

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

June 3-4, 1955

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

The annual meeting of the Board of Trustees was called to order at 10:15 a.m. on June 3, with the following members present: McCracken, Sullivan, Hansen, Jones, Brough, Newton, Chamberlain, Peck, and Bush and, ex-officio, Humphrey. Absent were: Reed, Patterson, and McIntire and, ex-officio, Simpson. Miss Linford joined the meeting at 10:30 a.m.

Mr. Brough moved that the minutes of the May meeting of the Board of Trustees be approved as written. Mr. Newton seconded the motion and it was carried.

Following announcements by President Humphrey with regard to the events of Commencement, attention was given to the President's Report.

Mr. Chamberlain moved that the list of candidates for degrees as presented by the President be approved, subject to any necessary changes after final grades for the spring quarter are in. Mr. Sullivan seconded the motion and it was carried.

APPROVAL OF MINUTES

COMMENCEMENT

COLLEGE OF LIBERAL ARTS

Bachelor of Arts - with Honor

Joan Shirley Bourne
Donald Edwin Cluxton, Jr.
Barbara Carolyn Howard

Bachelor of Arts

Nanci Applegate Andrew
Robert W. Barker
Loretta Bischoff
Carol Anne Christensen
Dean Warren Clark
George Daneluk
Charles Oliver Dixon
Larre Lynn Eschliman
Robert Leon French
Robert Loren Henrickson
Barbara Kooi Hurst
Sarah Frances Jackson
Steve Knezevich

Robert Bickley Knox
Cecile Kochiras
Laura Rae Larson
Thomas Wilfrid Love
Margaret Recknagel McKenzie
Marion Essie Maggard
George Truman Nichols
Guy Freeman Porter
Carol Janice Rodermel
E. Joyce Stout
Julie Schurger Toskin
Rebecca E. Utterback
Walter Edward Wahl
G. Diane Wheeler

Bachelor of Science - with Honor

Ray K. Christensen
Hope Grillos

Robert Ralph Hylton
George Emory Pierce

Bachelor of Science

Vernon Hugo Anderson
William Joseph Anderson
James Edward Barnum
Frederick M. Beck
James Poe Castberg
Charles Leroy Conrad
Kenneth Richard Cook
John Charles Esmay
Marlene Georgia Franz
Robert Henry Freytag
Leslie Raymond Graham
Paul Roscoe Holtz, Jr.
Alice Emily Hughes
Robert Charles Looney
Robert William Lott

John J. McNamee
John Ronald Nye
James Rodney Parrish
Nancy Fricke Pepper
Darlene Frances Reimann
Dana Elizabeth Reynolds
Gary Ward Riedl
Patricia Alice Rivers
Norman Edward Roberts
Jack Lionel Russell
Thomas Marcell Schwarberg, Jr.
Everett Raymond Smith
Robert Gene Smith
Richard Otto Stelk
Anna Katherine Stenberg
David Roberts Tyndall

Bachelor of Music - with Honor

Jeanne Marie Huntington

Elsie Clara Rowland .

COLLEGE OF AGRICULTURE

Bachelor of Science

John H. Bell
Arlen Durant Davison
Kenneth Charles Dreusicke
Donald Bror Erickson
Henry Goldman, III
Kendall LeRoy Johnson
Dwight Wilson Kimsey
Jack Holland Lester
Paul Edwin Lundberg
Dan Ray McMichael

James Edward McMurry
Herbert O. Mobley, Jr.
James Howard O'Connor
Norman Douglas Paterson
Vincent Verl Picard
Lynn Leon Pickinpaugh
Jack LeRoy Rea
Emroy Laud Shannon
Gale Eugene Smith
Bruce Alvin Soderholm

Division of Home EconomicsBachelor of Science - with Honor

Margaret Powers Cochran

Minnie Margie Raben

Bachelor of Science

Jean Parker Anderson
Lynn R. M. Anselmi
Alice Jane Berkley
Laura Moore Fairbairn

Betty Bagley Frome
Vendla Elvira Hagstrom
Marilyn Jo Loughary
Janet Maebius

COLLEGE OF ENGINEERING

Bachelor of Science in Architectural Engineering

Rance Dwaine Dunmire
Richard Bruce Henderson

DeVon H. Hurd
James Herman Slotta

Bachelor of Science in Civil Engineering - with Honor

Gerald E. Clawson
James Richard Goodman

Ronald Mason Harless
E. Bruce Jones
Nicholas Vassilis Tsiouvaras

Bachelor of Science in Civil Engineering

Rudolph Albert Angeli
Phillip Robert Berrey
Surjit Singh Bhala
John Thurston Doyle
Richard Lee Hockley
Edward Scott McKinney
Robert Harley Madsen

Franklin Theodore Peyton, Jr.
C. Ray Reerink
Tore Skotner
Louie Wayne See
Wayne Allen Stufft
Benjamin John Vanberg
Arthur Mainard Wacker
John Edwin Yauney

Bachelor of Science in Electrical Engineering - with Honor

Robert John Bergman
Tony Brekken

Don Edwin Ludwig
Kenneth James Payne
John Earl Sparks

Bachelor of Science in Electrical Engineering

Duane Hampton Berrier
James Noel Edgeington, Jr.
Robert Orval Harshman
Tommy A. Joens

Hans Yohanan Juliusburger
Gerald Glen Kaufman
Donald Ayara Kynion
Don Sherman Rees

Bachelor of Science in Mechanical Engineering - with Honor

Gerald Wesley Butcher

Lelian Don McCoy

Bachelor of Science in Mechanical Engineering

Charles Carroll Bergman
Robert William Burns
Richard Franklin Colleoni
Eugene Ely Gillette
Ronald Ray O'Connell

Robert Francis Peterson
Arthur Dean Piper
Robert Edward Tighe
William Charles Tighe
Les William White

Bachelor of Science in General Engineering - with Honor

Charles McNutt Jenkins

Neal Erwin Porter
Larry Earl Roberts

Bachelor of Science in General Engineering

George Frederick Brown
 Jack Eugene DeBolt
 Floyd Earl Ellis
 James Grant Gist
 Don Earl Jones
 Kent William McDaniel

Richard Emory Mabie
 William Parr Rogers
 Warren Paul Siebold
 Jerry Earl Voorhees
 John Kelly Walsh
 Robert Warren Willingham

COLLEGE OF EDUCATION

Bachelor of Arts - with Honor

Dorothy Lind Pearce

Bachelor of Arts

Wilma Irene Berry
 Audrey LaVonna Bower
 Francis Richard Brown
 Beatrice Hocken
 Jacquelyn Dorothy Hoitsma
 Donna Clare Killebrew
 Douglas Martin Kingdon
 Hazel Jean Kuns
 Frederick Percy Lawton
 John Daniel Lenihan
 Bonnie Jean Loomis
 Priscilla Ann Lynch
 Nancy Faye McIntyre
 Joy McCaffrey Marostica

Margaret Ann Morgan
 Alan Arthur Nauman
 Patricia Ann Norris
 James Norris Odell
 Lyell Kathleen Reilly
 Doris Hunt Repke
 Mary Josephine Savory
 Dorothey Marion Sims
 Emma Jean Sinclair
 Diane McDowell Trullinger
 Marian Glyn Tuttle
 Sherry Lynn Tuttle
 Charles LeRoy Van Blair
 Colleen Regina Wood

Bachelor of Science - with Honor

Patricia Jean Bennett

Nina Louise Huston
 Richard Eugene Kinzer

Bachelor of Science

Thornton Bromley
 Orvin Roger Christopherson
 Richard Ealdon Everett
 Pete Bernard Fowler
 Dale Rudolph Haupt
 Oliver Wendell Hedges
 James Dunlop Herd
 Ivan Ray Jones
 Tom Fredrick Lambert

Edward William Meyer
 Robert Charles Moore
 George Lewis Radovich
 Clifford Leroy Renz
 John Burton Rowland
 Don Manos Stine
 Warren Lucion Watsabaugh
 John Robert Watts

COLLEGE OF LAW

Bachelor of Laws - with Honor

William Edward Foster

James Alan Tilker

Bachelor of Laws

Merl Buchanan Case
 James Wells Fagan
 Arthur Fred Fisher
 Robert Andrew Hill
 Leonard Emery Lang

James Robert Mothershead
 Maxwell Elroy Osborn
 Robert Norris Pender
 Elmer Clyde Winters

Bachelor of Science in Law

Margaret Jean Currie

Gerald Evert Schmidt

COLLEGE OF COMMERCE AND INDUSTRY

Bachelor of Science - with Honor

Nancy Anne Barnes
 Jack Floerke

William Neil McLeod

Bachelor of Science

Hester Ann Allemand
 Harriett Dallas Allen
 Weldon Verdon Brouillette
 Wilbur Lee Carter
 Beverly Coles
 Louis Lynn Denton
 Mansueto Marino Flaim
 Elliott Gilbert Hays
 Robert Gerald Jingling
 Floramae Croghan Johnson
 Edwin LeGrand Patrick

Gaylord Gene Pearson
 Benn Ray Pursley
 Seward Eliot Robb
 Shirley Mae Sellers
 Vernon Kirk Sessions
 Fredolin Phillip Steinhour
 Willard Dale Vanderbur
 Mary Carolyn Williams
 Bettie Joan Winn
 De Earl Wollenzein
 Aldo Zueck

COLLEGE OF PHARMACY

Bachelor of Science - with Honor

Raymond Francis Shell

Bachelor of Science

Robert Berkowitz
 Donald Dean Bristow
 Frederick Francis Carroll
 Ruth DeLand Ferguson
 Forrest Dayton Hall

Duane Denis Jenner
 William John Laya
 John V. Martinez
 Robert Stevens Pearce
 Henry Gerald Rinn

GRADUATE SCHOOL

Master of Arts

Howard G. Allspach (Geology)	Frederick A. Groth (Geology)
Shirley Jean Bristow (Sociology)	James M. Hunter (Geology)
Phillip E. Flanagan (Geology)	Ruby Hayes Price (Secon. Educ.)
Edward F. Friesen, Sr. (Elem. Educ.)	William Edward Terry (Amer. Civil.)
Mary N. Gilman (Geology)	Brom Weber (Amer. Civil.)
	Ann Barbara Zuckerman (French)

Master of Science

Robert Milton Cook (Wool)	Frank L. Rauchfuss (Range Mgt.)
Finley E. McLeod (Elec. Engin.)	John G. Story (Civil Engin.)
Willard C. Nelson (Bus. Educ.)	Ella Jane Taylor (Bus. Educ.)
Chester Allen Peek (Botany)	Mary Lue O. Warner (Bus. Educ.)
Carolina T. Prada (Bus. Educ.)	Louis Ethelbert Wenzel (Wild- life Conser. & Mgt.)

Professional Degree of Civil Engineer

Paul A. Rechard

Doctor of Education

John Bert Barnes (Educ. Admin.)	Donald Hair (Educ. Admin.)
Matthew Glenn Carey (Educ. Guid.)	Charles Neiswender (Educ.)
Chester Harold Gausman (Educ. Admin.)	Russell R. Rich (Educ. Admin.)
C. Robert Waterman (Secon. Educ.)	

Doctor of Philosophy

Wallace G. Bell (Geology)

The following students completed requirements for degrees as indicated on March 23, 1955:

COLLEGE OF LIBERAL ARTS

Bachelor of Science

Norma Kathleen Bailey	John Calvin Taylor
Donald Van Landeen	Rob Roy Tillett
Roger Austin Ready	Gordon Clifford Wells

COLLEGE OF AGRICULTURE

Bachelor of Science - with Honor

LeRoy Volney Coleman
Donald Dee Kaufmann
J. W. Nuckolls

Bachelor of Science

John Lester Baker
Bert Leland Bohmont

Leon Eugene Fritzler
Larry Keith Johnston
A. Z. Joy

Division of Home EconomicsBachelor of Science

Patricia Joder Cox
Shirley Mae Dempster

COLLEGE OF ENGINEERING

Bachelor of Science in Electrical Engineering - with Honor

Robert J. Mears

Bachelor of Science in Mechanical Engineering - with Honor

Donald Lee Doerr

Bachelor of Science in Mechanical Engineering

Mansel Warren Lane
Thomas J. Pope

Bachelor of Science in General Engineering

Ray Arthur Minster

COLLEGE OF EDUCATION

Bachelor of Arts - with Honor

V. Halene Landen

Bachelor of Arts

Sydney Lee Howe
Dorothy Jean Johnson
Helen Peters Richardson

COLLEGE OF LAW

Bachelor of Laws

Paul Bard Godfrey

COLLEGE OF COMMERCE AND INDUSTRY

Bachelor of Science

Kenneth Daer Bender
Charles Theodore Lewis

Ronald Wilbur Miller
Kenneth LaVerne Wingo

GRADUATE SCHOOL

Master of Arts

William Woodward Barnwell (Geology)
Jack E. Berman (Geology)

Robert J. Hall (Psychology)
Edward Fredrick Sundberg (Speech)

Master of Science

Harold Pugmire Alley (Agronomy)
Floyd K. Harmston (Statistics)

Lawrence W. Mitich (Agronomy)
James W. Oxley (Wool)

Doctor of Education

Harry Howard Hoffman (Educ.)
Roy H. Jorgensen (Educ. Admin.)

The following students completed requirements for degrees as indicated on December 15, 1954:

COLLEGE OF LIBERAL ARTS

Bachelor of Arts

Faith C. Boswell
Raymond Nels Larsen

Bachelor of Science

Mike Louis Christopoulos
Maurean Louise McCarthy
Donald E. Wyke

COLLEGE OF AGRICULTURE

Bachelor of Science

Thomas Lee Wilson

COLLEGE OF ENGINEERING

Bachelor of Science in Civil Engineering - with Honor

Joseph Donald McPherson

Bachelor of Science in Civil Engineering

Gerald Ellsworth Johnson
 Jack Burdette Marshall
 John Wayne Werner

Bachelor of Science in Mechanical Engineering

Bruce LeRoy Porter

Bachelor of Science in General Engineering - with Honor

Gerald Eugene Littlefield

COLLEGE OF EDUCATION

Bachelor of Arts - with Honor

Ola Arline Hammond

Bachelor of Arts

Doris Joan Kim
 Frances McColl McNeill

Donald Lee White
 Forence E. Wogoman

Bachelor of Science

Mary Peters Walsh

COLLEGE OF LAW

Bachelor of Laws

Paul Kenneth Adams
 Thomas John Fagan

GRADUATE SCHOOL

Master of Arts

Charles Richard Deland (Geology)
 Stanley Cameron Grant (Geology)
 Bernold Morris Hansen (Geology)

Floyd J. Hart (Educ. Admin.)
 Robert B. McGraw, Jr. (Geology)
 Marian McAllister Milstead (Speech)

Doctor of Education

Robert L. Hitch (Secon. Educ.)

Mrs. Bush moved, Mr. Brough seconded, and it was carried that the following appointments be approved:

APPOINTMENTS

- | | |
|---|-------------------|
| 1. <u>Dr. Ivan R. Willey</u> as Associate Professor of Education (in charge of recruitment, placement, and follow-up in the Division of Educational Services), effective July 1, 1955, at a salary rate of \$7,200 on a twelve-month basis. | <u>Willey</u> |
| 2. <u>Mr. Edward R. Kittrell</u> as Supply Instructor in Economics, effective September 1, 1955, at a salary rate of \$2,400 for the first semester of 1955-56. | <u>Kittrell</u> |
| 3. <u>Mr. Robert A. Stangeland</u> as Instructor in Music, effective September 1, 1955, at a salary rate of \$4,296 for the academic year 1955-56. | <u>Stangeland</u> |
| 4. <u>Mr. James Robert Hartley</u> as Instructor in Adult Education, effective July 1, 1955, at a salary rate of \$5,184 on a twelve-month basis. | <u>Hartley</u> |
| 5. <u>Mr. Harold V. Webb</u> as Supervisor of School Projects and Assistant Professor of Education, effective July 16, 1955, at a salary rate of \$5,856 on a twelve-month basis. | <u>Webb</u> |
| 6. <u>Mr. William B. Shore</u> as Supervisor of Public Administration Projects and Assistant Professor of Political Science, effective July 1, 1955, at a salary rate of \$5,184 on a twelve-month basis. | <u>Shore</u> |
| 7. <u>Mr. Harold Irwin Sharpnack</u> as Supervisor of Extension Class Work at Powell, with the rank of Instructor, effective September 1, 1955, at a salary rate of \$4,200 for the academic year 1955-56. | <u>Sharpnack</u> |
| 8. <u>Dr. Harry S. Puleston</u> as Associate Professor of Physics and Chemistry at the Northwest Community College, effective September 1, 1955, at a salary rate of \$6,000 for the academic year 1955-56, payable from the deposit liability fund of the College. | <u>Puleston</u> |
| 9. <u>Mr. Gene E. Hartman</u> as Supply Soils Technician and Research Assistant in Agronomy (located at the Torrington Substation), effective July 1, 1955, at a salary rate of \$4,200 on a twelve-month basis. | <u>Hartman</u> |
| 10. <u>Dr. Leroy I. Painter</u> as Assistant Professor of Agronomy (Soils) and Assistant Agronomist, effective July 1, 1955, at a salary rate of \$5,500 on a twelve-month basis. | <u>Painter</u> |

11. Miss Beatrice M. Streit as Instructor in Nursing, effective September 1, 1955, at a salary rate of \$4,248 for the academic year 1955-56.

Streit

12. Mr. Stephen H. Dill as Instructor in English at the Northern Wyoming Community College, effective September 1, 1955, at a salary rate of \$3,600 for the academic year 1955-56, payable from the deposit liability fund of the College.

Dill

President Humphrey presented to the Trustees a report from Dean H. M. Briggs on the case of Dr. John Hamilton, Associate Professor of Agricultural Research Chemistry, who was on sick leave from the fall of 1954 to May 1, 1955, as a result of a severe attack of polio. Dr. Briggs' letter stated that Dr. Hamilton had worked half time in May and expected to work full time in June, although his paralysis was of such nature that most of his work during those months had to be in the form of manuscript preparation. In the event Dr. Hamilton should be unable to assume full duties after July 1, Dean Briggs pointed out that there were several alternatives which could be considered, and he requested the direction of the Trustees in arriving at a decision. After careful consideration of the various alternatives, Mr. Newton moved that the Board approve the suggestion that the incoming Head of the Department be asked to realign duties within the Department so far as possible, making such salary adjustments as might be necessary to match the level of Dr. Hamilton's productiveness; and further, that the Board direct the administrative officers concerned to place a liberal interpretation upon the measure of his productiveness. Mr. Jones seconded the motion and it was carried.

DR. JOHN HAMILTON

The Trustees considered a request from Dr. Maynard Bemis, Professor of Educational Administration, that he be given a leave without pay for

LEAVE OF ABSENCE

Bemis

the academic year 1955-56 to permit him to spend a year at Stanford University helping to complete the work of the Cooperative Program in Educational Administration, with which he assisted during the leave given him for the fall quarter of 1954-55. Dr. Bemis' request brought out the fact that \$11,000 had already been made available to studies in Wyoming from this Program and that he felt his participation during 1955-56 would place him in a better position to secure the University's inclusion in any program extension. Mr. Newton moved that the leave be granted on the condition that Dr. Bemis would sign a statement of his intention to return to the University at the expiration of the leave. Mr. Peck seconded the motion and it was carried.

1. When the resignation of Mrs. Esther Eads, Instructor in Mathematics and English Education, was presented, Miss Linford stated that she felt the resignation should not be accepted, that she considered Mrs. Eads to be one of the most valuable teachers in the state, and that she thought the \$1,000 in additional salary offered Mrs. Eads by a school in California should be provided in order to retain her at the University. President Humphrey was directed to discuss the matter with Dean Bryant and report to the Board later in the meeting. (After talking with Dean Bryant, President Humphrey reported that it was the Dean's wish to defer action on the resignation for the present in an effort to see what could be worked out.)

2. The Board accepted the resignation of Mrs. Phyllis Schneider, Circulation Librarian, effective June 11, 1955, to join her husband, who has taken a position in Buffalo.

Agricultural Experiment Station. Mr. Hansen moved that the Board approve the allocation of Federal funds, in the total amount of \$52,764,

RESIGNATIONSEadsSchneiderBUDGET CHANGEAgricultural Experiment Station

to the various Agricultural Experiment Station accounts as recommended by Dean Briggs and President Humphrey. Mr. Jones seconded the motion and it was carried.

In order to provide for inclusion of a new committee, to be called the Retirement and Insurance Committee, in the list of faculty committees as set up in the Regulations, Mr. Jones moved, Mr. Chamberlain seconded, and it was carried that the following section be added to the Regulations: Sec. ~~11-3.4.~~⁽¹⁾ The Retirement and Insurance Committee.

(a) Functions. The Retirement and Insurance Committee shall constitute an advisory body to consider and study problems of retirement, social security, group insurance and related matters affecting the Faculty and Staff of the University, and to make recommendations on these matters.

(b) Composition. The Retirement and Insurance Committee shall be a joint Faculty-Staff committee composed of four members elected by the University Faculty upon the recommendation of the Committee on Committees and three members appointed by the President from the non-faculty staff of the University.

President Humphrey reported that he and the Business Manager had conferred with the Vice President of the First National Bank of Laramie concerning the possibility of investing some of the local funds balances in Certificates of Deposit for six-month periods. He stated that the Bank was willing to issue such Certificates, in denominations of \$50,000 each, at an interest rate of one per cent per annum. Mr. Chamberlain moved that the Business Manager be authorized to purchase such Certificates from time to time with funds available. Mrs. Bush seconded the motion and it was carried.

Dr. Humphrey reported that the County of Sheridan had requested a right of way easement on 13.9 acres of University land for the purpose of constructing a road. In consideration for the easement, the County had sent the University a check for \$1,142.50--\$1,042.50 for the 13.9 acres at

CHANGE IN UNIVERSITY
REGULATIONS

CERTIFICATES OF
DEPOSIT

RIGHT OF WAY EASEMENT
SHERIDAN COUNTY

\$75 an acre and \$100 for damage to windbreak shrubbery. Mr. Brough moved that the easement be granted and the payment accepted in full settlement for it. Mr. Newton seconded the motion and it was carried.

The Trustees considered next a proposed plan for the reorganization of the College of Education, as prepared and unanimously approved by the faculty of the College. The plan as outlined provided for the organization of the College under a single budget; for the selection of Directors to head the three main Divisions (Division of Undergraduate Teacher Education, Division of Graduate Study, and Division of Educational Services); and for the use of faculty committees to serve the function presently served by the department chairmen in the development of programs. The plan also outlined a method for substituting rank and level for titles and set up detailed criteria for determining rank and salary. After some discussion, Mr. Peck moved that the Board approve the plan as set up. Mr. Jones seconded the motion and it was carried.

Mr. McCracken asked Mr. Sullivan to serve as temporary chairman. He then nominated Mr. Hansen to serve as President of the Board of Trustees during 1955-56. Mr. Peck seconded the nomination. Mr. Jones moved that nominations cease and that the Secretary be instructed to cast a unanimous ballot for Mr. Hansen. Mr. Newton seconded the motion and it was carried.

Mr. Hansen then took the President's chair and, after an appropriate expression of appreciation for the honor conferred upon him, called for nominations for Vice President. Mr. Newton nominated Mr. McCracken for the position of Vice President. Mrs. Bush seconded the nomination. Mr. Jones moved that the nominations cease and that the Secretary be instructed to cast a unanimous ballot for Mr. McCracken. Mr. Peck seconded the motion and it was carried.

REORGANIZATION OF
COLLEGE OF EDUCATION

ELECTION OF OFFICERS

Mr. Jones nominated Mr. Sullivan for the position of Secretary. Mrs. Bush seconded the nomination. Mr. Peck moved that nominations cease and that the Secretary be instructed to cast a unanimous ballot for Mr. Sullivan. Mr. Chamberlain seconded the motion and it was carried.

Mr. Sullivan nominated Mr. Reed for the position of Treasurer. Mr. Newton seconded the nomination. Mrs. Bush moved that nominations cease and that the Secretary be instructed to cast a unanimous ballot for Mr. Reed. Mr. Jones seconded the motion and it was carried.

Mr. Newton moved that Messrs. Sullivan, Reed, and Jones be elected to serve on the Executive Committee for 1955-56. Mr. McCracken seconded the motion. Mr. Chamberlain moved that the Secretary be instructed to cast a unanimous ballot for the three men named. Mr. Brough seconded the motion and it was carried.

In the Addendum to the President's Report, attention was given to two appointments recommended by President Humphrey.

1. Mr. Sullivan moved that the Board approve the appointment of Mrs. Margaret McKinstry as Home Demonstration Agent in Natrona County, effective July 1, 1955, at a salary rate of \$4,404 on a twelve-month basis. Mr. Brough seconded the motion and it was carried.

2. Mr. Sullivan moved that the Board approve the appointment of Mr. Lloyd C. Ayres as Extension Horticulturist and Forester, with the rank of Assistant Professor, effective July 1, 1955, at a salary rate of \$5,796 for the academic year 1955-56. Mrs. Bush seconded the motion and it was carried.

For the information of the Board, President Humphrey presented the following resignations:

1. Mr. Guy O. Woodward, Assistant Professor and Extension Irrigation Specialist, effective June 30, 1955, to accept a position in

APPOINTMENTS

McKinstry

Ayres

RESIGNATIONS

Woodward

industry in Salt Lake City.

2. Miss Helena Marincic, Home Demonstration Agent in Campbell County, Marincic effective June 30, 1955, to be married.

3. Mr. Paul P. Elliott, Instructor in Mathematics and Physics at the Elliott Northwest Community College, effective August 31, 1955, to accept a position with the King Coral Products.

Mr. Sullivan moved that the proposed budget for the Associated Students of the University of Wyoming for the 1955-56 academic year be approved as presented. Mr. Brough seconded the motion and it was carried.

A.S.U.W. BUDGET

The Board adjourned at 12:00 o'clock and reassembled at 2:15 p.m., with Mrs. Patterson present in addition to those who were present for the morning session.

President Humphrey presented the following proposed amendments to the A.S.U.W. Constitution:

AMENDMENTS TO A.S.U.W. CONSTITUTION

1. Change adopted by 1954 Student Body

- a. Article II, Section D, Paragraph 1, Subsection a: change "Union Management Committee" to "Wyoming Union Committee."
- b. Change "The Committee shall consist of 4 Senators, the President of the A.S.U.W., a representative of the Faculty, a representative of the Administration, and a representative of the Board of Trustees" to read as follows: "The Committee shall consist of 2 Senators, the President of the A.S.U.W., 2 students at large, a representative of the Faculty, a representative of the Administration, and a representative of the Board of Trustees. Once a year a member of the student body at large shall be selected by the Wyoming Union Committee to serve a term of 2 years."

2. Technical change

- a. Article IV, Section A, Paragraph 1: change "Quarter" to "Semester."
- b. Article V, Section A, Paragraph 2: change "quarter" to "semester."

Mr. Newton moved that the proposed amendments be approved. Mrs. Patterson seconded the motion and it was carried.

Dr. Humphrey stated that he had received a resolution, signed by a large number of students, protesting removal of the peanut pond from the campus. After brief discussion, it was moved by Mrs. Bush that President Humphrey be authorized to work out the matter with the students. The motion was seconded by Mr. Sullivan and carried.

At 2:30 p.m., Messrs. W. E. and C. A. Hitchcock, Architects, L. G. Meeboer, Business Manager, C. B. Jensen, Superintendent of Buildings and Grounds, F. J. Irelease, temporary legal advisor, and representatives of the bidding companies were invited into the meeting for the opening of bids on four construction projects. The bids received were as follows:

Dairy Farm Buildings

<u>Contractor</u>	<u>Basic Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>	<u>Alt. #3</u>	<u>Alt. #4</u>	<u>Alt. #5</u>	<u>Alt. #6</u>
Spiegelberg Lumber and Bldg. Co.	140,900	-11,700	- 3,420	-15,886	- 2,000	17,450	- 475

Fraternity Park Landscaping

<u>Contractor</u>	<u>Basic Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>	<u>Alt. #3</u>	<u>Alt. #4</u>
Garton and Garton	46,200	- 5,100	- 850	- 700	-13,600

<u>Contractor</u>	<u>Alt. #5</u>	<u>Alt. #6</u>	<u>Alt. #7</u>	<u>Alt. #8</u>	<u>Alt. #9</u>	<u>Alt. #10</u>
C. J. Abbott	2,200					
City Plumbing and Heating			698			9,915
Laramie Floral				11,812.76		
Tracy Plumbing and Heating	5,712	895	495	13,883		8,400

President's Residence Alterations

<u>Contractor</u>	<u>Basic Bid</u>
Garton & Garton	21,210
Amos March	22,740
Spiegelberg Lumber and Bldg. Co.	18,950

STUDENT RESOLUTION REGARDING PEANUT POND

BIDS ON CONSTRUCTION PROJECTS

Rifle Range

<u>Contractor</u>	<u>Basic Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>
Spiegelberg Lumber and Bldg. Co.	20,200	- 800	- 390
Dick Weibel	30,650	- 718	- 400

Following the opening of the bids, representatives of the bidding companies and the architects left the meeting.

1. Dairy Farm Buildings. Information furnished the Trustees with regard to funds available for the construction of the Dairy Farm buildings indicated that a total of \$132,243.70 would be available for the entire project. After careful consideration of the various alternates, it was moved by Mr. Newton that the Board accept the basic bid of Spiegelberg Lumber and Building Company with the omissions provided for by Alternate #1 (three dry stock corrals at a cost of \$11,700) and Alternate #6 (a flagpole at a cost of \$475), bringing the total contract to \$128,725. The motion was seconded by Mr. Chamberlain and carried.

Dairy Farm Buildings

2. Fraternity Park Landscaping. After studying the various bids on landscaping the second and third malls of Fraternity Park, Mr. Jensen recommended that the Board accept the bid of the Tracy Plumbing and Heating Company on Alternates 5, 6, 7, and 10 as follows: #5, curbing and gutter, \$5,712; #6, grading and graveling streets, \$895; #7, manhole for the water meter and one valve for each mall, four-inch cast iron pipe connecting six-inch water main with manhole, \$495; and #10, underground sprinkling system, \$8,400. He also recommended that the bid of the Laramie Floral Company on Alternate #9 (preparing ground and seeding, at a cost of \$11,812.76) be accepted, and that the oiling of the streets be deferred for the present. Mr. Jensen pointed out that the total cost of the work to be done would be \$27,314.76. Mrs. Bush moved that Mr. Jensen's recommendation be approved. Mr. Newton seconded the motion and it was carried.

Fraternity Park
Landscaping

3. President's Residence Alterations. Mr. McCracken having taken over the President's chair temporarily, Mr. Hansen moved that the low bid of \$18,950 received from Spiegelberg Lumber and Building Company for additions and alterations to the President's residence be accepted and that the Buildings and Grounds Department be authorized to do the additional necessary work connected with the project (excavating, etc.) at a cost of \$1,552.10, making the total project cost \$20,502.10. Mr. Brough seconded the motion and it was carried.

4. Rifle Range. Mr. Jensen suggested that the Board accept the bid of \$20,200 from the Spiegelberg Lumber and Building Company for building an ROTC rifle range as a basement addition to the Gymnasium, and that the Buildings and Grounds Department be authorized to do additional work in connection with the project (electric wiring, heating connections, etc.) at a cost of \$2,972.22, making the total cost of the project \$23,172.22. Mr. McCracken moved that Mr. Jensen's suggestions be approved. Mr. Chamberlain seconded the motion and it was carried.

Mr. Chamberlain then moved that the Business Manager be authorized to let contracts in accordance with the action taken by the Board on the various construction projects. Mrs. Bush seconded the motion and it was carried. Messrs. Meeboer, Jensen, and Irelease then left the meeting.

President Humphrey discussed with the Board his ideas with regard to the position of Director of Information, which the Board had authorized at a previous meeting. He mentioned two possibilities: (1) appointing Mr. Douglas R. Johnson as Director, allowing him to continue with his present student recruitment assignment, and bringing in another person to do writing of news and feature stories, editing bulletins, etc.; and (2) appointing as Director of Information a person who has had training and experience in such fields as newspaper writing, radio, television, and advertising.

President's Residence Alterations

Rifle Range

DIRECTOR OF INFORMATION

Following Dr. Humphrey's statements there was some discussion of the question as to whether or not the Field Relations position should be transferred from its present location in the Registrar's office to the Information Service. No definite conclusions were reached with regard to that problem or the selection of a Director of Information. President Humphrey stated that he would give some more thought to the situation and try to have a definite recommendation to make at the next meeting of the Board.

The Board adjourned at 5:45 p.m. and reassembled at 10:00 a.m. on June 4, with the same members present who were present for the previous day's session, except Mr. McCracken, who joined the meeting at 12:00 o'clock.

Messrs. J. F. Messer and O. D. Turner, faculty members employed to make a detailed survey of the Bookstore, L. S. Crawford, Manager of the Bookstore, and L. G. Meeboer, Business Manager, were invited into the meeting for a presentation of the findings of the survey. Through carefully prepared charts showing the present physical layout and the recommended layout of the Bookstore, Mr. Turner outlined the recommendations which he and Dr. Messer were making relative to layout and sales procedure.

BOOKSTORE SURVEY

Following Mr. Turner's presentation, Dr. Messer explained the recommendations which were being made relative to the control of inventory. There were also several incidental recommendations resulting from the findings of the study which were explained by Dr. Messer and Mr. Turner.

After Dr. Messer, Mr. Turner and Mr. Crawford had answered a number of questions from the Trustees, Mr. Hansen expressed to them the Board's appreciation for their excellent work and they left the meeting.

President Humphrey then recommended: (1) that the recommendations made by the consultants be approved substantially as presented (including

the suggestions from some Trustees that a duplicate sales ticket be used and that sales tickets be numbered); (2) that Messrs. Turner and Messer be retained as consultants during the first year of operation, and longer if necessary; (3) that he be authorized to recommend a person for the position of Supervisor of Service and Auxiliary Enterprises and to place the major auxiliary enterprises (Bookstore, Wyoming Union, Cafeteria, Dormitories, and Auto Repair Shop) under his supervision as soon as possible, with other auxiliary enterprises being included in the plan as the Trustees may later decide; and (4) that the President and the Business Manager be authorized to consider further the question of employing a full-time internal auditor before making a definite recommendation.

Mr. Meeboer explained that a major part of the cost of the proposed modifications in the Bookstore could be paid from the fund reserved some years ago to protect against payment of bonds and, as a result of the bond consolidation plan, not now needed.

Mr. Newton then moved that President Humphrey's recommendations be approved, subject to any changes which Mr. McIntire (chairman of the Board committee appointed to look into the operation of the Bookstore) might wish to suggest for consideration at a later meeting of the Board. Mr. Sullivan seconded the motion and it was carried. Dr. Humphrey stated that he assumed the motion included authorization to the President and the Business Manager to activate the plans, and the Trustees agreed that it did.

The recommendations made by consultants Messer and Turner, revised to include changes noted under President Humphrey's recommendations, are as follows:

Recommendations Relative to Layout and Sales Procedures:

- (1) Modify the physical layout so as to incorporate space presently used for storage into customer service and display areas.

- (2) Modify the present sales procedures so as to provide for "clerk-assisted self-service," with items of low unit value being sold on a self-service basis and those of high unit value being sold through clerk assistance.
- (3) Use a duplicate, numbered sales ticket to facilitate the flow of traffic and to improve the control over cash. As he enters the door, give each customer a ticket, which he will carry with him as he proceeds through the store and on which a clerk will enter the description and price of items purchased.
- (4) At the check-out stand, have the cashier compare the merchandise and the sales ticket, ring the sale on the cash register, and give the customer the duplicate ticket, retaining the original as part of the Bookstore records.
- (5) Record all sales, both cash and charge, and all cash received on cash registers. Assign each cashier an appropriate change fund and a designated key and drawer of a register. Reconcile the registers so as to reveal overages and shortages by cashiers.
- (6) Authorize expenditure of approximately \$12,000 (subject to 15% to 20% variation for freight, price changes, and underestimates) to carry out the proposed modifications.

Recommendations Relative to the Control of Inventory:

- (1) Reduce the inventory of textbooks and related course supplies by \$5,416.83 and that for general and miscellaneous supplies by \$10,572.64 so as to eliminate dead stock from the existing inventory. Charge this write-off to "Correction of Prior Years' Profits."
- (2) Make every effort to return \$4,880.28 of current editions for which no return privileges exist. If any such textbooks cannot be returned, eliminate them as dead stock, also.
- (3) Dispose of dead stock initially through special sales to students and faculty and then through other bookstores and used book outlets. Transfer to the Library books which might be of some value to it. Give away some items as advertising, and dump a few which cannot otherwise be disposed of.
- (4) Retain all income from the sale of dead stock in a separate fund and credit it to "Correction of Prior Years' Profits" so that the net loss from the write-off of dead stock may be determined.
- (5) Increase the minimum rate of inventory turnover from 1.4 to at least 2.0. (The national average is 2.7 for similar stores.)
- (6) See that the maximum inventory is approximately one-half of 80% of the sales volume. (This recommendation is based upon a gross margin of 20%, a cost ratio of 80%, and a turnover of 2.0.) To carry out this recommendation, reduce the inventory by between \$30,000 and \$35,000 over the next year.

- (7) Price inventories at the lower of cost price or market value and take inventory losses as they develop.
- (8) To minimize inventory losses in the future, have all book orders approved by department heads. Ask them also to review periodically those items being maintained in the inventory for their students.
- (9) Take a physical inventory of all textbooks and related course supplies at least three times during the year, returning books that are to be discontinued before return privileges expire and making arrangements to dispose of all old or slow moving items.
- (10) Place into effect an inventory control system based on commodity cards for all items in stock.
- (11) Install a storage system whereby all fast-moving items are physically segregated in storage bins and reserve stock is segregated by items and stored in the mezzanine space in unopened boxes.
- (12) Install a receiving system whereby all receipts are checked against invoices and purchase orders and immediately placed in the proper storage spaces.
- (13) Adopt the retail inventory method in order to further improve the control over the inventory and facilitate the formulation of purchasing policies.

Incidental Recommendations Resulting from the Findings of the Study:

- (1) Inform the Manager of the Bookstore as to when he should proceed with carrying out the recommendations listed above, especially with respect to the modification of the physical layout.
- (2) Permit the Manager of the Bookstore, if he desires, to obtain competent professional assistance throughout this period of transition. (Taken care of by President's recommendation with regard to retaining the services of Messrs. Turner and Messer as consultants.)
- (3) Provide some arrangement for periodically reviewing the operations of the Bookstore so that the Trustees may be sure that the recommendations are being effected properly.
- (4) Consider activating the position of Supervisor of Service and Auxiliary Enterprises, as provided for in Section 10-5 of Article X of the By-Laws of the Board of Trustees and in Section 10-5.6 of the Regulations of the Board of Trustees, and placing all of the auxiliary enterprises under the immediate supervision of a single individual who, in turn, would be responsible to the Business Manager, the expense of the Supervisor's office to be prorated among the enterprises on an equitable basis as a justifiable expense of their operations.

- (5) Substitute the term Supervisor of Service and Auxiliary Enterprises for Manager of the Bookstore in (1) and (2) above.
- (6) Consider expanding the internal auditing program from a part-time to a full-time basis and transferring it from the Division of Studies and Statistics to the Supervisor of Service and Auxiliary Enterprises.

After Mr. Meeboer had left the meeting, Dr. Humphrey explained to the Board the circumstances surrounding the cancellation of the Academic Conference on Programs in American Civilization which had been approved by Mr. W. R. Coe prior to his death. He stated that it had been the plan to invite to the University of Wyoming campus for the conference twenty people from college programs of American Studies and twenty from high school programs of American Studies. Mr. Coe had sent a check for \$10,000 toward the total cost of \$18,500, and the check cleared after Mr. Coe's death. He stated that a decision was made to go ahead with the proposed Conference, inviting only the college people. Following his talk with Trustees of the Coe Foundation in New York early in May, however, he had instructed the Director of the American Studies Program on the campus to cancel the meeting, since the Trustees felt that the entire Conference as Mr. Coe had approved it should be held or it should not be held at all. Also, he pointed out that the Trustees of the Foundation had questioned the loyalty to American principles of one or two of the persons to whom tentative invitations to the Conference had been extended.

The Trustees expressed concern that any person of questioned loyalty had been even tentatively invited to the Conference, and it was the consensus of the Board that the American Studies Committee on the campus should submit to the President the proposed list of invitees for any future conference, that the President should check with the Un-American Activities Committee on every person listed and then submit the names of those selected to the Coe Foundation for approval before any invitations are extended.

ACADEMIC CONFERENCE ON
PROGRAMS IN AMERICAN
CIVILIZATION

Mr. Hansen appointed the following Trustees to serve during 1955-56 on the Physical Plant and Equipment Committee: Messrs. Newton, Chairman; Chamberlain, Brough, and McIntire.

It was decided to have the summer meeting of the Board at the Jackson Lake Lodge in Moran on July 29-30.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

J. R. Sullivan
 J. R. Sullivan
 Secretary

PHYSICAL PLANT AND
 EQUIPMENT COMMITTEE

DATE OF NEXT MEETING