance of \$20,000 be retained for the 41-day advertising period, since the Spiegelberg Lumber and Building Company had presented an affidavit stating that the total unpaid balances to subcontractors was \$14,949.52. Mr. Sullivan moved, Mr. Del Monte seconded, and it was carried that the recommendation be approved.

WYOMING WAR MEMORIAL

STATUS OF BUILDING
CONSTRUCTION CONTRACT

Mr. Jacoby was invited into the meeting to present to the Board the problem of complying with the promise made to donors to the Wyoming War Memorial fund that the names of all Wyoming veterans would be placed in the field house. Various methods of carrying out this obligation were discussed, and Mr. Jacoby presented estimates which he had secured with regard to these several methods. It was the feeling of the Board that if funds could be provided it would be much more desirable to have the names inscribed in bronze. Mr. Hansen moved, Mr. Jones seconded, and it was carried that Mr. Jacoby be authorized to secure bids on the cost of this work.

MEMORIAL PLAQUE
FOR FIELD HOUSE

Mr. McCracken moved, Mr. Hansen seconded, and it was carried that the Board approve the appointment of Dr. R. P. Pfeifer as Assistant Professor of Agronomy and Assistant Station Agronomist, effective February 1, 1952, at a salary rate of \$5,500 for eleven months' service.

APPOINTMENT

Pfeifer

President Humphrey announced that the President's Advisory Committee had selected the following members to serve as faculty representatives on the Committee on Honorary Degrees: Professors C. F. Barr, E. C. Bryant, and Frank J. Trelease. President Simpson then appointed Mr. Hansen, Mr. McCracken, and Mr. Reed to serve as the Trustee representatives on the Committee. President Humphrey stated that the regulations permit nominations for degree recipients to be received until one month prior to the meeting at which recipients are selected. Accordingly, he indicated that he would receive nominations until January 28, and that between that date and the next meeting of the Board he would send to all members of the Committee information concerning those nominated for the degree.

HONORARY DEGREES
COMMITTEE

The Board expressed a desire to have the budget and personnel meeting

DATE FOR
NEXT MEETING

of the Board during the last week in February rather than in March as scheduled. President Humphrey was asked to investigate and see if it would be possible to have the budget completed in time for presentation at a meeting on February 28 and 29 and March 1.

Mr. Reed asked that, before final ratification, the gas contract with the Northern Gas Company be presented first to the Executive Committee of the Board and then to the Public Service Commission and the Attorney General for approval. President Humphrey agreed to comply with Mr. Reed's request.

President Humphrey stated that it was the general understanding when fees were raised \$5.00 per quarter for non-veteran students for the 1951-52 session, that before the 1952 catalog was printed the matter of fees would be opened for discussion and a decision would be made as to whether or not fees should be raised another \$5.00 per quarter for non-veteran students for 1952-53. He stated that the proposed raise would make fees for resident students \$52.00 per quarter and for non-resident students \$122.00 per quarter. Mr. Hansen moved, Mr. Burwell seconded, and it was carried (Mr. Jones and Mr. Sullivan voting no) that the proposed increase be approved.

For the information of the Board, President Humphrey reported that the University of Wyoming's enrollment for 1951-52 showed a 5.8 per cent decrease over 1950-51 as compared with 7.9 per cent decrease for the national average and 10.2 per cent for the Empire states.

President Simpson indicated that Mr. F. E. Smith, Land Coordinator and Fiscal Consultant, and formerly Secretary of the Board of Trustees, had expressed a desire to have the title "Secretary Emeritus of the Board

GAS CONTRACT

FEEES

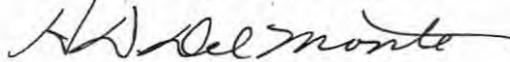
ENROLLMENT

EMERITUS TITLE
FOR F. E. SMITH

of Trustees." President Humphrey stated that he had no objection to the granting of the title although it was not customary to grant the emeritus title until after full retirement. It was moved by Mr. Reed, seconded by Mr. Sullivan, and carried that Mr. Smith be given the title "Secretary Emeritus of the Board of Trustees."

The meeting adjourned at 6:15 p.m.

Respectfully submitted,



H. D. Del Monte
Secretary