

THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES

October 4, 1957

For the confidential information
of the Board of Trustee

The Board of Trustees was called to order by the Chairman at 10:10 a.m. on October 4. The following Trustees were present: Hansen, Reed, Sullivan, Patterson, Brough, Jones, Chamberlain, McIntire and, ex-officio, Humphrey. Absent were: Newton, Peck, Bush and, ex-officio, Simpson and Linford. Mr. McCracken joined the meeting at 11:10 a.m.

Mr. McIntire moved that the minutes of the August 23-24 meeting of the Board be approved as written. Mr. Sullivan seconded the motion and it was carried.

APPROVAL OF MINUTES

Following President Humphrey's announcements concerning a dinner for the Trustees on the evening of the 4th and the cornerstone laying exercises for the William Robertson Coe Library and School of American Studies building on the morning of the 5th, attention was given to the President's report.

Mr. Chamberlain moved, Mr. Sullivan seconded, and it was carried that the following appointments be approved:

APPOINTMENTS

1. Mrs. Mary Ellen Hoadley as Supply Instructor in Home Economics Education, effective September 1, 1957, at a salary rate of \$4,320 for the academic year 1957-58.

Hoadley

2. Mr. Larry S. Slotta as Instructor in Engineering Drawing, effective September 1, 1957, at a salary rate of \$4,116 for the academic year 1957-58.

Slotta

3. Mr. Carter H. Trimble as Analytical Chemist in the Natural Resources Research Institute, effective September 20, 1957, at a salary rate of \$5,700 on a twelve-month basis.

Trimble

4. Miss Katherine M. White as Assistant Professor of Nursing, effective October 15, 1957, at a salary rate of \$5,208 for the academic year 1957-58.

White

5. Mr. Wendell M. Poulson as Instructor in Physical Education and Coach in the Northern Wyoming Community College, effective September 1, 1957, at a salary rate of \$5,040 for the academic year 1957-58, payable from the deposit liability fund of the college.

Poulson

For the information of the Board President Humphrey reported the resignation of Mr. Robert L. Hitch, Associate Professor of Business Education, effective October 1, 1957, to accept a position as Director of Teacher Education at Ferris Institute, Big Rapids, Michigan.

RESIGNATION

Hitch

Mr. Reed moved, Mr. Sullivan seconded, and it was carried that the following budget changes be approved:

BUDGET CHANGES

1. Agricultural Experiment Station. Allocation to the Wyoming Veterinary Medical Research Center of the increase of \$4,426 to be received from the Hatch Amended Funds for 1957-58.

Agricultural Experiment Station

2. Agricultural Experiment Station. Changes in the allocation of Regional research funds as follows:

Agricultural Experiment Station

<u>Budget Number</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>	<u>Regional Project</u>
<u>Agricultural Economics:</u>				
2008-1602-2	Contractual	\$ 100.00		WM-20
2008-1604-3	Supplies	100.00		WM-20
2008-1603-2	Traveling		\$ 500.00	WM-21
<u>Agronomy:</u>				
2011-1620	Assistants		300.00	W-29
2011-1620	Assistants		400.00	W-36
2011-1620	Assistants		<u>1,600.00</u>	W-6
			2,300.00	
2011-1623-2	Traveling	100.00		W-12
2011-1623-2	Traveling		200.00	W-6
2011-1622-2	Contractual		100.00	W-6
2011-1624-3	Supplies		100.00	W-6
<u>Animal Production:</u>				
2021-1633-2	Contractual	450.00		W-46

<u>Budget Number</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>	<u>Regional Project</u>
Home Economics:				
2051-1655	Assistants	\$1,206.00		W-44
2051-1655	Assistants		\$ 300.00	WM-26
2051-1657-2	Contractual	286.50		W-44
2051-1658-2	Traveling	1,000.00		W-44
2051-1659-3	Supplies	980.00		W-44
2051-1660-4	Equipment	277.50		W-44

Allocation of funds anticipated for regional project W-54 as follows:

Agricultural Economics:			
2008-1600	Assistants	\$ 800.00	
2008-1603-2	Traveling	150.00	
2008-1604-3	Supplies	50.00	
		<u>\$1,000.00</u>	

3. Department of Art. An appropriation of \$525 to permit employing a part-time instructor for one three-hour course during the fall semester of 1957-58.

Department of Art

4. Department of Chemistry. An appropriation of \$327.28 to cover the additional amount (above that included in the 1957-58 budget) needed for installation of a fume hood in the department.

Department of Chemistry

5. Department of Zoology. An appropriation of \$590 to the Library to permit building up the library for Ph.D. work in Zoology.

Department of Zoology

6. College of Arts and Sciences, Dean's Office. An appropriation of \$525 to permit purchase of a new mimeograph machine for the College.

College of Arts and Sciences, Dean's Office

7. College of Arts and Sciences. An appropriation of \$82.35 to cover the labor cost involved in making and installing venetian blinds for the south and east sides of the Arts and Sciences building.

College of Arts and Sciences

8. Department of Mathematics. An appropriation of \$600 to permit establishment of a class in high school algebra during the fall semester to take care of students without sufficient high school background in mathematics to permit their registering in technical areas at the University.

Department of Mathematics

The Trustees considered a letter from Mr. G. J. Jacoby outlining future needs of the Division of Physical Education and Intercollegiate Athletics, particularly with regard to the physical plant. The first problem he outlined concerned the boiler facilities in the Field House, which he stated the Buildings and Grounds department had estimated would need to be replaced within the next two years. He recommended that the power plant tunnel be extended approximately 700 feet to connect the Field House with the power plant, the estimated cost of the tunnel to be approximately \$30,000. The second problem Mr. Jacoby mentioned was that of a new roof for the Field House. He stated that the roof would probably have to be replaced in the next two or three years and that he had secured an estimate of \$20,000 for this project. After some discussion, it was moved by Mr. Jones, seconded by Mr. Sullivan, and carried that these two problems be referred to the Committee on Physical Plant and Equipment for study and recommendation to the Board.

The Trustees then considered Mr. Jacoby's recommendation that some provision be made for hard-surfacing the road extending west of the Field House between Grand Avenue and Willett Drive. Dr. Humphrey recommended that the Legislature be asked to make an appropriation for black-topping this road. Mr. Sullivan moved that the President's recommendation be approved. Mr. McIntire seconded the motion and it was carried.

The fourth problem presented by Mr. Jacoby concerned provision for an additional practice field in the vicinity of the Field House. His recommendation was that a new baseball diamond and track be built in the area east of 22nd Street and south of the married student housing, and that the present baseball diamond be made into a football practice field. Mr. Reed moved that this problem also be referred to the Committee on Physical Plant and Equipment for study and recommendation.

DIVISION OF PHYSICAL
EDUCATION AND INTER-
COLLEGIATE ATHLETICS

Mr. McIntire seconded the motion and it was carried.

For the information of the Board President Humphrey reported on the efforts that had been made to secure transportation for the football team on either Western or Frontier Airlines. He stated that Western Airlines had been unable to supply the requested transportation, and that Frontier could provide two DC-3 planes with a total capacity of 42 persons, which would not be sufficient to take care of the team. He added that United Airlines had been able to promise a DC-6 plane, with a capacity of 54 passengers, for the November 15-16 trip to Albuquerque, and that this charter service had been accepted.

President Humphrey presented a recommendation from an Administrative Council committee for honoring University employees with 25 or more years of service. The committee's recommendation was that service pins be given to employees with 25, 30, 35, 40, and 45 years of service, that the first awards be given at a banquet at which eligible employees and their spouses would be guests of the University, that at this meeting an "Old Timers Club" or a "25-Year Club" could be organized and officers elected, and that in subsequent years the "awards" banquet could be sponsored by the Club, with the University paying the meal charges for new members and their guests only. President Humphrey stated that he had secured from the L. G. Balfour Company a sketch of a proposed pin which could be secured in 10K gold, with 10K joint and catch, for \$5.75 each, or in a gold-filled quality pin at half that amount. He indicated that the initial expenditure for the all-gold pins for the 90 persons who would be involved would be \$552.50, and that providing a banquet for the group would probably cost around \$300.

Mr. McIntire moved that the all-gold service pins be purchased for employees with 25 or more years of service, and that a date for the dinner

AIR TRAVEL FOR FOOTBALL TEAM

SERVICE AWARDS FOR EMPLOYEES WITH LONG TENURE

at which the pins would be awarded be set to coincide with a meeting of the Board of Trustees so that the Trustees could be present. Mr. Reed seconded the motion and it was carried.

Dr. Humphrey reported that he had received a letter from Holzinger, Schropfer, and Associates informing him of their inability to comply with the Board's request that final plans and specifications for the Wyoming Union be presented for consideration at the October meeting. He stated that the architects had promised to have the completed plans and specifications ready for consideration by the Board on or about December 1, with bids to be received sometime in February.

In connection with the decision of the Board to ask the 1959 Legislature for an appropriation to construct a Commerce and Industry building on the campus, President Humphrey presented a list of registered architectural firms belonging to the Wyoming Chapter of the American Institute of Architects and asked the Board to select someone to prepare the preliminary plans for the proposed building. He reminded the Trustees that it would be necessary to ask the architect selected whether or not he would be willing to prepare the plans without cost, with the understanding that he would receive the architectural contract if funds are made available for the building.

After some discussion, Mr. Jones moved that the firm of Kellogg and Kellogg of Cheyenne be approached as to its willingness to prepare the plans for the Commerce and Industry building contingent upon securing an appropriation from the Legislature for construction of the building, and that, should this firm not be interested in the project, the firm of Bence and Stein of Casper be next approached. Mr. Brough seconded the motion and it was carried.

FINAL PLANS FOR
WYOMING UNION ADDITION

ARCHITECT FOR PRO-
POSED COMMERCE AND
INDUSTRY BUILDING

Complying with a request of the Board that he secure from the General Services Administration more specific information concerning the proposed agreement for use of University facilities by the government in the event of a national emergency, President Humphrey presented a letter from the Regional Commissioner and a sample of the lease form used by the government. Several Trustees raised objections to various provisions included in the lease form. After careful consideration of the further information presented by President Humphrey, it was moved by Mr. Reed, seconded by Mr. McCracken and carried that action on the request of the General Services Administration be indefinitely postponed.

Upon request of the Trustees, President Humphrey presented a report on existing policies with respect to fees for auditors and visitors in Extension classes, prepared by Dr. A. H. Dugan, Supervisor of Off-Campus Instruction in the Division of Adult Education and Community Service. Dr. Dugan's report indicated that the fee for auditors in Extension classes is the same as the credit fee, and that no provision is made for visitors in Extension classes. He pointed out that visitors are permitted in the Field Summer Schools. Dr. Dugan stated that the practice of charging the same fee for Field Summer Schools as for the campus summer school had not actually been approved by the Board. The President recommended that the practice be made official by action of the Board. Mrs. Patterson moved that the Board approve the charging of the same fee for Field Summer Schools as for the campus summer school. Mr. Chamberlain seconded the motion and it was carried.

For the information of the Board President Humphrey presented a report from Mr. C. B. Jensen, Superintendent of Buildings and Grounds, on the survey of gas lines on the campus made by the White Ditching Company of Casper. Mr. Jensen reported on the leaks that had been found

GENERAL SERVICES
ADMINISTRATION

FEES FOR AUDITORS AND
VISITORS IN EXTENSION
CLASSES

INSPECTION OF GAS
LINES

and stated that all leaks had been repaired by the Buildings and Grounds department. Mr. McIntire recommended that another inspection of the gas lines be made in the spring and another in the fall, with inspections to be made at least once each year after that time.

In his report the Internal Auditor mentioned his visits to the Agricultural Substations, called attention to the progress being made at the Stores Warehouse, commented briefly on observations made during fall registration, and mentioned the assistance given on request to a number of departments on the campus.

The Board considered a tentative outline for a proposed records retention program, prepared by the Internal Auditor. The program as presented called for appointment of a committee to determine procedures (made up of the Director of Finance and Budget or his representative, the University's Legal Advisor, the Archivist, and representatives of the departments to be covered); for preparation of an inventory of all records in use, their purpose, and suggested periods of retention; for classifying records as to their importance to the University; and for placing the program under a competent supervisor. Mr. Reed moved that the Board approve the recommendation of the Internal Auditor with regard to a records retention program for the University. Mr. Brough seconded the motion and it was carried.

Dr. Humphrey called attention to the consideration that had been given at the August Board meeting to a proposal from the City of Laramie and the Board of Commissioners of Albany County providing for an easement to permit air travel over approximately 100 acres of University land. He stated that he had followed the Board's request with regard to seeking an exchange of the land in question for land owned by the

REPORT OF INTERNAL
AUDITOR

RECORDS RETENTION
PROGRAM

LARAMIE MUNICIPAL
AIRPORT

City adjoining University property but had received a direct refusal from the City Manager. He indicated his willingness to meet (along with the Director of Finance and Budget and the University's Legal Advisor) with a committee from the City to negotiate further. It was the consensus of the Board, however, that the University should wait for a new proposal from the City before making any further effort to negotiate.

A report from Mr. E. G. Rudolph, the University's Legal Advisor, regarding possible forms of organization for the proposed development fund was next considered. Mr. Rudolph outlined the advantages and disadvantages of the various types of organization: (1) administration of the fund by the University directly, (2) formation of a separate corporation, and (3) establishment of a trust. After careful consideration of the problems involved with the organization of the fund, it was moved by Mr. McIntire, seconded by Mr. Sullivan, and carried that the Board approve Mr. Rudolph's suggestion with regard to making inquiry among other state universities concerning the manner in which they have organized and are administering their funds, presenting a further report to the Board at a later meeting.

The remainder of the morning was spent in a discussion of a report on the bids received for furnishing the new Library building. The report indicated that the bids were opened on September 10, that awarding of the bids would involve an expenditure of approximately \$160,000, and that the spirited bidding for the contracts had resulted in a number of possible irregularities on the part of bidders, letters of protest, and challenged bids. Included in the report were an explanation of the mechanism of the bidding, a technical appraisal of the construction of some of the equipment offered, and recommendations for the awarding of the contracts.

DEVELOPMENT FUND

BIDS FOR FURNISHING
NEW LIBRARY BUILDING

The comments made by the Trustees following presentation of the report indicated that they felt mistakes had been made in the preparation of the specifications, particularly in listing specific brands of furniture that would be acceptable, and in telling some of the bidders that their products were unacceptable as to quality, particularly after one company so informed had been assured before its bid was submitted that its products would be acceptable.

It was finally moved by Mr. Chamberlain that all of the bids on furniture for the Library be rejected. The motion was seconded by Mr. McIntire and carried. A decision as to what steps should be taken next was deferred until after lunch.

The Board adjourned for lunch at 1:00 o'clock and reassembled at 2:50 p.m., with Governor Simpson present in addition to those who were present for the morning session.

As soon as the meeting had been called to order after lunch, representatives of the companies bidding on the power plant improvement were invited into the meeting, along with Mr. L. G. Meeboer, Director of Finance and Budget, Mr. C. B. Jensen, Superintendent of Buildings and Grounds, Mr. E. G. Rudolph, Legal Advisor, and Mr. R. E. Barrett, representative of the Stanley Engineering Company.

The bids were opened and read as follows:

<u>Name of Bidder</u>	<u>Lump Sum</u>	<u>Completion Time</u> <u>Cal. Days</u>
P. S. Cook Co., Cheyenne	\$23,987	100
Eagle Constr. Corp., Loveland, Colo.	32,895	90
Frontier Plumbing & Heating Co., Cheyenne	33,170	150
Fuel Economy Engineering Co., St. Paul, Minn.	25,948	60
Natkin & Co., Cheyenne	23,350	90
Peerless Boiler & Engin. Co., Oklahoma City	26,998	60
Stapp Engineering Corp., Denver, Colo.	20,210	90

BIDS ON POWER PLANT
IMPROVEMENT

After the representatives of the bidding companies had left the meeting, Mr. Barrett stated that he would like to have an opportunity to study the bids before making a recommendation. He promised to report later in the afternoon. Then he, Mr. Meeboer, Mr. Jensen, and Mr. Rudolph left the meeting.

The Board resumed discussion of the procedure to be followed in calling for new bids on furnishing the new Library building. After a number of opinions had been expressed and many suggestions had been made as to possible procedure, Mr. McCracken made the following motion: that the University re-advertise for bids on the necessary equipment for the new Library building; that the specifications include a statement to the effect that the quality and suitability of the products will be considered along with the price in the awarding of the contracts; that each bidder be required to submit samples of the items on which he bids, both the bids and the samples to be received not later than 5:00 p.m. on November 30; that, prior to the opening of the bids, the samples be carefully inspected by a committee of the Board of Trustees and the University personnel concerned; and that the bids be opened at the meeting of the Board of Trustees on December 6, with the Trustees reserving the right to reject any or all bids and to waive irregularities or informalities if they so desire. Mr. McIntire seconded the motion and it was carried.

Mr. Hansen asked Mr. Jones, Mr. Chamberlain, and Dr. Humphrey to serve as the Board's committee to inspect the samples of furniture submitted by the bidders.

The enrollment summary presented by President Humphrey showed a total enrollment of 3,386 for the fall semester, a 9.61 per cent

BIDS ON FURNISHING
NEW LIBRARY BUILDING

ENROLLMENT

increase over the fall semester of 1956-57. He added that since the summary was prepared 14 more students had enrolled, bringing the total to 3,400.

Mr. Reed moved, Mr. Jones seconded, and it was carried that the Board confirm the following change order already authorized by the President and the Director of Finance and Budget:

Library and American Studies Building -
Spiegelberg Lumber & Building Company -
Change Order No. 8:

1. Remove existing curb and gutter at the north side of the Library.
2. Replace the broken section of curb and gutter at the southwest corner of 13th and Ivinson.
3. Additional sidewalk required at the corner of 13th and Ivinson.
4. Additional platform at the ramp at the northeast corner of the Library.

Increase. \$508.00

Mr. Reed moved, Mr. Jones seconded, and it was carried that the Board approve the action taken in issuing a purchase order for \$5,175 to the Spiegelberg Lumber and Building Company to clean the old Geology building by the wet aggregate method, to do miscellaneous painting and apply two coats of a transparent colorless masonry sealer, and remove all black discoloration around the perimeter of openings and at other miscellaneous places on the building as much as possible without damaging the stone.

Mr. Brough moved, Mr. Sullivan seconded, and it was carried that the Board approve the following appointments recommended in the Addendum to the President's report:

1. Mr. Donald D. Kaufmann, transferred from the position of Assistant County Agent in Lincoln County to a similar position in Natrona County, effective November 1, 1957, at a salary rate of \$5,820 on a twelve-month basis.

CHANGE ORDER

OLD GEOLOGY BUILDING
REMODELING

APPOINTMENTS

Kaufmann

2. Mr. Arlowe D. Hulett as Assistant County Agent in Lincoln County, Hulett effective November 1, 1957, at a salary rate of \$5,208 on a twelve-month basis.

3. Mr. Hoyt S. Morgan as Instructor in Agriculture in the Goshen Morgan County Community College, effective September 1, 1957, at a salary rate of \$4,500 for the academic year 1957-58, payable from the deposit liability fund of the College.

Department of English. Mr. Reed moved that an appropriation of \$465 be authorized to permit employing a part-time instructor in the department to relieve the head of the department of one of the three-hour courses in freshman English he has been teaching. Mr. Chamberlain seconded the motion and it was carried.

BUDGET CHANGE

Department of English

Mr. McCracken moved that the Board approve the waiver of the nepotism rule for the fall semester of 1957-58 to permit Mrs. A. J. Dickman (wife of the head of the Department of Modern Languages) to serve as a temporary emergency laboratory assistant in French. Mrs. Patterson seconded the motion and it was carried.

EXCEPTION TO
NEPOTISM RULE

A report from the Director of Finance and Budget called attention to the appropriation of \$45,000 made by the 1957 Legislature for the power plant improvement. Mr. McIntire stated that, because of the low bids received for this work, it looked as if there would be some \$10,000 remaining in the appropriation. He suggested that this money be used to build a retaining wall back of the power plant, to correct the drainage problem back of the plant, and to do some landscaping in the area. When the Director of Finance and Budget and the Legal Advisor (along with the Superintendent of Buildings and Grounds and the representative of the Stanley Engineering Company) were invited into the meeting, they informed the Board that, since the appropriation for power

POWER PLANT
IMPROVEMENT

plant improvement was a special earmarked appropriation, they were of the opinion it could not be used for the purposes Mr. McIntire had suggested. They pointed out that an item of \$7,376 had been included in the 1957-58 budget for the improvement of the north campus area.

Mr. Barrett, representing the Stanley Engineering Company, recommended that the low bid on the power plant improvement be accepted. Mr. Reed moved that the Board accept the bid of the Stapp Engineering Company of Denver in the amount of \$20,210. Mr. Brough seconded the motion and it was carried. The visitors then left the meeting.

Mr. Jones and Mr. Brough reported on the visits they had made (along with Dr. G. H. Bridgmon, Director of Agricultural Substations) to the inactive substations at Eden, Lander, and Lyman. They stated that all of the stations were in very bad condition of repair, and they presented a statement (in order of priority) of the work which they felt should be done. Their estimates of the cost of the work totaled \$10,985 (without gas conversion at the Lyman station) or \$12,135 (with gas conversion at the Lyman station).

INACTIVE SUBSTATIONS

President Humphrey suggested the possibility of borrowing from the Experiment Station sales fund to make the necessary repairs and repaying the loan from the rent on the stations. After some further discussion, Mr. Reed moved that President Humphrey investigate the possibility of borrowing from one of the agricultural funds sufficient money to place the stations in reasonable repair until such time as the Legislature might be approached with regard to the need for a continuing program of maintenance and repair, and that Mr. Jones and Mr. Brough be authorized to represent the Board in working with President Humphrey in carrying out this program. Mr. Jones seconded the motion and it was carried.

President Humphrey called attention to a letter from Mr. William "Scotty" Jack, zone manager for Investors Diversified Services, Inc., reporting on the dividends the University has received from its \$50,000 investment in shares of Investors Mutual, Inc. and recommending that the dividends be reinvested. Mr. McIntire moved that the dividends from the University's mutual account in the Investors Mutual, Inc. be reinvested each six months unless the President of the University notifies the agent for Investors Mutual that the funds are needed for the operation of the American Studies program, in which case the agent will mail the dividend check to the University instead of investing it. Mr. Sullivan seconded the motion and it was carried.

Dr. Humphrey called attention to the Association of Governing Boards meeting to be held at the University of Colorado on October 10-12 and urged that as many Trustees as possible plan to attend the meeting. The following Trustees indicated their intention of attending part or all of the sessions: Mr. Hansen, Mr. Chamberlain, Mr. Jones, Mr. Reed, Mr. Sullivan, Mrs. Patterson, and Governor Simpson.

Dr. Humphrey stated that, in accordance with the authorization given him at the August meeting of the Board, he had talked with Mr. O. G. Woody and Mr. E. J. Lindahl of the University faculty regarding the possibility of their doing the architectural work for the proposed new Wyoming Veterinary Medical Research Center, and that they had decided they would not have time to do the work. He recommended that Mr. Sam Hutchings of Cheyenne be employed for the architectural work on the building at a fee of six per cent. Mr. Jones moved that the President's recommendation be approved. Mr. Sullivan seconded the motion and it was carried.

UNIVERSITY'S INVESTMENT IN INVESTORS MUTUAL, INC.

ASSOCIATION OF GOVERNING BOARDS

WYOMING VETERINARY MEDICAL RESEARCH CENTER

Governor Simpson stated that he had had some correspondence with Mr. George Bermingham, chairman of the House Ways and Means Committee, with regard to the Committee's understanding of the University's obligation for securing funds for equipping the proposed new Engineering building addition, and that Mr. Bermingham's reply had not indicated any feeling that the funds for equipment would have to match the funds for construction. He promised to call a meeting of the interested persons within the next two weeks.

ENGINEERING
BUILDING

Dr. Humphrey reported that a survey had been made of the Hynds property above Centennial, and that it included three acres of land, plus a number of cabins. He added that he believed the Catholic Church, one of the recipients of the property named in the will, would transfer the property to the University without charge.

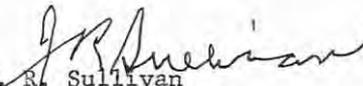
HYNDS CABINS

Mr. Reed asked about the possibility of having dates for future meetings of the Board set up several months in advance. The following tentative dates were agreed on: December 6-7, January 24-25, March 7-8, April 18-19, and May 31.

DATES FOR FUTURE
MEETINGS

The meeting adjourned at 6:00 p.m.

Respectfully submitted,


J. R. Sullivan
Secretary