

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

December 9-10, 1955

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

The December meeting of the Board of Trustees was called to order in the Board room at 10:00 a.m. on December 9. The following members were present: Hansen, Reed, Sullivan, Patterson, Brough, Jones, Newton, Chamberlain, Peck, McIntire, Bush and, ex-officio, Humphrey. Absent were McCracken and, ex-officio, Simpson. Miss Linford joined the meeting at 10:30 a.m.

Mr. Brough moved that the minutes of the October 13-14 meeting of the Board be approved as written. Mr. Sullivan seconded the motion and it was carried.

Mr. Peck moved, Mrs. Bush seconded, and it was carried that the Board approve the following appointments recommended in the President's Report:

1. Mr. Marvin C. Shoop as Assistant County Agent in Carbon County, effective November 1, 1955, at a salary rate of \$4,104 on a twelve-month basis, payable from Extension Service "special needs" funds.

2. Miss Caroline Roberts, transferred from the position of Home Demonstration Agent-at-Large to the position of Home Demonstration Agent in Hot Springs County, effective December 1, 1955, at a salary rate of \$4,044 on a twelve-month basis.

3. Miss Helen Miller, transferred from the position of Home Demonstration Agent in Laramie County to the position of Home Management Specialist, with the rank of Assistant Professor, effective December 15, 1955, at a salary rate of \$5,508 on a twelve-month basis.

4. Dr. Edward M. Lonsdale as Professor of Electrical Engineering, effective September 1, 1956, at a salary rate of \$6,300 for the academic year 1956-57.

Mr. Sullivan moved, Mr. Brough seconded, and it was carried that the following resignations be accepted:

APPROVAL OF MINUTES

APPOINTMENTS

Shoop

Roberts

Miller

Lonsdale

RESIGNATIONS

1. Miss Patricia Kay, Home Demonstration Agent in Campbell County, effective November 30, 1955, to be married. Kay

2. Dr. J. R. Tompkin, Assistant Professor of Agricultural Economics, effective December 31, 1955, to accept a position at Ohio State University. Tompkin

3. Miss Janice Lessor, Supply Instructor in Education and School Nurse, effective January 31, 1955, to be married. Lessor

In presenting requests of fifteen faculty members for sabbatical leave, President Humphrey stated that, under the policy adopted by the Board in June 1954, no more than four per cent of the faculty would be recommended for sabbatical leave in any one year. He added that those granted leave for a calendar or academic year would receive fifty per cent of their annual salary rate, and that those granted leave for a semester or less would receive one hundred per cent of their annual salary rate.

After the Board had considered all of the requests carefully, Mr. McIntire moved that the following sabbatical leaves be granted, that those whose leaves were requested for purposes other than graduate study be asked to furnish the Board a report on their activities at the conclusion of their leaves, and that action on the other requests be deferred pending presentation of additional supporting information at the next meeting of the Board:

1. Mrs. Alberta Johnston, Home Demonstration Agent in Johnson County, a leave for the fiscal year 1956-57 to permit her to complete work for the Master's degree in Family Economics at Kansas State College. Johnston

2. Mr. Willet Keyser, County Agent in Crook County, a leave for the fiscal year 1956-57 to permit him to work toward the Master's degree at the University of Wyoming. Keyser

LEAVES OF ABSENCE

3. Miss Gladys Oller, Associate State Club Leader, a leave for the fiscal year 1956-57 to permit her to do graduate study at the University of Wisconsin.

Oller

4. Mr. John Shultz, County Agent in Natrona County, a leave for the fiscal year 1956-57 in order that he might work toward the Master's degree in Child Development and Family Life Relations at Kansas State College.

Shultz

5. Mrs. Laura Summers, Head of the Department of Secretarial Science, a leave for the academic year 1956-57 to permit her to strengthen her background for instruction in the area of office management by combining academic study and practical application of theory in an internship in business.

Summers

6. Miss Clarice Whittenburg, Professor of Elementary Education, a leave for the academic year 1956-57 to give her an opportunity to prepare materials for Wyoming elementary teachers to use in presenting the study of Wyoming to their pupils.

Whittenburg

7. Mr. Harold Fry, Associate Professor of Mechanical Engineering, a leave for the fall semester of the 1956-57 academic year to permit him to complete requirements for the Master's degree at the University of Colorado.

Fry

8. Mr. Allan A. Willman, Chairman of the Division of Music, a leave for the second semester of the 1956-57 academic year to permit him to work toward a doctorate in music, at either Princeton, Harvard, Columbia, or the University of California in Berkeley.

Willman

Mr. Reed seconded Mr. McIntire's motion but moved that it be amended to include the following additional sabbatical leaves:

9. Dr. William A. Riedl, Professor of Agronomy, a leave for the period February 1 to May 1, 1957, to permit him to observe and study the latest methods of plant breeding at agricultural colleges and experiment station in Utah, Nevada, California, North Carolina, Maryland,

Riedl

New York, Wisconsin, and Iowa.

10. Dr. Irene Rosenfeld, Research Pharmacologist in the Department of Agricultural Research Chemistry, a leave for one year, beginning October 1, 1956, to permit her to do postdoctoral work in the field of protein chemistry, either at the University of Wisconsin or at the California Institute of Technology.

Rosenfeld

11. Dr. Verne J. Varineau, Associate Professor of Mathematics, a leave for the second semester of the 1956-57 academic year to permit him to do postdoctoral study on high-speed digital computers at the University of California in Los Angeles.

Varineau

Mrs. Bush seconded Mr. Reed's motion to amend the original motion, and upon call for the question the amendment was carried. The original motion was then voted on and carried.

Following are the requests for leave on which action was deferred:

12. Dr. G. H. Bridgmon, Assistant Director of the Agricultural Experiment Station in charge of Substations, a leave for the fiscal year 1956-57 (two months on sabbatical leave and the remainder on leave without pay) to accept a position as Research Associate at the University of Minnesota.

Bridgmon

13. Dr. Edna Furness, Professor of English and Foreign Language Education, a sabbatical leave for the second semester of 1956-57 to make a study of university printing press services in selected schools west of the Mississippi River.

Furness

14. Dr. John Mathison, Associate Professor of English, a sabbatical leave for one semester during the 1956-57 academic year to work on a book-length study tentatively called The Potentialities of Fiction.

Mathison

15. Dr. William R. Steckel, Associate Professor of History and Director of the American Studies Program, a sabbatical leave for the academic year 1956-57 to complete research on and rewriting of a

Steckel

book-length biography of Christopher Sauer and perhaps to spend some time on a longer-range project: the roots of American pietism in Germany.

Dr. Humphrey reported to the Board that Mr. Ira M. Stevens, Assistant Stevens Professor of Agricultural Economics, who had been granted a sabbatical leave for the period October 1, 1955, to August 1, 1956, for the purpose of working toward a Ph.D. degree at Cornell University, had withdrawn from Cornell on November 1 and accepted a position as an economist with the Livestock and Wool Branch of the Farmer Cooperative Service, U. S. Department of Agriculture. He recommended that Mr. Stevens' sabbatical leave be canceled and that he be requested to refund to the University the sabbatical leave pay he had received for the month of October 1955. Mr. Sullivan moved that the President's recommendation be approved. Mrs. Patterson seconded the motion and it was carried.

President Humphrey stated that, in compliance with the request of the Board at the October meeting, he had written to Dr. Gale W. McGee, Professor of History, to whom a leave without pay had been granted for 1955-56 for the purpose of serving as research counsel to the Senate Judiciary Committee, asking him to correct publicity which had appeared in Wyoming papers to the effect that he was serving as Senator J. C. O'Mahoney's legislative assistant. Copies of the interchange of letters were presented for the Board's information. While it was the feeling of some Trustees that Dr. McGee had failed to explain satisfactorily the change in his position from that for which the leave was requested, no action was taken.

Mr. Newton moved, Mr. McIntire seconded, and it was carried that the following requests from Buildings and Grounds employees for retirement because of ill health be approved:

1. Mr. W. A. Miller, painter, effective January 1, 1956, following Miller completion of thirty years of service at the University.

RETIREMENT

2. Mr. Ocello B. Mobley, custodian, effective July 1, 1956, having reached the age of sixty-five on October 15, 1955.

Mobley

Mr. Chamberlain moved, Mrs. Bush seconded, and it was carried that the following budget changes be approved:

BUDGET CHANGES

1. Agricultural Experiment Station. The reappropriation of the \$712 reversion in the salary of a member of the Agricultural Research Chemistry staff who was transferred to the Division of Home Economics, and allocation of the amount to the Agricultural Research Chemistry Department as follows: \$465 for travel and \$247 for contractual.

Agricultural Experiment Station

2. Department of Animal Production. An appropriation not to exceed \$1,263 from the Experiment Station Sales Fund to permit purchase of a new scale for the abattoir, with the understanding that an investigation will be made to ascertain the possibility of obtaining the scale at less cost from the Union Pacific Railroad, which Mr. Reed stated had been reclaiming and reconditioning a number of different types of scales.

Department of Animal Production

3. Jackson Hole Biological Research Station. An appropriation of \$350 from the General Fund to cover the cost of a two-horse trailer for use at the Station.

Jackson Hole Biological Research Station

4. Wyoming Press Association. An appropriation of \$450 from the General Fund to permit the University to sponsor a luncheon for the Wyoming Press Association during its annual meeting in Laramie on January 13-14.

Wyoming Press Association

5. College of Liberal Arts. An appropriation of \$8,800 from the General Fund to provide for emergency instruction for the second semester of the 1955-56 academic year in three departments as follows: Chemistry, \$3,400; English, \$1,350; and Mathematics, \$4,050.

College of Liberal Arts

Mr. McIntire requested that any future requests for appropriations for emergency instruction be accompanied by schedules of teaching loads.

TEACHING LOADS

President Humphrey stated that it was his plan to request the Association of American Colleges to make a careful study designed to obtain objective data on teaching loads and class sizes, to be used as a guide during the next few years when student enrollments are expected to increase rapidly.

1. Governor's Scholarship. President Humphrey recommended that, in recognition of Governor Milward L. Simpson's sixteen years of service as a member of the University Board of Trustees, twelve as president, a scholarship be established, to be known as the Governor's Scholarship and awarded by the Governor. He stated that his recommendation covered the period of Governor Simpson's term only and should not become a precedent. He recommended further that the scholarship carry the same remission of fee benefits as the High School Honor scholarships but that it be for one year only, and that the Governor have the privilege of naming one scholarship recipient annually during his term as Governor. Mr. Peck moved that the President's recommendations be approved. Mr. Sullivan seconded the motion and it was carried.

2. High School Honor Scholarships. Dr. Humphrey stated that in attempting to carry out the regulations adopted by the Board of Trustees in January 1954 with regard to the use of High School Honor scholarships two questions had arisen on which he would like to have the Board's direction: (1) In the event a scholarship recipient registers at the University and withdraws within a week or two, would his scholarship still be valid should he return to the University at some later date? (2) If a scholarship recipient does not enter the University for the academic year immediately following his high school graduation and there is no alternate to replace him, would he be entitled to use the scholarship should he decide to enroll a year hence? Mr. Reed moved that the Board rule in the negative on both questions. Mr. Brough seconded the motion and it was carried.

SCHOLARSHIPS

Governor's Scholarship

High School Honor Scholarships

3. Summer School Band Scholarships. Mr. Sullivan moved that the Board approve the request of the Division of Music for establishment of twelve Summer School Band Scholarships, to be continued each summer until a change is recommended, the scholarships to carry fee remission in the amount of \$37.50 and to be awarded to in-state and out-of-state students alike. Mr. Chamberlain seconded the motion and it was carried.

Summer School Band Scholarships

4. Law. Mr. Sullivan moved that the Board approve the request of the staff of the College of Law for establishing a non-profit corporation to receive funds from alumni of the College for use in providing scholarships for needy law students, and that the Board also approve the proposed Declaration of Trust as presented in the President's Report. Mrs. Bush seconded the motion and it was carried.

Law

The Board adjourned for lunch at 12:20 and reassembled at 1:20 p.m. with the same members present who were present for the morning session except Mr. Newton and Mr. Jones. Mr. Newton joined the meeting at 1:50 p.m., and Messrs. Jones and McCracken, at 2:10 p.m.

Yearbook. Upon the recommendation of the Graduate Council and President Humphrey, Mr. Reed moved that the Board approve the cancelation of the yearbook fee of \$5.50 for graduate students and that the catalog statement regarding the yearbook be changed to read: "Paid by all full-time undergraduate students." Mrs. Patterson seconded the motion and it was carried.

FEES

Yearbook

Mr. Sullivan moved that the Board authorize the scheduling of Field Summer Schools at Sheridan and Casper during the summer of 1956, as provided for in the five-year plan previously approved by the Board, and that the plan be modified to provide for holding the third school in Powell rather than Rock Springs. Mr. Peck seconded the motion and it was carried.

FIELD SUMMER SCHOOLS

For the information of the Board of Trustees, President Humphrey presented a letter from Dean H. B. Briggs reporting the excellent progress that had been made by Dr. John W. Hamilton, Associate Professor of Agricultural Research Chemistry, under the special provisions which the Board authorized for him following his return to duty after a serious attack of polio.

Dr. Humphrey called attention to the fact that the request for approval of the 1956 Summer School budget involved also a request for a supplemental appropriation and a recommendation for redistribution of fees. He stated that a special appropriation of \$2,500 (which would be more than covered by anticipated income) had been requested for part-time salaries as a part of the 1956 Summer School budget. He also called attention to the recommendation of the Summer School Director that the fee of \$44.00 per term, of which \$37.00 currently goes into the General Fund as a Registration fee and \$7.00 is used as an Organization fee, be redistributed as follows: Registration fee, \$37.50; Organization fee, \$6.50. Mr. Sullivan moved that the recommendations with regard to the special appropriation and the redistribution of fees be approved. Mr. Brough seconded the motion and it was carried.

Mr. McIntire then moved that the Board approve the proposed budget for the 1956 Summer School, providing for an estimated expenditure of \$119,846, to be covered by an estimated income from fees of \$71,440 and a state appropriation of \$48,406. Mr. Chamberlain seconded the motion and it was carried.

President Humphrey presented a letter which he had received from Mrs. Verna J. Hitchcock, Head of the Division of Home Economics, requesting direction on a number of problems which had arisen in connection with the change of plans regarding the Home Management house. Mr. McIntire

DR. JOHN HAMILTON

SUMMER SCHOOL BUDGET

HOME MANAGEMENT HOUSE

informed the Board of the unfavorable reception which the Board's earlier plan to remodel the Sigma Phi Epsilon Fraternity house for use as a Home Management house had received from the Legislative Interim Committee. He stated that the legislators' attitude had caused the Committee on Physical Plant and Equipment to recommend moving the present Home Management house to the surplus lots on the corner of Fremont Avenue and Eighth Street and saving the \$8,700 appropriated for remodeling the Sigma Phi Epsilon house.

President Humphrey then recommended that Mrs. Hitchcock be given the authorization she requested to negotiate for rental of a suitable house for the months of April and May, 1956, reporting the results of her negotiations to the Board at the next meeting. Mr. Sullivan moved that President Humphrey's recommendation be approved. Mrs. Patterson seconded the motion and it was carried.

There was considerable discussion of Mrs. Hitchcock's request for permission to have an architect draw preliminary sketches for a proposed new Home Management house and her recommendation that the southwest corner of the block occupied by Talbot Hall be reserved as the location for the new house. It was finally moved by Mr. Newton that the Board authorize the Division of Home Economics to make preliminary studies of what the proposed Home Management house should include, but that no architect be consulted until after the preliminary studies have been presented to the Board for consideration, and further that, while the proposed location for the house appears to be a good one, the Board did not wish to make a commitment at the present time. Mr. Chamberlain seconded the motion and it was carried.

For the information of the Board President Humphrey distributed lists of the original securities received from Mr. W. R. Coe for establishment and perpetuation of the American Studies Program and of the additional

WILLIAM ROBERTSON COE
ESTATE

securities delivered on November 21, 1955, to the City Bank Farmers Trust Company of New York City and placed in the University of Wyoming's account, representing a substantial distribution of the securities to be received from Mr. Coe's estate. He pointed out that the first group of securities had a market value of \$1,009,465.01 on December 3, 1955, and that on the same date the new securities had a market value of \$1,076,490.

Dr. Humphrey went on to say that within the next few weeks he and Mr. Reed expected to confer with officials of the City Bank Farmers Trust Company regarding the sale of a sufficient number of stocks to finance that part of the Library and American Studies building to be paid from Coe funds, as well as the question of whether the depository for the stocks should be in New York or Wyoming. Mr. McIntire moved that, in view of the forthcoming conference by Dr. Humphrey and Mr. Reed with officials of the City Bank Farmers Trust Company, the Board merely acknowledge having received the lists of securities and defer any definite action until after a report on the conference has been presented. Mr. Brough seconded the motion and it was carried.

Mr. Chamberlain then moved, Mrs. Bush seconded, and it was carried that the Board approve the following resolution authorizing the President and the Secretary of the Board to sign the form of legacy receipt covering the securities which the University is to receive from the Estate:

RESOLVED that Clifford P. Hansen, President, and Joseph R. Sullivan, Secretary, be and they are hereby authorized and directed to execute on behalf of The Trustees of the University of Wyoming, a body corporate under the laws of the State of Wyoming, a receipt to the Executors of the William Robertson Coe Estate acknowledging receipt of certain securities from said Executors in partial distribution of said Estate; and

BE IT FURTHER RESOLVED that delivery of such securities may be made to the University by depositing said securities with the City Bank Farmers Trust Company of New York City as agent for the University.

President Humphrey reported on an invitation which the College of Law had received to participate in a permanent regional organization to be

PARTICIPATION OF COL-
LEGE OF LAW IN ROCKY
MOUNTAIN MINERAL LAW
FOUNDATION

known as the Rocky Mountain Mineral Law Foundation, which would be operated "exclusively for educational and civic purposes connected with the elevation of the legal profession, the stimulation of research and discussion of mineral law problems." Dr. Humphrey stated that, so far as the Dean of the College of Law knew, the only expense involved would be the expense of a trip for one member of the Law faculty to annual meetings, probably not exceeding \$125 per year. After some discussion, it was moved by Mr. McIntire that the Board authorize Dean Hamilton to submit a petition for membership in the Foundation. The motion was seconded by Mr. Peck and carried.

The Trustees considered next a report on a meeting which President Humphrey and Dean Briggs had attended on November 2 with representatives of the Casper Chamber of Commerce to discuss the possibility of developing an agricultural experiment station in connection with the Kendrick Project and the Natrona County Airport. Dr. Humphrey gave the Trustees copies of a letter from Mr. Jack W. Perry, President of the Casper Chamber of Commerce, proposing an agricultural and industrial survey of the Natrona County Airport to determine the economic feasibility of its use for any one or a combination of three purposes: (1) an alfalfa pelleting mill; (2) an agricultural experiment station; (3) an area in which livestock feeding could be conducted profitably. Dr. Humphrey pointed out that, according to Dean Briggs' estimate, the proposed survey would involve the salary and expenses of one man for six months to a year. He then recommended that the University's College of Agriculture, in cooperation with the Bureau of Reclamation, the Soil Conservation Service, and the Casper Chamber of Commerce, be authorized to proceed with the agricultural and industrial survey proposed by the Casper Chamber of Commerce.

PROPOSED AGRICULTURAL
EXPERIMENT STATION AT
CASPER

The discussion which followed President Humphrey's statements included a recommendation from Mr. Jones that some disposition be made of the Eden Farm and a suggestion from Mr. Peck that the proposed survey utilize the services of personnel at the Riverton Soil Laboratory.

It was then moved by Mr. Newton, seconded by Mr. Peck, and carried that the University cooperate in the proposed agricultural and industrial survey of the Natrona County Airport and that an expenditure not to exceed \$3,000 be authorized as the University's share of the cost of the survey.

For the information of the Trustees Dr. Humphrey presented a report from a committee which he had appointed to study the problems of corporate aid to education and to investigate the procedure the University should follow in applying for aid from any of the companies making contributions. He then read a letter which, at the suggestion of Mr. Reed, he had written to Mr. J. C. Penney in an effort to enlist his support for the University's Division of Business and Economic Research, together with the reply which he had received from Mr. Penney. Mr. Reed stated that he hoped to have an opportunity to see Mr. Penney in New York within the next few days and follow up on the letter.

To provide for the change in terminology brought about when the name of the new research division in the College of Commerce and Industry was changed from "Bureau of Business Research" to "Division of Business and Economic Research," Dr. Humphrey presented a list of proposed changes in the Regulations of the College, together with revised copies of the College's Regulations. Mr. Newton moved, Mr. McIntire seconded, and it was carried that the revisions be approved as follows:

Section I. B.

Change to read:

B. The Division of Business and Economic Research.

REPORT OF COMMITTEE
ON CORPORATE AID TO
EDUCATION

CHANGES IN REGULATIONS,
COLLEGE OF COMMERCE
AND INDUSTRY

Section II, C.

Change to read:

- C. The Advisory Committee. The heads of the various academic departments and the Director of The Division of Business and Economic Research shall constitute an advisory committee to the Dean.

Section II, D - 4. (b)

Change to read:

- b. When it is proposed that a faculty member be assigned service responsibilities outside his department but within the College of Commerce and Industry, such assignment shall be made by the Dean after consultation with the heads of the departments concerned or the Director of The Division of Business and Economic Research.

Section II, F.

Change title to read:

- F. The Division of Business and Economic Research.

Section II, F - 1.

Change to read:

1. Purpose. The Division of Business and Economic Research shall function as an agency for conducting appropriate research projects, and providing consulting service for the economic aspects of the business, industrial, agricultural, and professional interests of the state.

Section II, F - 2. (a)

Change to read:

- a. The Director. The Division of Business and Economic Research shall be headed by a Director, recommended by the Dean of the College of Commerce and Industry to the President and the Board of Trustees. The Director shall be responsible for the administration of the Division and for the accomplishment of the purposes of the Division. He shall be responsible for budgeting and administering funds appropriated for business research as well as funds, grants, and gifts received for specified business research projects. He shall be a member of the Research Council and shall hold academic rank in accordance with the University regulations concerning rank and tenure.

Section II, F - 2. (b)

Change to read:

- b. The Staff. The staff of The Division of Business and Economic Research shall consist of such individuals, including part-time teaching staff and graduate assistants, as are necessary to conduct the work of the Division. They shall hold academic rank in accordance with the University regulations concerning rank and tenure.

Reports on the progress of the Bookstore, prepared by Dr. J. F. Messer and Mr. O. D. Turner, were given to the Trustees for their information. Speaking for the committee appointed to look into the operation of the Bookstore, Mr. McIntire reported that the new system seemed to be working very well; that under the new system the variation between the physical inventory for books on October 31, 1955, and the estimated inventory for books for the same period was less than one per cent; that the total loss from shrinkage of books resulting from thefts, losses in moving or other causes from July 1 to October 1, 1955, was 1.5 per cent of net sales of books for that period; that for the months of July, August, September, and October 1954 there was a net cash shortage of \$465.23 as compared with a net shortage of \$11.42 for the comparable period in 1955. Mr. McIntire stated that the committee on the Bookstore, at its meeting on October 28-30, had recommended salary increases for Bookstore personnel totaling \$732 for 1955-56 and had recommended creation of one new position, that of Supervisor of Supplies, at an annual salary of \$3,000.

Mr. McCracken moved that the Board approve the recommendations of the committee and express to the members the grateful thanks of the Board for the excellent work they have done. Mr. Reed seconded the motion and it was carried.

Mr. Newton pointed out that he felt there were other enterprises on the campus which could be benefited by a study such as had been made of the Bookstore. Mr. Reed moved that the committee as presently constituted (McIntire, Newton, and Reed) be continued with authority to look into the operation of such other enterprises as they may feel need study. Mrs. Bush seconded the motion and it was carried.

BOOKSTORE PROGRESS
REPORT

COMMITTEE TO STUDY
OTHER CAMPUS ENTER-
PRISES

Mr. Chamberlain moved, Mrs. Patterson seconded, and it was carried that the Board confirm the following change orders on campus construction projects:

CHANGE ORDERS

- 1. Contract with Spiegelberg Lumber and Building Company for R.O.T.C. Rifle Range as an addition to the Gymnasium building:

Install metal counter flanking around exterior base of butler hut, which consists of 140 lin. feet. . . . Add \$70.00

- 2. Contract with Garton & Garton for Permanent Student Housing, Buildings Nos. 1, 2, 3, 4, and 5, consisting of four apartments each: Permanent Student Housing

Credit for plumbing changes for bathtubs and flashing from Frontier Plumbing and Heating Co. . . .Deduct \$230.00
 Credit for concrete floor slabs not up to specified strength.Deduct 290.00
 \$520.00

Hinge hot water heater room doors. Add \$60.00
 Change 2" x 4" fascia to 2" x 6" Add 50.00
 Additional work on concrete steps including dry packing along sides of 8 steps already poured. Add 120.00
 Additional 3' concrete walk - 19 sq. ft. . . . Add 5.51
 Additional 4' concrete walk - 34 sq. ft. . . . Add 9.86
 245.37
 Net deduction. \$274.63

- 3. Contract with Spiegelberg Lumber and Building Company for additions and alterations to the President's Residence: President's Residence

Eliminating face brick, soldier course, and face brick below same, substituting stucco for same, and furnishing and installing ceramic tile floor in the dressing room.Add \$174.00
 Furnish finish hardware selected by owner in lieu of finish hardware specified.Add 232.80
 Furnish and install 1 extra Anderson casement window unit complete.Add 124.85
 Furnish colored lavatory, tub, and stool in lieu of white specified.Add 85.00
 Bypass grease trapAdd 22.65
 Run waterline to outside sink.Add 12.75
 652.05

Omit new sewer and water line shown but already in. Deduct \$87.60
 Omit two (2) steel pipe columns and beams. Deduct 40.00 127.60
 Net addition \$524.45

4. Contract with Spiegelberg Lumber and Building Company for additions and alterations to the <u>President's Residence</u> :		<u>President's Residence</u>
Installation of Mason or Rheem 66 gallon hot water heater with a double electric elementAdd	\$303.00	
Extra work and material outlined as follows:		
46 hr. carpenter labor @ \$2.60 per hr. for framing closet, installing cedar lining, and trim in closets.	\$119.60	
10% for taxes, etc.	11.96	
40 l. ft. 1 x 4 hook strip @ .05.	2.00	
32 sq. ft. 3/4" plywood @ .30	9.60	
3 only metal clothes rods	7.50	
Finish hardware for closet door	9.85	
350 sq. ft. double thick balsam wool insulation @ \$98.00 per M.	34.30	
4 hrs. labor installing insulation @ \$2.60 per hr. 10% labor tax, etc.	10.40	
	<u>1.04</u>	
	206.25	
Plus 10% for overhead	<u>20.63</u>	
	226.88	
Plus 10% for profit	<u>22.69</u>	
	Add <u>249.57</u>	
	552.57	
Credit for pine base, casing, window stool, and other trim furnished by the Bldgs. & Grounds Dept.	115.09	
Walnut trim and plywood furnished by the Bldgs. & Grounds Dept.	<u>122.66</u>	
	237.75	
Specifications call for contractor to allow \$300 for electric light fixtures--these light fixtures amount to \$264, leaving a credit of Total deductions	<u>36.00</u>	<u>273.75</u>
		<u>\$278.82</u>
Net addition		
5. Contract with Spiegelberg Lumber and Building Company for <u>Service Building Unit II</u> :		<u>Service Building Unit II</u>
Furnish and install additional floor drain in Room No. 11		
Material	\$68.94	
Labor.	<u>28.80</u>	
	Add <u>\$97.74</u>	
6. Contract with Tracy Plumbing and Heating Company for improving second and third malls of <u>Fraternity Park</u> :		<u>Fraternity Park</u>
Connecting sprinklers on second mall:		
40 ft. 1 1/4" galvanized pipe	\$14.40	
1 1 1/4" curb box	7.75	
1 1 1/4" curb stop.	10.03	
2 hrs. labor.	6.96	
Dig up and repair risers on third mall:		
1 sprinkler head.	5.71	
2 hrs. labor.	<u>6.96</u>	
	Add <u>\$51.81</u>	

As directed by the Board of Trustees at its meeting on January 22-23, 1954, the Business Manager presented for the Board's consideration the matter of the lease agreement on the Veterans Grocery and Market. He pointed out that the present two-year lease expires on May 31, 1956, and that on April 1, 1955, it was transferred from Messrs. Foy Rose and Troy Carr to Mr. Robert Isaac. Mr. Newton moved that the Business Manager be authorized to renew the lease for a two-year period at the current rental rate of \$79.00 per month. Mrs. Patterson seconded the motion and it was carried.

Mr. Hansen stated that, following the last Board meeting, Mr. J. P. Steele had approached him with a proposition for purchasing or leasing for a period of not less than twenty years sufficient land across the highway from the Circle S Motel to permit him to build a cafe. The Trustees expressed disapproval of the sale of the University land in question. Also, it was the consensus of the Board that the University might wish to use the land within the next few years and that no lease should be given which would preclude that use for more than one or two years.

Mr. McCracken, who had offered the services of the Cheyenne Newspapers in spearheading a campaign for funds to cover the cost of taking the University Band to the Sun Bowl game in El Paso, Texas, on January 2, reported contributions totaling approximately \$4,100 to date. He added that about \$9,500 would be needed to cover the cost of first-class Pullman travel, meals, and lodging, and he expressed optimism that the necessary funds would be raised.

Mr. McIntire reviewed for the Trustees the minutes of the meeting of the Committee on Physical Plant and Equipment and the Committee on the Bookstore which was held on October 28-30. Mr. Newton then discussed briefly the work done by the Committee on Physical Plant and Equipment

VETERANS GROCERY AND MARKET

REQUEST FROM J. P. STEELE FOR LEASE OR SALE OF LAND

BAND TRIP TO SUN BOWL

MINUTES OF COMMITTEE ON PHYSICAL PLANT AND EQUIPMENT AND COMMITTEE ON BOOKSTORE

at its meeting on December 7-8. One or two amendments were suggested. Mr. Newton moved that the minutes of both meetings be approved as amended. Mr. Reed seconded the motion and it was carried.

October 28-30, 1955

The Committee on Physical Plant and Equipment of the Board of Trustees met in the offices of the President of the University at 10:00 a.m. on Friday, October 28, with the following members present: Mr. McIntire and Mr. Brough. Mr. Chamberlain joined the group at noon. Absent was Mr. Newton, Chairman of the Committee, who was attending meetings in St. Louis.

Following discussion of the various problems to be considered by the Committee during the week end, Dr. Humphrey reported that, in compliance with the Board's direction, he had called Mr. William Fleischli, Chairman of the Permanent Ways and Means Committee of the Legislature, to ask him to meet with the Committee on Friday afternoon. He stated that Mr. Fleischli had been unable to come to Laramie, since he had just returned to his office following an absence of several days.

At 10:30 a.m. Mr. McIntire, Mr. Brough and President Humphrey met with Mr. O. D. Turner, Dr. J. F. Messer, Mr. Larry Clark, Mr. L. S. Crawford, and Mr. L. G. Meeboer to consider a report on the Bookstore.

Mr. Turner presented to the Committee "A Study of the Organization and Personnel of the University Bookstore." After a thorough discussion of the report, Mr. McIntire and Mr. Brough indicated that the Trustees' University Bookstore Committee accepted the report and approved recommendations contained in the report.

Dr. Messer then presented financial statements covering the operation of the Bookstore for the month of September and also for the period July 1, 1955 through September 30, 1955. Following a discussion of these reports, it was agreed that a physical inventory of the

Bookstore Committee

textbooks and related course supplies should be taken as of October 31, 1955, in accordance with the plan previously recommended. The Committee then noted that no provision had been made for taking a physical inventory of other items until June 30, 1956. The Committee therefore recommended and requested that a physical inventory of other items be taken as of the close of business December 31, 1955.

It was agreed that the report, "A Study of the Organization and Personnel of the University Bookstore" should be incorporated in the report for the next Trustees meeting, to be held December 9-10, 1955, and that copies of the most recent monthly financial statement, together with the most recent accumulative financial statement, should also be included in the board report. It was further agreed that the Bookstore financial reports shall hereafter be included with other regular financial reports provided each month to each member of the Board of Trustees.

The meeting adjourned at 12:30 p.m.

At 3:30 p.m. the Board Committee, President Humphrey, Mr. Meeboer, and Mr. Jensen met with the Legislative Interim Committee to consider the problem of providing a Home Management House for the University. The problem was explained briefly to the legislators as follows: University officials and Trustees, aware that construction of the new Library on land presently occupied by the Home Management House would necessitate moving the house to a new location, had requested an appropriation from the Legislature to permit remodeling the house formerly occupied by the Sigma Phi Epsilon Fraternity for use as a Home Management House. Following an offer from the Area Property Coordinator to give the University two surplus lots on the corner of Fremont Avenue and 8th Street (on condition that the University would place a building on the lots within eighteen months) the Board had decided it might be well to move the Fraternity House to the new location and remodel it for use as a Home Management House.

Home Management House

Some members of the Interim Committee felt that the present Home Management House should be moved to the surplus lots and used there until such time as the Legislature makes provision for a new house. Other members of the group felt that none of the money appropriated by the Legislature for remodeling the Sigma Phi Epsilon Fraternity House should be used for that purpose or for remodeling the present Home Management House.

The meeting with the Interim Committee adjourned at 5:15 p.m.

On Saturday, October 29, the Board Committee inspected the new Rifle Range, the additions to the President's Home and twelve of the twenty student housing units. It was the Committee's recommendation that the Rifle Range be accepted and payment authorized, and that the President's Home additions be accepted following completion of gutters and correction of a few minor defects of which Mr. C. B. Jensen, Superintendent of Buildings and Grounds, was informed. The Committee found a number of minor defects in the twelve student housing units inspected. It was recommended that Mr. Jensen accept the twenty units as soon as the minor defects have been corrected.

Inspection of New Construction

The Committee on Physical Plant and Equipment met again in the Board room at 8:30 a.m. on October 30. Also present for the meeting were President Humphrey, Mr. Meeboer, Mr. Jensen, and Messrs. F. H. Porter, R. W. Bradley, W. E. Hitchcock, and C. A. Hitchcock, architects.

Consideration was given first to the question of providing a Home Management House. Since the estimated cost of moving the Sigma Phi Epsilon Fraternity House as presented by Mr. Jensen was excessive, and since the Interim Committee had looked with disfavor on using the money appropriated for remodeling the Fraternity House, the Trustees felt there were two alternatives to be considered: moving the present house to the surplus lots on Fremont Avenue and 8th Street or moving it to the location back of Talbot Hall originally selected for it. Since the contract for

Home Management House

construction of the Library will cover moving the present house, construction of a foundation and basement for it, and some repairs, the Committee recommended that the house be moved to the corner of Fremont Avenue and 8th Street and used there for a Home Management House, and that none of the \$8,700 appropriated for remodeling the Sigma Phi Epsilon Fraternity House be used.

The Committee also recommended that the contract for construction of the Library include a provision for moving the small cottage back of the Home Management House to a location back of Talbot Hall to be decided upon by the President and the Superintendent of Buildings and Grounds.

The following decisions were reached regarding the plans for the Library and American Studies building:

Plans for Library and
American Studies
Building

1. Consideration is to be given to the consolidation of the mechanical facilities for the American Studies rooms and the main library section of the building.
2. A study is to be made of the sewer system to determine if by some means the sump pump can be eliminated.
3. Consideration should be given to the elimination of the asphalt tile on the floor of the receiving room.
4. The specifications should provide for an alternate for rubber tile floor covering in at least the main reading room.
5. A door should be installed between the social science reading room and the conference room.
6. A study is to be made of the possibility of reducing the number of toilet facilities.
7. The doors off the hallway to the documents area on the second floor are to be equipped with locks which make it possible to eliminate check-out points during slow periods.
8. Arrangements are to be made for setting up covered rope controls in hallways to establish better control at check-out points.
9. A study is to be made of the possibility of concealing the exposed sink in the documents room.
10. The partitions in the offices on the second floor of the American Studies section shall be dry wall construction.
11. Where wire meshing is to be used it shall be of an attractive type.

12. The specifications shall provide for an alternate for the construction of a floor (third) of the American Studies section. It is understood that this third floor shall not be completely finished, but that it shall be constructed as follows:

- a. Finished with slab cement floor.
- b. Provided with heating.
- c. Provided with all necessary doors.
- d. Walls rough finished.
- e. Ceilings left in rough form.
- f. Wiring complete with temporary lighting installed.

It was suggested that this section could be used as a possible storage space.

13. No fire escapes will be required on the building.
14. A microfilming and photographic room is provided for at present.
15. A study is to be made of the plans for the American Studies reading and meeting room, with a view to arranging the floor so that the room can be used satisfactorily as a projection room.

A discussion was held regarding the possibility and advisability of securing the services of a library consultant to review the building plans, with particular emphasis being placed upon the interior arrangements and functional aspects of the building. The following conclusions were reached:

1. President Humphrey was authorized to secure the services of such a person and to advise the Physical Plant and Equipment Committee regarding the person selected and the cost of securing his services.
2. The architects are to have drawings ready for the consultant by November 17.
3. The architects are to forward such drawings to the consultant on November 17.
4. The consultant is to arrive on the campus either December 5 or 6 for a conference with the architects, the University Library Committee, the President, and others.
5. The consultant is to meet with the Physical Plant and Equipment Committee, the architects, the Library Committee, the President, and others, on the University campus on the morning of December 8.

A discussion was then held regarding fees to be paid the architects for their services. It was determined that the architects have been paid to date the amount of \$53,060.00, which was the amount received by the University from the Federal Housing and Home Finance Agency as an advance for the cost of preparing plans for a new library building. The amount of this advance must be repaid to the Federal Government at such time as a contract is let for the building. It was agreed that the architects shall be paid a fee of 6 per cent of the full amount of the contract for the building, plus the amount of \$1,000.00 for the extra work of changing the plans to date. The payment of \$53,060.00 shall be considered as a payment already made and applied to this total allowance. It was understood that the \$1,000.00 shall cover all costs of completing the drawings and specifications and putting them in final form for all changes made and suggested to date.

It was further agreed that if other changes are made after this date, because of the recommendations of the library consultant or for other reasons, then the architects shall prepare and supply to the University Trustees on or before December 10, 1955, a statement of any additional compensation requested. It was agreed that following the meeting of the Trustees on December 9-10, at which time it shall be determined whether or not extra compensations over and above those mentioned above shall be granted to the architects, a new and revised contract shall be entered into between the University and Porter and Bradley, Architects, setting forth the complete understanding between the University and the architects. It was stated by architects Porter and Bradley that their firm is paying to architects Hitchcock and Hitchcock 2 per cent of the total contract price for their share of the work in the preparation of the plans and specifications and for the actual supervision of the construction work.

Next followed a discussion of the old Geology Building remodeling project. The architects reported that preliminary studies have been made and that at the present time Mr. Robert Arnold is in the process of taking detailed measurements of the building. They stated further that by December 7 the architects would have available for the Physical Plant and Equipment Committee preliminary plans and estimates for this project.

It was agreed that at the March meeting of the Trustees bids will be received for both the Library-American Studies building and the remodeling of the old Geology building. It was agreed that bids would be requested on a basis of a combination bid for both projects and separate bids for each project. It was understood that as a part of the bids for the Library-American Studies building, details should be shown for the cost of moving the present Home Management House to the lots located at the corner of Fremont Avenue and 8th Street, and that this detail should show the additional amount included for locating this building at that site as compared with locating it in the area immediately north of Talbot Hall.

It was understood that the Physical Plant and Equipment Committee of the Trustees will meet on the morning of December 7, with Mr. Jensen, Superintendent of Buildings and Grounds, to inspect certain University buildings, and that they will meet with the Library consultant, the architects, the President, and others on December 8. The meeting adjourned at 1:15 p.m.

APPROVED:

H. F. Newton, Chairman

J. M. McIntire

Harold E. Brough

Roy Chamberlain

Respectfully submitted,

G. D. Humphrey, President

L. G. Meeboer, Business Manager

Geology Building

Date for Receiving Bids

Next Meeting of
Committee

December 7-8, 1955

The meeting was called together promptly at 9 o'clock in the Board of Trustees' Room. Members of the Physical Plant and Equipment Committee, Messrs. Brough, Chamberlain, McIntire, and Newton, met with Dr. G. D. Humphrey, Mr. L. G. Meeboer, and Mr. C. B. Jensen to formulate plans for inspection of existing buildings and to review plans for new and re-modeled buildings.

An inspection of the following buildings was made: Liberal Arts, Gymnasium, Wyoming Hall, Graduate School, and New Dairy Farm buildings. As a result of this inspection tour, the committee suggests the following recommendations:

1. That Mr. Jensen prepare a list of all buildings, both on and off campus, in order of need of repair and maintenance--thereby developing a planned work schedule and possible timetable.
2. That the Buildings and Grounds Department be permitted to hire at least two (2) additional painters effective January 1, 1956 and one additional painter July 1, 1956 in order to accelerate maintenance since there are insufficient men in this department.
3. That the Buildings and Grounds Department have the backing of the Trustees to complete the repair and maintenance of buildings without interruption.
4. That as soon as is feasible, the third (3rd) section of the Buildings and Grounds building be started and completed in order to consolidate supplies and materials under one roof with a custodian in charge.
5. That future building contracts let, if practical, include the painting, plumbing and electrical wiring, landscaping, etc.--thus enabling this department to carry on a capable job of repair and maintenance.
6. That all "Revenue Producing Buildings" should supply all the funds for material and labor for repair and maintenance, instead of just materials, if feasible.

Because of brevity, the "check lists" on the various buildings have been omitted. From the above listed recommendations, the conclusions are that the University is behind schedule on repair and maintenance of its fine buildings and must accelerate on a planned schedule.

Following lunch at Knight Hall, the committee, Dr. Humphrey, L. G. Meeboer, and C. B. Jensen met with Mr. F. H. Porter of Porter & Bradley Architects, for the purpose of discussing the remodeling of the old Geology Building.

A number of very fine suggestions and recommendations were made. To cross-check these recommendations, Dr. S. H. Knight was called in for consultation and advice. All agreed that present lecture and projection rooms should be filled to capacity with seats to accommodate anticipated enrollment. Temporary partitions are to be used for the graduate work rooms and for the U. S. Geological Survey rooms.

Mr. Porter estimated that it would cost in the neighborhood of \$250,000 to remodel the Old Geology building, but asked that he not be held to that figure. This amount plus the architects' agreed fee of 6 per cent, or \$15,000, would make an approximate estimated total cost of \$265,000.

Committee meeting adjourned at 5:30 p.m. to resume at 9:00 a.m., Thursday morning, December 8, to meet with Dr. Ellsworth and Mr. Porter to discuss and go over the plans for the new Library and American Studies Building.

A full committee met at 9 o'clock Thursday in the Trustees' room with the following individuals for a discussion of the plans of the new Library and American Studies Building: Dr. G. D. Humphrey, Dr. William R. Steckel (Director of American Studies), Mr. James Ranz (Director of the Library), Dr. Ralph E. Ellsworth (Library Consultant from Iowa), Mr. L. G. Meeboer, Mr. C. B. Jensen, and Architects F. H. Porter, R. Walter Bradley, W. E. Hitchcock, and C. A. Hitchcock.

Dr. Ellsworth stated that he had received the plans and blueprints of the new Library and American Studies Building about the middle of November, that he had made a careful analysis and study of these plans,

as well as considering the background of the University of Wyoming and trying to project the University's library needs of the future.

Upon his arrival on the campus he met with Dr. Steckel and Mr. Ranz as well as the Faculty Library Planning Committee in an effort to further verify and project the library needs of the University. With these interested individuals as well as with the architects, he discussed the proposed changes in the floor plans.

It was Dr. Ellsworth's opinion that the modular type of library building represents the future thinking in libraries and is adaptable to the University's needs. He suggested a number of movable partitions in various parts of the building in order to make its use more flexible for the future. In a number of instances partitions have been removed, thereby making available larger study rooms in both the Library and the American Studies Building.

A detailed analysis of each floor was made and discussed with Dr. Ellsworth and the four architects. The following suggested changes were agreed upon:

1. There will be no toilets on third floor, but the plumbing from the second floor will be roughed in to the floor level on third.
2. All sewage excepting in the basement will empty directly into the eight-inch sewer to the west of the Library building.
3. A standby gasoline or gas engine will be installed to operate the sewer sump pump in the event of an electrical failure, as the floor level in the basement is about the same as the sewer line level.
4. The use of the Ellington pivot, easy-opening, doors in the Library entrance will be investigated.
5. In the basement a wide door will be constructed for the moving in and out of large equipment.
6. Consideration will be given to provision for an outdoor incinerator for the burning of trash.
7. All windows accessible for washing from the outside will be the non-opening type; others will be locked. This makes necessary the installation of several long windows or doors to provide access to the windows that can be washed from the inside.

8. Consideration will be given to installation of rubber tile on the first and second floors and on a part of third floor, with asphalt tile on the balance.

9. All roof drains will be on the inside.

There were a number of additional recommendations, but to detail all of them is unnecessary as the changes will be incorporated on the new floor plans to be furnished the Board at this meeting.

The Committee discussed with the architects the availability of monies and the consideration of various alternates. Below is listed the funds:

Bond Funds - Building	\$ 650,000.00
Bond Funds - (furniture & Fixtures)	100,000.00
Coe Original Grant	750,000.00
Coe Additional Grant (American Studies Wing)	<u>450,000.00</u>
	1,950,000.00
Less: Architects' Fees (approximate)	- 106,000.00
Less: Committed (Furniture & Fixtures)	<u>- 100,000.00</u>
Net Fund for Building Contract	\$1,744,000.00

Moving of library stacks and books to be eliminated from general contract. Logically the cost of moving stacks and books should be charged to Furniture & Fixtures.

The following alternates will be included in the specifications:

1. Leave out carrells.
2. Leave out finishing of 3rd floor of American Studies Wing.

The extra cost of moving the Home Management building will be separately negotiated with the contractor because of legislative understanding and will be paid from a special appropriation. The contract specifications will include a cost figure of moving the Home Management building and preparing foundation for it on the corner of Fremont Avenue and 8th Street and of moving the small cottage and setting it up back of Talbot Hall.

It is impossible to include in these minutes the entire full discussion that has taken place in the consideration of this new building and the remodeling of the Geology Building; so the Committee has tried

to present a few of the more pertinent ones. This is probably the first time that a buildings and grounds committee has taken time (two days) to go carefully into the plans, arrangements and specifications of new buildings. It is hoped that the results of these efforts will be fruitful.

H. F. Newton

J. M. McIntire

Harold E. Brough

Roy Chamberlain

Library Consultant. Dr. Humphrey recommended that an appropriation of \$304 be authorized from the General Fund to cover the expenses and the consultation fee for Dr. R. E. Ellsworth, Director of Libraries at the State University of Iowa, who was employed as a consultant on the University of Wyoming Library plans. Mr. Reed moved that the appropriation be authorized. Mrs. Patterson seconded the motion and it was carried.

Mr. Reed moved, Mr. Peck seconded, and it was carried that the Board adopt the following resolution of appreciation to the Committee on Physical Plant and Equipment:

WHEREAS the Committee on Physical Plant and Equipment, composed of Messrs. Newton, McIntire, Chamberlain, and Brough, has devoted a great deal of time and thought to study of the University's physical plant; and

WHEREAS the interest of these Trustees in the welfare of the institution is highly commendable, and their contribution to the improvement of existing facilities and to the planning for future facilities has been very valuable to the University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees expresses its grateful appreciation to the Committee as a whole and to its individual members.

BUDGET CHANGE

Library Consultant

RESOLUTION OF APPRECIATION TO COMMITTEE ON PHYSICAL PLANT AND EQUIPMENT

Mr. McIntire called attention to the fact that the resolution adopted at the October 13-14 meeting of the Board setting out the total cost of the Library and American Studies building had failed to take into consideration the architects' fee of \$106,000, which should be added to the \$1,750,000 reserved for the construction of the building. Mr. Newton moved, Mr. McIntire seconded, and it was carried that the following resolution adopted by the Board at the October meeting be rescinded:

RESOLVED that President Humphrey be and he is hereby authorized to talk to members of the State Building Commission and explain to them the plans for constructing a combination Library and American Studies building at an estimated cost of \$1,700,000, of which only \$650,000 shall be obtained from proceeds of bonds of the Consolidated Bond Issue, and that a further amount not exceeding \$100,000 from the proceeds of such bonds shall be used to furnish and equip said building.

It was then moved by Mr. Chamberlain, seconded by Mr. Jones, and carried that the Board adopt the following resolution in lieu of the rescinded resolution:

RESOLVED that the Trustees of the University of Wyoming make available for the construction of the Library and American Studies building the sum of \$1,850,000, to be obtained as follows: \$650,000 from proceeds of bonds of the Consolidated Bond Issue authorized by the 1955 Legislature, \$750,000 from the funds made available to the University in the bequest of the late W. R. Coe for construction of the Library, and \$450,000 from the bequest of the late W. R. Coe for construction of the American Studies wing of the building; and that \$100,000 of the \$750,000 obtained from the proceeds of bonds of the Consolidated Bond Issue be reserved for furnishing the Library section of the building.

The Trustees considered next several budget changes recommended by President Humphrey in the Addendum to his Report. Mr. Reed moved, Mrs. Patterson seconded, and it was carried that the following appropriations be authorized:

1. College of Education. An appropriation of \$430.34 to provide for continued employment of part-time assistants for physical education for the period December 1, 1955, through May 31, 1956.

LIBRARY AND AMERICAN
STUDIES BUILDING

BUDGET CHANGES

College of Education

2. Band. An appropriation of \$42.70 to cover the cost of cleaning band uniforms, since the cleaning item came about as a result of the band's participation in the Homecoming parade under very sloppy marching conditions.

Band

3. Book on Indians by E. O. Fuller. President Humphrey explained that Mr. E. O. Fuller, formerly Fiscal Agent of the University and later--just before his retirement--Manager of the Bookstore, was in the process of writing a book on Indians, a subject on which he is an outstanding authority. He stated that Mr. Fuller had requested an appropriation of \$1,500 to cover stenographic work in connection with the preparation of the book, the appropriation to be repaid from the first royalties received from sale of the book. Dr. Humphrey recommended that the requested amount be set up in a revolving fund, into which would be placed royalties from the sale of the book to cover the \$1,500. Mr. Newton moved that the recommendation be approved. Mr. Chamberlain seconded the motion and it was carried.

Book on Indians by E. O. Fuller

4. Wyoming Mountain Rescue Team. Mr. McIntire moved than an appropriation not to exceed \$500 be authorized to assist the Wyoming Mountain Rescue Team with the purchase of certain items of equipment considered essential to the function of the group. Mr. Reed seconded the motion and it was carried.

Wyoming Mountain Rescue Team

Consideration was given to a proposal from the Colorado Interstate Gas Company that the Company be given a right of way for a pipe line across some of the grazing lands operated by the Animal Production Department. The Company proposed to pay the University \$461 for the right of way, which would extend 461 rods across University land, and to replace all fences and regrass the area.

RIGHT OF WAY EASEMENT, ANIMAL PRODUCTION FARM

Upon examination of the proposed right of way agreement, the Trustees decided that it contained some provisions which they could not approve and that it did not contain others which they felt were necessary. The following changes were suggested by the Trustees: (1) The word "sell" should be omitted from the first paragraph. (2) The agreement should contain a provision protecting the University in the event of mineral and oil discoveries on land underneath or adjacent to the pipe line. (3) In the event of abandonment of the pipe line the area should revert to the University without question. (4) A 30-inch cover should be provided instead of the 24 inches recommended. (5) The area should be surveyed and the exact location and width of the right of way stated in the agreement as well as shown on a map to be attached to and made a part of the agreement. (6) The Company should agree that no fittings, tie-overs, or cathodic protection equipment, and no appliances appurtenant thereto will be constructed above the allowable pipe line level and that no buildings will be constructed on the right of way.

Mr. McIntire moved that the University's legal advisor be authorized to prepare a new agreement, incorporating the suggestions made by the Trustees, and that if it is acceptable to the Colorado Interstate Gas Company the Secretary be authorized to sign for the Board of Trustees. Mr. Sullivan seconded the motion and it was carried.

Mr. Newton stated that some of the new apartments for married students would probably be ready for inspection by the first of January, and he moved that Mr. Sullivan be appointed to go with Superintendent Jensen to inspect the buildings and prepare a check list of items needing correction before the units are accepted. Mr. Reed seconded the motion and it was carried.

INSPECTION OF MARRIED
STUDENT APARTMENTS

Mr. Sullivan moved that the Board approve the request of Athletic Director G. J. Jacoby for permission to use air transportation for the football team to El Paso, Texas, and return for the Sun Bowl game on Monday, January 2. Mr. Jones seconded the motion. Mr. McCracken then stated that he was opposed to the use of air transportation for the team and that since there was no particular reason for attempting to save time on the trip, he would vote against the motion. Several other Trustees stated their agreement with the sentiment expressed by Mr. McCracken, and when the vote was called for the motion failed to carry.

For the information of the Board of Trustees, the Addendum to the President's Report included financial statements, revised as of November 30, 1955, which were prepared in the office of the Business Manager.

The meeting adjourned at 5:45 p.m. When the Board reassembled at 10:00 a.m. on December 10, the same members were present as were present for the previous day's session except Mr. McCracken. Following a brief discussion of the types of transportation which might be used for taking the band to El Paso for the Sun Bowl game, Dr. Humphrey stated that he would secure information as to accommodations and costs for consideration later in the meeting.

Mr. Hansen then asked for reports from Mr. Chamberlain and Mr. Newton, who attended the Association of Governing Boards meeting in East Lansing, Michigan, on October 18-22. He prefaced his request by announcing that Mr. Chamberlain, after having served a year on the Executive Committee, had been honored by election to the vice-presidency of the Association.

Mr. Newton reported on the physical plant at Michigan State College as well as the physical plants at Wayne University, Michigan State Normal College, and the University of Michigan, which the delegates had visited.

AIR TRAVEL FOR
FOOTBALL TEAM

FINANCIAL STATEMENTS

REPORTS OF DELEGATES
TO ASSOCIATION OF
GOVERNING BOARDS
MEETING

Mr. Chamberlain reported on some of the outstanding addresses made during the meeting. He stated that the program was the best the Association had had in recent years and that he felt he and Mr. Newton had gained a great deal of helpful information from their attendance at the meeting. He concluded by saying that he felt the Association is doing a great deal for education and that the newly elected president of the Association has requested financial help from the Fund for the Advancement of Education to assist in making a study of political encroachments upon governing boards.

Mr. McIntire moved that Mr. Chamberlain's report be mimeographed and distributed to the Trustees and perhaps the Deans. Mrs. Bush seconded the motion and it was carried.

At 11:10 a.m. the Trustees invited into the meeting Messrs. L. G. Meeboer, Business Manager, and C. B. Jensen, Superintendent of Buildings and Grounds, and the following architects: Messrs. F. H. Porter, R. W. Bradley, W. E. Hitchcock, and C. A. Hitchcock. Mr. Porter distributed copies of the proposed plans for the remodeling of the old Geology building. He stated that the plans, which provided for complete reworking and fireproofing of the building, had been studied and approved by the Board Committee on Physical Plant and Equipment and by the staff of the Department of Geology. Asked for his estimate of the cost of the proposed remodeling, Mr. Porter stated an approximate figure of \$250,000, not including architects' fees. After some discussion, Mr. Newton moved that the preliminary plans be approved as presented, that final plans and specifications be presented to the Board of Trustees for consideration at the March meeting, and that advertising for bids be delayed until after final approval has been given by the Board. Mr. McIntire seconded the motion and it was carried.

REMODELING OF
GEOLOGY BUILDING

President Humphrey stated that by April of 1957 he believed there would be sufficient funds available in the Building Improvement Fund to cover the cost of constructing Unit III of the Service building. He proposed that bids be called for in April 1956 and that if the low bid comes within the money available a contract be awarded for this Unit. Mr. Peck moved that Unit III (the carpenter shop) be added to the call for bids on the Geology building remodeling and the Library-American Studies building. Mr. Chamberlain seconded the motion and it was carried.

Mr. McIntire stated that the revisions in the plans for the Library and American Studies building recommended by the Committee on Physical Plant and Equipment and the Library consultant employed to study the plans would delay completion of the final plans and specifications until March, and that it would therefore be impossible to let a contract before April.

Mr. Porter pointed out that the original plans for the Library were made in 1950 and that they have been revised a number of times. He gave the Trustees copies of the plans and explained them in some detail, particularly the changes recommended by the Committee on Physical Plant and Equipment. A few additional changes were suggested, principally in the names of certain reading and stack rooms to give greater prominence to the American Studies section of the building.

Mr. Newton read to the Board a letter which Mr. Porter had addressed to him as Chairman of the Committee on Physical Plant and Equipment, presenting a statement of the additional architectural fee due his firm as a result of the extra work involved in revising plans and specifications for the Library building as follows:

SERVICE BUILDING
UNIT III

LIBRARY AND AMERICAN
STUDIES BUILDING

Revisions to drawings and specifications for mechanical and electrical work.	\$ 600.00
Revisions to drawings and specifications for structural work	300.00
Revisions to plans and specifications for architectural and general contract work	<u>1,000.00</u>
	\$1,900.00

Mr. Porter's letter went on to say that, since the wing for American Studies had been authorized, the third item (\$1,000) would be absorbed by his firm, and the actual additional cost to the University would be \$900. Mr. Chamberlain moved that the additional fee of \$900 (over and above the \$1,000 already authorized by the Committee on Physical Plant and Equipment on October 30) be approved, and that the Business Manager be authorized to work out a new agreement with the architects. Mr. Peck seconded the motion and it was carried.

Mr. Sullivan then moved that the preliminary plans and specifications for the Library and American Studies building be approved, and that the architects be authorized to proceed with the preparation of final plans and specifications to be presented at the March meeting of the Board. Mr. Chamberlain seconded the motion and it was carried.

The Board adjourned for lunch at 12:35 and reassembled at 1:20 p.m., with all members present who were present for the morning session except Mr. Jones.

Dr. Humphrey recommended that, following consultation with the Superintendent of Buildings and Grounds, the architects be authorized to make preliminary drawings of Unit III of the Service building, that these preliminary drawings be submitted to the Committee on Physical Plant and Equipment, and that following approval by the Committee the architects be directed to proceed with preparation of the final plans and specifications for consideration at the March meeting of the Board.

SERVICE BUILDING,
UNIT III

Mr. McIntire moved that President Humphrey's recommendation be approved.

Mr. Sullivan seconded the motion and it was carried.

Mr. Hansen stated that he had just talked by telephone with Mr. McCracken, who was ill and unable to be present, and that Mr. McCracken had expressed the hope that the Board would authorize an appropriation of \$2,000 to be used if needed to help in financing the trip of the University band to El Paso for the Sun Bowl game.

Dr. Humphrey gave the Trustees some figures he had secured showing approximate costs of travel by chartered bus and by special train. He added that a number of factors would need to be taken into consideration, including the question of whether or not the team could be taken on the same train with the band, thus reducing the total cost. Following discussion of the cost estimates and the advantages and disadvantages of the suggested methods of transportation, Mr. McIntire moved that if the campaign being conducted to raise funds to send the band to the Sun Bowl does not raise a sufficient amount to send the band in the manner decided upon by President Humphrey, the Board of Trustees authorize an appropriation not to exceed \$2,000 to supplement the amount raised, thus assuring the band's going to the game. Mr. Reed seconded the motion and it was carried.

Dr. Humphrey read to the Board a letter he had received from Mr. G. J. Forbes, Executive Vice President of the First National Bank of Laramie, suggesting that if in the future the University should desire to have a branch bank on the campus the First National Bank would be pleased to discuss the matter with the Board. No action was taken on Mr. Forbes' suggestion.

Dr. Humphrey gave the Trustees copies of an organization chart for the Agricultural Extension Service, as recommended by Dean H. M. Briggs

BAND TRIP TO SUN BOWL

BRANCH BANK FOR
UNIVERSITY

ORGANIZATION OF AGRICULTURAL
EXTENSION
SERVICE

of the College of Agriculture. Dr. Humphrey pointed out that the suggested organization differed from the existing organization principally in the change of the position of Assistant Director to that of Program Officer. He called attention to the accompanying sheet on which were defined the duties of the various individuals and departments. Mr. Sullivan moved that the suggested organization be approved. Mr. McIntire seconded the motion and it was carried.

Dr. Humphrey then handed the Trustees copies of a confidential memorandum from Dean H. M. Briggs outlining the progress made by Dr. G. H. Starr during his tenure as Director of the Agricultural Extension Service.

President Humphrey read the following letter which he had received from Mrs. Mary Crane Knudson expressing appreciation to the Board of Trustees for the resolution adopted in memory of her father, Dr. A. G. Crane:

3221 Dey Avenue
Cheyenne, Wyoming
October 18, 1955

G. D. Humphrey, President
University of Wyoming
Laramie, Wyoming

Dear President Humphrey:

On behalf of my Mother, Mrs. A. G. Crane and my brother Paul, I want to thank you, the faculty and the Board of Trustees, for the kind words, expressed by you all, about Dad, in your letter and in the two resolutions drawn in Dad's memory. Dad's name and what he has stood for will go on forever in the hearts of the loved ones he has left behind as well as in the University and the State he loved so well.

So that my brother might have your good letter and the resolutions, by the faculty and the Board of Trustees, I have copied them for him. Perhaps some day he will write the History of Dad's life. I hope Paul will do this, because he will do well.

Most sincerely,

/s/ Mary Crane Knudson

LETTER OF APPRECIATION
FOR RESOLUTION ON
DEATH OF DR. A. G. CRANE

The Trustees considered next a letter from Mr. E. G. Rudolph, Special Assistant Attorney General, stating that he had conferred with the Attorney General and had been advised to bring suit on behalf of the University against Captain W. N. Randall of the Fort Warren Air Force Base, whose dog had caused the death of forty-five sheep belonging to the University at the horticultural station near Cheyenne. Mr. Rudolph expressed the opinion that satisfactory settlement could probably be effected after the suit was filed. Mr. Reed moved, Mr. Newton seconded, and it was carried that the Board approve the following resolution authorizing the suit:

RESOLVED that E. George Rudolph, Special Assistant Attorney General, be and he hereby is authorized and directed to bring suit in the name of The Trustees of the University of Wyoming against Captain W. N. Randall, Francis E. Warren Air Force Base, to recover damages resulting from the destruction of certain sheep belonging to The University of Wyoming by a dog belonging to said Captain Randall, and

BE IT FURTHER RESOLVED that said E. George Rudolph be and he is hereby authorized to do all things necessary and proper in the prosecution or settlement of such suit.

American Studies. Dr. Humphrey read a letter from Dr. W. R. Steckel, Director of American Studies, requesting Board approval of fee remission scholarships for eight graduate fellows in American Studies for 1956-57 and also for the twenty-five participants in each term of the 1956 summer program. He then read a letter from Mr. E. G. Rudolph, Special Assistant Attorney General, stating his opinion that the University is under no legal obligation to remit the fees of persons receiving fellowships in the American Studies Program.

Dr. Humphrey stated that, while he approved the scholarships, he felt they should be covered by the Coe endowment funds rather than absorbed by the University. Mr. Peck moved that a major portion of the Registration fee for students holding graduate fellowships during the

SUIT AGAINST CAPTAIN
W. N. RANDALL

SCHOLARSHIPS

American Studies

regular session, and the Registration fee of \$37.50 for each of the participants in the summer program, be paid from the Coe endowment funds, the amount of the out-of-state fee differential for any graduate fellowship recipients to be remitted by the University. Mr. Newton seconded the motion and it was carried.

Dr. Humphrey stated that during the time Mr. F. E. Smith was Secretary of the Board and also Comptroller of the University, the Board passed a resolution requiring that all change orders be signed by the President of the University and the Secretary of the Board. He suggested the possibility of changing the regulation to provide for signature by the Business Manager instead of the Secretary of the Board. Mr. Sullivan moved that the Board approve the suggested change. Mr. Peck seconded the motion and it was carried.

Following an executive session of the Board, attention was given to the problem of overdrafts in the Stadium and Fieldhouse and Athletic income accounts, which had been brought to the attention of the Trustees through distribution of the 64th Annual Report of the President of the Board of Trustees.

Dr. Humphrey distributed copies of financial statements prepared by the Business Manager showing the actual overdrafts as of June 30, 1955, and the estimated overdrafts as of June 30, 1956, and June 30, 1957. He explained that the overdrafts were brought about by a number of factors, including the following: (1) The Legislature imposed a bond issue considerably in excess of that which the University felt could safely be retired from athletic income and under which the law required that all operating expenses as well as bond payments for the Stadium and Fieldhouse must be paid from income and rentals. (2) Cancellation of

AUTHORIZATION TO
BUSINESS MANAGER TO
SIGN CHANGE ORDERS

OVERDRAFT IN STADIUM
AND FIELDHOUSE AND
ATHLETIC INCOME
ACCOUNTS

two important basketball games a year or two ago resulted in a loss of \$20,000 in anticipated income.

Dr. Humphrey pointed out that neither the Legislative budget nor the 1955-56 fiscal year budget contained a specific appropriation for the four-month period July 1 to November 1, 1955 (the date on which the Consolidated Bond Issue took effect). Therefore, the projected overdrafts on June 30, 1956, and June 30, 1957, are greater than they would have been had this appropriation been included. Provision was made in the operating budget for bond interest for the four months and in the Buildings and Grounds budget for maintenance and operation. However, had the University planned to continue operating under the old plan of retiring the Stadium and Fieldhouse bonds, the Legislative budget most certainly would have carried an amount for rent considerably in excess of that carried for previous years and would have included an amount sufficient to cover the overdrafts as of June 30, 1955. Dr. Humphrey stated that it seemed logical, since the Memorial Stadium and Fieldhouse could not collect rent after the new bond issue became effective, for the obligations against the Stadium and Fieldhouse to be paid from the General Fund of the University.

Several different proposals for meeting the situation were discussed: (1) authorizing an appropriation of \$51,415.04 to cover the Stadium and Fieldhouse overdraft of \$34,405.89 and the estimated June 30, 1956 Athletic income account overdraft of \$17,009.15; (2) authorizing a loan of \$34,405.89 to cover the Stadium and Fieldhouse overdraft, permitting the Athletic income account to reflect an estimated overdraft of \$17,009.15 as of June 30, 1956; (3) authorizing a direct appropriation of \$5,045.24 (the amount the University would have paid to the Stadium and Fieldhouse account under the previous rental plan) and authorizing loans to cover the remainder of the estimated June 30, 1956 overdraft of

\$51,415.04 from such sources as the United Air Lines donation, Veterans Grocery rent, Veterans Trailers, Permanent Apartments, Bookstore surplus, and old Buildings and Grounds revolving fund.

After the above plans had been discussed in some detail, Mr. Chamberlain proposed that the Board authorize a direct appropriation of \$34,405.89 and remove the remainder of the \$71,556.04 overdraft existing as of June 30, 1956, by authorizing a loan of \$10,000 from the United Air Lines donation and a loan of \$27,150.15 from the Bookstore surplus fund. The Trustees were in agreement that Mr. Chamberlain's suggestion was an excellent one.

It was then moved by Mr. Reed, seconded by Mr. Chamberlain, and carried that, since the Stadium and Fieldhouse bonds were refunded and provision had not been made by previous budgets for the operation of said Stadium and Fieldhouse without debt, the Board of Trustees hereby authorizes an appropriation from the General Fund of the University in the amount of \$34,405.89, thereby liquidating the June 30, 1955 overdraft in the Memorial Stadium and Fieldhouse (Operations and Maintenance Fund) as disclosed in the Section of Student Loans, Organizations and Agency Funds of the 64th Annual Report of the President of the Board of Trustees; that the \$10,000 donated to the University of Wyoming by United Air Lines and the amount of \$27,150.15 from the Bookstore surplus fund be loaned to the Athletic income account to liquidate the overdraft in that account as of July 1, 1955; and that in any year the Athletic income account has a surplus it shall be applied toward the liquidation of these loans (the Bookstore surplus fund to have priority in repayment) until they are fully paid.

For the information of the Board President Humphrey distributed copies of a summary of the University's development during the decade

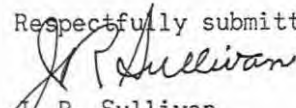
"HIGHLIGHTS OF
PROGRESS"

1945-1955, showing certain comparisons between that decade and the previous ten-year period. He pointed out the fact that the progress reflected in the report had been possible through the combined efforts of a great many people, and that he felt the Trustees could justly be proud of their share in that progress. For the Board Mr. Hansen expressed appreciation for the fine report.

The Board adjourned at 5:00 p.m. to meet again on February 3-4, 1956.

After the meeting President Hansen directed Secretary Sullivan to notify the Trustees through the minutes of his appointment of the following members to serve on the Honorary Degree Committee: Mrs. Patterson, Mr. McCracken, and Mr. Peck. He also asked that any recommendations Board members may have as to individuals to be considered for the award of the honorary degree, together with supporting data, be submitted to President Humphrey at or prior to the February meeting of the Board.

Respectfully submitted,


J. R. Sullivan
Secretary

HONORARY DEGREE
COMMITTEE