

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

**December 18, 1936**

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

The regular quarterly meeting of the Board of Trustees of the University of Wyoming was called to order by President Bond at 2 o'clock p.m., Friday, December 18, 1936. Others present included Mrs. Harriett T. Griève, Mrs. Mary S. Embree, Mr. N.D. Morgan, Mr. J.A. Guthrie, Mr. C.H. Friday, Dr. S.H. Diggs, Mr. D.P.B. Marshall, and Dr. A.G. Crane.

Roll Call

The minutes of the September meeting of the Board of Trustees, and the September, October, and November meetings of the Executive Committee were approved as read.

Minutes read

The President then submitted his report.

President's report

Upon the motion of Mr. Morgan, seconded by Mr. Marshall and carried, Donald R. Ritter was appointed Cooperative Extension Soil Conservationist, for the period beginning January 1, 1937, and ending June 30, 1937, at a salary of \$200.00 per month. The University will not pay more than one-sixth of the salary, as the appointment was made under a plan being set up between the University Extension Service and Soil Conservation Service.

Appointment of Donald Ritter

Mr. Marshall then moved, it was seconded by Mr. Guthrie and carried, that Clarice Whittenburg, Assistant Professor of Education, be granted Sabbatical leave-of-absence during the spring quarter of 1937. She asks for the spring quarter in the place of the summer of 1937 in order that she may visit and observe elementary training schools in the East.

Leave for Whittenburg

Upon the motion of Dr. Diggs, seconded by Mrs. Embree, and carried, the following emergency out-of-state travel was approved:

Travel

S.S. Wheeler, Associate Professor of Animal Production, and Dallas McAllister, student - Use of two automobiles for transportation of 5 students each to Colorado State College for practice judging - December 12th - round trip 140 miles @5¢ - \$7.00 each, or a total of \$14.00 to be paid from the Animal Production Department State Fund.

Wheeler and McAllister

S.S. Wheeler - hotel and meal expense for coach, Laramie to Ogden, Utah, and return for Ogden Livestock Show, January 6-11th - estimated cost \$20.00 to be paid from Animal Production State Fund.

Wheeler

S.S. Wheeler - hotel expense of judging team, hotel and meals for coach and use of personal car for transportation, Laramie to Denver and return, National Western Stock Show, January 15-18th, 1937. Estimated cost, \$63.00, to be paid from Animal Production Department State Fund.

Dr. F.S. Hultz, Professor of Animal Production - attend National Western Stock Show, Denver, for two days between January 16 and 23rd - estimated cost, \$30.00, to be paid from Animal Production Department State Fund.

Hultz

Permission for the following to attend Denver Stock Show: Anton Fellhauer, Livestock Specialist, January 15-21; Burton W. Marston, State Club Leader, January 15-23; Gladys Oller, Assistant State Club Leader, January 17-23; one other woman, Evangeline Jennings, Nutrition Specialist, or Bernice Forest, Clothing Specialist, January 17-19. The total estimated cost is \$160.00, to be paid from Bankhead-Jones Funds.

Extension

Dr. Diggs then moved that Dr. Crane be authorized to allow requests for travel at his discretion within amounts already contained in the present budget. The motion was seconded by Mr. Morgan and carried. Dr. Crane will report periodically on the travel which he allows.

Crane

At this point, Mr. A.V. McIvor ~~became~~ came before the Board with the request from Ft. Laramie that the Trustees refund \$40,000.00 in 5% bonds now held by the University Permanent Land Fund for an issue of 3½% bonds. President Bond read a letter received from Mr. Roy Montgomery, Mayor of the City of Gillette, requesting that the Trustees refund \$30,000.00 in 5½% bonds at an interest rate of 3%. Upon the motion of Mr. Morgan, the President of the Board was requested to appoint a committee to make a study of all of the bond issues held by the University and report back to the Board. This motion was seconded by Mr. Marshall and carried. President Bond appointed Mr. Guthrie, Mr. Marshall, and Mr. Friday as members of the committee.

University Bonds

Upon the motion of Mr. Marshall, seconded by Dr. Diggs and carried, board at the Commons was fixed at \$5.00 per week for the balance of the school year.

Board at  
Commons

Mrs. Embree then moved that the Trustees vote to continue the present policy regarding courses in religious subjects until the end of the present school year. These arrangements will be confined to the two churches with which we now have arrangements. The motion was seconded by Mr. Marshall and carried.

Religious course

Upon a motion made by Dr. Diggs, seconded by Mr. Marshall and carried, the Trustees expressed their moral support of the Teacher Retirement Plan which is to be proposed to the Legislature by the State Education Ass'n.

Teacher Retirement

Mr. Morgan then moved that the request budget for the Main University which has been submitted to the Governor and the Legislature for the coming biennium be approved. The motion was seconded by Dr. Diggs and carried.

Budget

Upon a motion made by Mr. Marshall, seconded by Mrs. Grieve and carried, the request budgets for Agricultural Extension and State Farms were approved.

Then followed a discussion of the building needs and program. Dr. Diggs moved that we definitely approve a request to the Governor and the Legislature for an appropriation of \$100,000.00 and permission to borrow \$250,000.00 more to cover the construction of two dormitories, and that we further request an appropriation of \$40,000.00 for the remodeling of Old Main. Dr. Crane may request other construction at his discretion. This motion was seconded by Mrs. Grieve and carried.

Building needs

Mr. Morgan then moved that the Legislative Committee of the Trustees request the Governor for legislative permission to borrow funds for the construction of a Student Union Building, this Student Union request to be secondary to the request for dormitories, and not to be included as a part of the University budget. The motion was seconded by Mr. Guthrie and carried.

Student Union  
Building

Mrs. Embree moved that the Legislative Committee be composed of Trustees Bond, Guthrie, Friday, Diggs, Marshall, and Crane. The motion was seconded by Mr. Morgan and carried.

Mr. Marshall then moved, it was seconded by Mrs. Embree and carried that \$3,115.00 be appropriated to carry the Student Labor program to the end of the Winter Quarter.

Appropriation  
Student Labor

Upon the motion of Mr. Morgan, seconded by Mr. Marshall and carried, \$1,635.50 was appropriated to carry emergency teaching through the Winter Quarter. This sum will take up an overdraft of \$135.50 incurred during the Fall Quarter.

Emergency  
teaching

Upon the motion of Mrs. Grieve, John B. Day, Janitor, was granted leave-of-absence without pay from March 1, 1937 to March 1, 1938. The motion was seconded by Dr. Diggs and carried.

Leave for  
Day

Mrs. Grieve then moved that the leave-of-absence granted Forest R. Hall, Professor of Commerce, for the academic year 1936-1937 be cancelled at his request, in order that he may return to work January 1, 1937. The motion was seconded by Mr. Marshall and carried.

Hall's leave  
cancelled

It was moved by Mr. Marshall, seconded by Mr. Guthrie, and carried, that the policy governing the employment of relatives be adopted as set forth in the President's Report, as follows:

Employment  
of relatives

"As a guide to the authorities of the University in the governing of employment of inter-related persons, the following shall be the policy of the institution:

A. Purpose. The purpose of this statement of policy is to avoid the employment of inter-related persons, which, without some definite policy, is likely to occur inadvertently and unconsciously. This often results in impairing the efficiency of the institution, promotes criticism, and grows by its own strength when once it gets a foothold in a public institution. The institution is at present practically free from groups or even pairs of relatives on its staff.

B. Personnel Affected. It is hereby declared to be the future policy of this institution, in the engagement of employees, to avoid the engagement of persons bearing any of the relationships described below to persons already regularly employed by the University:

Parents and childred  
Brothers and sisters  
Husbands and wives  
And corresponding in-law relationships.

C. Positions Affected. The policy shall include all regular full-time continuing positions but shall not be extended to include temporary, emergency, part-time positions of very minor importance, or student employment.

D. Special Cases. The interpretation of this policy and its application to any special cases shall be made by formal action of the Board of Trustees. The modification of this policy from time to time, the inclusion or exclusion of other relationships, or the suspension of the policy in individual cases, shall remain in the power of the Board of Trustees.

This policy shall go into effect on January 1, 1937, and is not retroactive on any individuals now in the employ of the institution which might come under the policy."

Upon the motion of Mr. Morgan, and in accordance with the recommendation of the President and the President's Advisory Committee, the Trustees voted to confer the Honorary Degree, Doctor of Laws, upon Frank Pierrepont Graves at the coming Semi-Centennial Celebration. The motion was seconded by Mrs. Embree and carried.

Mrs. Embree then moved that a bronze memorial plaque in honor of Dr. Grace Raymond Hebard be placed in Old Main Hall and dedicated at the Semi-Centennial Celebration next June. The motion was seconded by Mrs. Grieve and carried.

Degree for  
Graves

Hebard  
memorial

Upon the motion of Mr. Morgan, \$5,000.00 was appropriated to start the remodeling of Old Main Hall. The motion was seconded by Mr. Marshall and carried.

Remodeling of  
Old Main

There being no further business the Board adjourned sine die at 2:45 p.m., Saturday, December 19, 1936.

Adjournment



Fay E. Smith  
Secretary