

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

**April 15, 1941**

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

49447 CURTIS 1000 INC., ST. PAUL, HARTFORD

A meeting of the Trustees of the University of Wyoming was called to order at 11:00 a.m., April 15, 1941, by President Linn. The following answered roll call: Mr. Facinelli, Mr. Linn, Mr. Barrett, Mr. Sill, Mr. Simpson Mrs. Cope, Mr. Ferrall, and Mr. Johnson.

*Roll call*

It was moved by Mr. Facinelli, seconded by Mr. Johnson and carried that the minutes of the meeting held March 17th to 19th be adopted as submitted.

*Minutes Approved*

Dean Hill then read the following letter:

April 14, 1941

Honorable R. S. Linn  
President, Board of Trustees  
Campus

My dear President Linn:

The Executive Board of Deans has been selected by the Trustees to represent the academic program of the University. In order to intelligently carry this responsibility, the Deans feel that they should be present at the meetings of the Trustees. They desire to know the wishes of the Board of Trustees in this respect.

*Executive Board of Deans  
to attend Board Meetings*

Very truly yours,

(Signed) J. A. Hill, Chairman  
Executive Board of Deans

Mr. Ferrall moved that the entire Board of Deans and the Executive Secretary be invited to attend board meetings. This motion was seconded by Mr. Simpson and carried.

The Trustees then received the report of the Athletic Committee of the Board presented by Chairman Barrett. It was moved by Mr. Barrett, seconded by Mr. Ferrall and carried that the following appointments be approved:

Walter S. Driskill, Assistant Coach for three years from April 1, 1941,

*Walter S. Driskill  
appointed  
Assistant Coach*

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at a salary of \$2,800 the first year, \$3,150 the second year, \$3,500 for the third year.

Steve Hokuf, Assistant Coach for one year beginning July 1, 1941 at a salary of \$3,000.

*Steve Hokuf  
Assistant Coach*

Dean O'Connor, Assistant Coach effective July 1, 1941, at a salary of \$2,300, on condition that he surrender his present contract on June 30, 1941.

*Dean O'Connor  
Assistant Coach*

F. Elton Davis, Manager of Athletics, Secretary of the Athletic Committee of the Board of Trustees, and Manager of the University Camp for one year beginning July 1, 1941, at a salary of \$3,800.

*F. E. Davis, Manager  
of Athletics*

Mr. Barrett then moved that \$12,500 of the Legislative appropriation of \$25,000 be set over for student labor for the year 1941-42, and \$12,500 for the year 1942-43. This motion was seconded by Mr. Facinelli and carried.

*Student Labor  
appropriation divided*

Mr. Barrett then moved that the Athletic Department be authorized to expend not to exceed \$1,200 from athletic funds for the employment of a trainer. This motion was seconded by Mr. Simpson and carried.

*Athletic Trainer  
Authorized*

Mr. Simpson moved that the Board authorize Coach Oakes, Coach Driskill, and Dean Blanchard, with two or three students to go to Midwest, Saturday, to attend an athletic banquet at an estimated expense of \$40.00 or \$50.00 to be paid from athletic funds. This motion was seconded by Mr. Barrett and carried.

*Travel Expense for  
Oakes, Driskill &  
Blanchard authorized*

The Board recessed for lunch at the New Women's Residence Hall.

Mr. Simpson moved that in memory of Emma Howell Knight, first Dean of Women, and upon the recommendation of the officers of this new dormitory, that this building be named Knight Hall. This motion was seconded by Mr. Barrett and carried.

*Knight Hall name  
of New Women's  
Residence Hall*

The Comptroller then presented his report.

A request from Professor Sink for sabbatical leave was placed before the Board. After discussion Mr. Simpson moved that in view of the fact that to allow sabbatical leave would establish an embarrassing precedent that we

*Sabbatical leave  
Mr. Sink refused*

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reiterate our stand that resignations are effective at the discretion of the Board and that Mr. Sink receive full pay to the end of the academic year August 31, 1941. This motion was seconded by Mr. Johnson and carried.

Mr. Barrett moved that Robert Mitchell be continued as Radio Studio Manager but that we do not exceed the amount of funds on hand in this department for the payment of his salary. This motion was seconded by Mr. Simpson and carried.

Mr. Barrett moved that Bonita Gardner be appointed secretary to Dean Schwiering effective on or about June 1 next, at a salary of \$1,560.00 per year. This motion was seconded by Mr. Sill and carried.

It was then moved by Mr. Johnson, seconded by Mr. Simpson and carried that \$400.00 be allowed for W. P. A. Materials.

Mr. Simpson moved that the proposal of the Sunshine Laundry Company of Denver to purchase our engine and generator with a down payment of \$50.00 the balance in reasonable installments be refused. This motion was seconded by Mr. Barrett and carried.

Mr. Barrett then moved that the Executive Committee and Comptroller ask for and receive bids for equipment as itemized in the Legislative request and they are authorized to purchase this equipment provided all of it can be purchased within the appropriation. Otherwise they will reapportion the various allotments. Seconded by Mr. Johnson and carried.

Mr. Barrett then moved that the request for office space for the Dean of Students be left to the Comptroller. This motion was seconded by Mr. Simpson and carried.

Mr. Ferrall then moved that the request of Professor Hunton, Head of our Department of Commerce, for a trip to Minneapolis, in the interests of a new federal allotment, at a cost of \$100.00 from General Travel appropria-

*Robert Mitchell  
employed till  
funds exhausted*

*Bonita Gardner  
appointed secretary  
to Dean Schwiering*

*\$400.00 allowed  
W. P. A.*

*Sunshine Laundry  
Co. proposal refused*

*Bids for special  
equipment list  
authorized.*

*Office space for  
Dean of Students*

*Travel Allotment  
for E. Dean Hunton  
allowed.*

tion be approved. This motion was seconded by Mr. Simpson and carried.

The question of the expenditure of \$15,000 appropriated by the last legislature to remodel the old Commons building and the College of Education building was the next subject for discussion. Mr. Barrett moved that the Executive Committee be authorized to remodel the Commons at this time, if in its judgement there be left enough unexpended funds to cover the remodeling of the Education building. This motion was seconded by Mr. Sill and carried.

*Remodel Commons  
- Education Building*

The Executive Secretary of the Executive Board of Deans then presented her report.

Confirming action by the Executive Committee Mr. Simpson moved that Leo Arnoldi, Jr., be appointed Supply Instructor in Science in the University High School for the period January 6, 1941, to June 30, 1941, at a salary of \$1,000.00. This motion was seconded by Mr. Barrett and carried. Mr. Arnoldi will supply for Lawrence Conrey who was called to military service.

*Leo Arnoldi, Jr  
appointed*

It was moved by Mr. Simpson, seconded by Mr. Ferrall and carried that C. Gordon Wolcott be appointed Supply Instructor in Mechanical Engineering, for the period January 6, 1941, to June 30, 1941, at a salary of \$1,200.00 Mr. Wolcott will supply for Mr. Neil Sanders who was called to active service with the army.

*C. Gordon Wolcott  
appointed.*

It was moved by Mr. Barrett, seconded by Mr. Johnson and carried that Virgil W. Miller be appointed Instructor in Civil Engineering for the period January 6, 1941 to June 30, 1941, at a salary of \$1,200.00. Mr. Miller succeeds Mr. Alan Holliday, deceased.

*Virgil W. Miller  
appointed*

Upon the motion of Mr. Simpson, seconded by Mr. Johnson and carried the following leaves of absence were approved for men called to military service:

*Leaves of Absence:*

A. W. Willis, Extension Economist and leader in Land Use Planning, leave of absence without pay beginning March 10, 1941, and ending March 10, 1942.

*A. W. Willis*



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Michael Sedar, Instructor in Physical Education for Men, leave of absence without pay for one year effective March 1, 1941.

*Michael Sedar*

Upon the motion of Mr. Johnson, Miss B. Norma Mathews, Assistant Professor of Latin and Modern Languages in the University High School is granted sabbatical leave, on the usual terms of 40% salary, for the academic year 1941-42.

*Norma B. Mathews*

Mr. Simpson moved that Miss Grace Irvine, Head of the Library Loan Department, be given leave without pay for the period June 14, 1941 to August 23, 1941. Seconded by Mr. Barrett and carried.

*Grace Irvine*

Upon the motion of Mr. Simpson, Robert F. Eslick, Supply Instructor in Agronomy, and John F. Cykler, Supply Instructor in Agricultural Engineering and Research Assistant in Agricultural Engineering, are retained in the Department of Agronomy. This motion was seconded by Mr. Barrett and carried.

*Robert Eslick  
appointed**John Cykler  
appointed*

Upon the motion of Mr. Simpson the resignation of Dr. L. L. Sanford, University Physician and Director of the Student Health Service, is accepted, effective June 30, 1941. Dr. Winifred Ingersoll, his assistant, will carry on the work of the department until a successor is appointed. Seconded by Mr. Facinelli and carried.

*L.L. Sanford  
resigned*

Upon the motion of Mr. Simpson, seconded by Mr. Ferrall and carried the Trustees voted to award the honorary degree Doctor of Laws at Commencement, June 9, 1941, to George Washington Thornton Beck and William Henry Jackson.

*Honorary Degrees  
George W. T. Beck  
William Henry Jackson*

Upon the motion of Mr. Johnson an appropriation of \$250.00 was made for the entertainment of high school senior visitors. This motion was seconded by Mr. Ferrall and carried.

*\$250.00 appro-  
priated for H.S.  
Senior Visitors*

Then followed a discussion of the request from Mr. Lem Carmin, Secretary of the Wyoming State Fair, for a University advertisement in the Premium List for the 1941 State Fair. Mr. Simpson moved that we reiterate our stand

*State Fair advertising  
refused.*

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against such advertising. This motion was seconded by Mr. Barrett and carried.

Mr. Barrett moved that Miss Ruth Robison be appointed Clerk in the President's Office, effective upon her graduation in June, and that Mrs. Lillian Oleson Miller carry this work from April 14 to June 14 at a salary of \$25.00 per week. Seconded by Mr. Facinelli and carried.

*Ruth Robison  
appointed Clerk*

*Mrs. Lillian Miller to  
Substitute*

Then followed a report of the Deans' Study of the student publication, the Branding Iron. Mr. Facinelli moved that the Board express a vote of confidence in the way the Deans have handled the Branding Iron situation. This motion was seconded by Mr. Barrett and carried.

*Branding Iron*

Mr. Simpson then moved that the Executive Board of Deans help correlate the duties and policies of the Dean of Men and Dean of Students. This motion was seconded by Mr. Sill and carried.

*Correlation of  
duties of Dean  
of Men & Dean of  
Students.*

Mr. Simpson moved, it was seconded by Mr. Barrett and carried that the Secretary of the Board of Trustees be authorized to sign the new contracts with the Civil Aeronautics Authority.

*Secretary to sign  
CAA contracts*

Upon the motion of Mr. Barrett, seconded by Mr. Simpson and carried the College of Engineering is authorized to institute certain defense training courses as may be approved by the Executive Board of Deans.

*Defense Training  
Courses authorized*

Wednesday, April 16, 9:45 a.m.

Mrs. Cope moved that Miss Eleanor Long, Dietitian at the Union, be given a vote of thanks for the fine dinner which she served to the Board and Faculty Tuesday evening. Seconded by Mr. Ferrall and carried.

*Note of thanks to  
Miss Long*

It was moved by Mr. Barrett, seconded by Mr. Simpson and carried that a committee of Trustees be appointed to confer with Dean Arnold with respect to the prospective decrease in enrollment in the College of Law expected because of the National emergency. Mr. Barrett, Mr. Johnson, Mr. Simpson and Mr. Ferrall were appointed. They may elect their own chair-

*Committee appointed  
to confer with Dean  
Arnold on Law school  
enrollment.*

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man and any three are authorized to act.

Mr. Simpson moved that the resignation of Mr. Ambrose, Superintendent of Buildings and Grounds be accepted, effective April 30, 1941, and that he be granted pay for one month of vacation covering the month of May. Seconded by Mr. Sill and carried.

*Fred Ambrose  
resigned*

Mr. Ferrall moved that Mr. Fuller make an investigation of the land adjoining the Gillette farm, the purchase of which was authorized by the last Legislature. The motion was seconded by Mrs. Cope and carried.

*Fuller to investigate  
Land adjoining Gillette  
Farm.*

Mr. Barrett then moved that we express our confidence and pleasure in the work of Dean Hill, the Executive Board of Deans, and the Executive Secretary, Miss Moen, and our utmost faith that matters coming before them will be handled well in the future. This motion was seconded by Mr. Sill and carried.

*Express confidence  
in Board of Deans*

Mr. Simpson moved that H. W. Brettell be granted sick leave in accordance with University rules. Seconded by Mr. Johnson and carried.

*H.W. Brettell granted  
sick leave*

The Board then interviewed R. A. Campbell, Andrew J. Hull Jr., and C. B. Jensen, candidates for the position of Superintendent of Buildings and Grounds. After discussion Mr. Ferrall moved that we offer Mr. Jensen this job at a salary not exceeding \$2,800 per year. This motion was seconded by Mrs. Cope and carried. Mr. Jensen was then called back and accepted the offer, whereupon, Mr. Ferrall moved that Mr. Jensen's contract be from May 1, 1941, to June 30, 1942, at a salary rate of \$2,800, per year. It is further provided that Mr. Jensen accept no outside employment. This motion was seconded by Mrs. Cope and carried.

*Interviews for  
Position of Buildings  
& Grounds Supt.*

*C.B. Jensen  
appointed Supt.  
of Buildings & Grounds*

The Trustees then received the following officers from the Student Senate: Glenn Mullens, President; Jack Groutage, from the Branding Iron; and Grover Ries. These men wish to offer their services to the Trustees to keep the Board informed on student points of view and to suggest that a

*Officers from  
Student Body  
received.*



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student be permitted to sit with the committee for the selection of a President as an ex-officio member.

*Student to sit in on selection of President*

Thursday, April 17, 1941, 11:00 a.m.

Mr. Barrett moved that the Board of Deans accept applications and make recommendations to the Trustees at the June meeting for the position of University physician. Seconded by Mr. Johnson and carried.

*Board of Deans to make recommendations for Uni. Physician*

Mr. Ferrall then moved adoption of the recommendation of the Board of Deans that contracts of August Molzer, Associate Professor of Violin, and Leon C. King, Associate Professor of Voice, be not renewed.

*August Molzer  
Leon King contracts released.*

Mr. Johnson then moved approval of the recommendation of the Executive Board of Deans that Dean Arnold be granted a leave of absence without pay for one year. This motion was seconded by Mr. Simpson and carried.

*Dean Arnold granted leave of absence.*

Mr. Ferrall then moved that Dean Arnold be permitted to begin his leave of absence at a time to be determined by and wholly within the discretion of the Board of Deans. This motion was seconded by Mr. Johnson and carried.

Mr. Simpson moved, and it was seconded by Mr. Ferrall and carried that Dean Arnold receive full pay for this year's work regardless of his time of leaving.

Mr. Barrett then moved that Mr. R. R. Hamilton be appointed acting Dean of the Law School effective when Dean Arnold leaves. Seconded by Mr. Sill and carried.

*R.R. Hamilton appointed acting Dean of the Law school*

Mr. Simpson moved and it was seconded by Mr. Ferrall and carried that the recommendation of the Board of Deans be accepted and that no contract for the coming year be issued to Frank E. August, Associate Professor of Sociology.

*Frank E August contract released*

Mr. Ferrall then moved adoption of the following "Limited Service Plan." This motion was seconded by Mr. Simpson and carried.

In order to promote the general welfare of the University and to insure greater efficiency in the administrative and academic branches thereof, the Board of Trustees declares and adopts the following policy:

- 1 -

All employees shall be placed on a limited or restricted employment on July 1st following their becoming seventy years of age.

- 2 -

To be entitled to the benefits of the above provisions an employee must have rendered fifteen years service to this University as a full time paid employee.

- 3 -

The employment of all employees who have attained the age of seventy years and who have not rendered at least fifteen years service shall be terminated on July 1st following the attainment of such age.

- 4 -

Special provisions may be made for Presidents Emeritus.

- 5 -

The annual salaries of all employees who have attained such age or who may hereafter attain such age shall be determined in the following manner:

The minimum salary of Deans, or officials of equal rank as shall hereafter be specified, shall be \$900.00 per year and the maximum salary shall be \$1,200.00 per year. The minimum salary of Professors in such case shall be \$700.00 per year and the maximum salary shall be \$1,000.00 per year. The minimum salary of all other employees in such case shall be \$500.00 per year and the maximum salary shall be \$800.00 per year.

The minimum salary shall be paid to those who have rendered at least fifteen years and not more than eighteen years service. All those who have served longer than eighteen years shall be paid an annual salary of \$25.00 per year for each year over eighteen years of service in addition to the minimum salary amount above stated.

Mr. Barrett then moved that the Library be allowed an appropriation of \$350.00 in the 1941-42 budget as the contribution of the University of Wyoming to the work of the Bibliographical Center. This motion was seconded by Mr. Johnson and carried.

Mr. Simpson moved that the recommendation of the Board of Deans be accepted and that George F. Gerling be retained as Associate Professor of

*Limited Service Plan*

*\$350.00 appropriated for  
Bibliographical Center*

*George F. Gerling  
reappointed*

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English. Seconded by Mr. Sill and carried.

Mr. Simpson moved that the recommendation of the Board of Deans be accepted and that Howard P. Davis be retained as Instructor in Mechanical Engineering Shops.

*Howard P. Davis  
reappointed*

Mr. Barrett moved that the Comptroller and the Executive Board of Deans prepare and submit to the W.P.A. an application for an armory. Seconded by Mr. Simpson and carried.

*Submit application  
to W.P.A. for Armory*

Mr. Barrett moved that the status of Mrs. L. P. Gage, Director of Hoyt Hall, be referred to the Board of Deans with a request for recommendation. Seconded by Mr. Simpson and carried.

*L.P. Gage referred  
to Board of Deans*

Mr. Barrett then moved that the Board of Deans be requested to study and recommend with regard to the proposition to place all Deans on an eleven or twelve months employment basis.

*Study placing of Deans  
on a 12 mo basis*

Mr. Johnson then moved that the salary of President Emeritus Nelson be fixed at \$1,500.00 for the coming year. This motion was seconded by Mr. Ferrall and carried.

*Salary P. Nelson  
fixed at \$1,500.00*

Mr. Barrett moved, it was seconded by Mr. Simpson and carried that no tuition be charged Wyoming coaches who attend the Coaching School this summer.

*No tuition charge for  
Wyo. Coaches attending  
Coaching School*

Mr. Barrett then moved that the Department of Physical Education be placed in the College of Education. This motion was seconded by Mr. Simpson and carried.

*Physical Education  
Placed under  
College of Education*

Mr. Johnson moved, it was seconded by Mrs. Cope and carried that the appropriation for Summer School be set at \$34,000.00 in the new budget.

*Summer School  
appropriation \$34,000.00*

The Board adjourned at 11:00 p.m., Thursday, April 17, sine die.

Respectfully submitted,

*Fay E. Smith*  
Fay E. Smith, Secretary