

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

December 16-17, 1960

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

The University Board of Trustees was called to order by Chairman Hansen at 10:10 a.m. on December 16, 1960. The following members answered the roll call by Secretary Jones: Messrs. Hansen, Jones, Brough, Newton, Peck, McIntire, Laird, Sullivan and, ex officio, Humphrey. Mr. Reed joined the meeting at 10:35, Mrs. Bush and, ex officio, Miss Linford at 11:25, and Mr. Chamberlain at 12 o'clock. Absent were Mr. McCracken and, ex officio, Governor Hickey.

Mr. Peck moved that the minutes of the October 10-11 meeting of the Board of Trustees be approved as submitted. Mr. Brough seconded the motion and it was carried.

APPROVAL
OF MINUTES

Mr. Jones moved that the Board approve the minutes of the November 12-13 meeting of the Committee on Physical Plant and Equipment and the recommendations included in the minutes. Mr. Brough seconded the motion and it was carried.

Mr. Laird moved, Mr. Sullivan seconded, and it was carried that the Board approve the following appointments recommended by President Humphrey:

APPOINTMENTS

1. Mr. Irvin William Skelton as Area Agricultural Advisor in Goshen County, effective November 1, 1960, at a salary rate of \$4,872 on a twelve-month basis.

Skelton

2. Miss Serena Armstrong as Home Demonstration Agent in Weston County, effective January 3, 1961, at a salary rate of \$4,752 on a twelve-month basis.

Armstrong

3. Dr. Darrell Deane as Associate Professor of Dairy Manufacturing, effective January 15, 1961, at a salary rate of \$7,080 on a twelve-month basis.

Deane

4. Mr. Jack C. Routson as Acting Head of the Department of Business

Routson

Administration, effective July 1, 1961.

5. Mrs. Mary Lou Benn as Cataloguer in the Library, with the rank of Benn Instructor, effective October 3, 1960, at a salary rate of \$4,836 on a twelve-month basis.

In connection with the appointment of Dr. Darrell Deane as Associate Professor of Dairy Manufacturing, Mr. Newton stated that he seriously doubted the University's ability to afford the present restricted dairy program, in which enrollment is very limited. He suggested the possibility of exploring the food technology field and perhaps working out combinations with home economics, business administration, and other fields. It was the consensus of the Board that Mr. Newton's suggestion was a good one.

President Humphrey recommended that the Deans of the Colleges of Agriculture, Commerce and Industry, and Arts and Sciences be requested to make a study of the feasibility of developing a department of food technology including options in dairy manufacturing, food processing, and other related fields, bringing their recommendations to the Board not later than May 1961. Mr. Newton moved that President Humphrey's recommendation be approved. Mr. Peck seconded the motion and it was carried.

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

1. Mr. Byron Taylor, Extension Marketing Specialist, with the rank of Assistant Professor, effective January 22, 1961 to accept a position at South Dakota State College at an annual increase in salary of \$1,000.

2. Miss Esther Guerin, Instructor in Mathematics, effective June 30, 1961, for personal reasons.

PROPOSED
CHANGES IN
DAIRY COURSES

RESIGNATIONS

Taylor

Guerin

3. Dr. O. D. Turner, Professor of Business Administration and Head of the Department, effective June 30, 1961, to enter private business and management consulting.

Turner

4. Dr. John H. Whitmer, Director of the Student Health Service, effective June 1, 1961, for an unstated reason.

Whitmer

Considerable time was spent discussing the ten requests for sabbatical leave received from faculty members in the Colleges of Agriculture and Arts and Sciences. Mr. Laird moved, Mr. Peck seconded, and it was carried that the six leaves for Agriculture faculty members, at fifty per cent of salary, be approved as follows:

SABBATICAL
LEAVES

1. Mr. Charles E. Allen, Extension Agronomist, with the rank of Assistant Professor, a leave for the period September 18, 1961 through August 17, 1962 to permit him to enroll at Iowa State University to work toward a Ph.D. degree.

Allen

2. Mr. William B. Bagley, County Agent in Lincoln County, a leave for the period September 15, 1961 to June 1, 1962 to permit him to enroll in the Division of Agricultural Economics at the University of Wyoming for work toward a master's degree.

Bagley

3. Miss Alice Halsted, Home Demonstration Agent in Sheridan County, a leave for the period October 14, 1961 to August 1, 1962 to enable her to enter Oregon State University to work toward a master's degree in home furnishings.

Halsted

4. Dr. John W. Hamilton, Assistant Professor of Agricultural Biochemistry, a leave for one year, beginning July 1, 1961, to permit him to do advanced study and research in the Department of Animal Husbandry of the New York State College of Agriculture at Cornell University on the relation of selenium and other factors to muscle dystrophy in lambs.

Hamilton

5. Mr. Daniel C. Hutto, Instructor in Poultry, a leave for one year, Hutto beginning September 1, 1961, to permit him to do graduate study at Oregon State University.

6. Mr. Paul C. Singleton, Assistant Professor of Soils, a leave Singleton for one year, beginning September 1, 1961, to give him the opportunity to engage in advanced study in soil chemistry at Oregon State University.

After some further discussion of the requests received from members of the Arts and Sciences faculty, Mr. Reed moved, Mr. Peck seconded, and it was carried that the following leaves, at full salary, be approved:

7. Mr. Richard Evans, Assistant Professor of Art, a leave for the Evans spring semester of the 1961-62 academic year to permit him to enroll for a semester and a summer term in one of Britain's technical arts colleges, perhaps the Sir John Cass College of Art in London.

8. Dr. C. L. Porter, Professor of Botany and Curator of the Rocky Porter Mountain Herbarium, a leave for the second semester of 1961-62 to give him an opportunity to study, travel, and do botanical collecting for the Rocky Mountain Herbarium, principally in the southeastern part of the United States.

Mr. Reed moved that the Board disapprove the requests of Dr. R. R. Dunham and Mr. George W. Gunn for sabbatical leave for the spring semester of 1961-62 and offer instead to pay them what they would receive for teaching in the summer school and permit them to travel during the summer of 1962. The motion was seconded by Mr. Brough, but after some further discussion, during which Miss Linford pointed out the benefits which she felt would accrue to the University as a result of the requested leaves, Mr. Reed and Mr. Brough withdrew their motion. Mr. Peck then moved, Mr. Laird seconded, and it was carried that sabbatical leaves, at full salary, be granted to Dr. Dunham and Mr. Gunn as follows:

9. Dr. R. R. Dunham, Professor of Speech and Head of the Department, a leave for the 1961-62 spring semester to permit him to enroll for six weeks in the Institute for Advanced Theatre Studies in New York City and then to make a tour of the leading theatres in England, France, Italy, and the Scandinavian countries.

Dunham

10. Mr. George W. Gunn, Professor of Music, a leave for the 1961-62 spring semester to permit him to make a tour of Europe and visit some of the principal music centers in Italy, France, and Germany.

Gunn

Mr. Laird moved that the Board approve the request of Dr. M. Weldon Glenn, Associate Professor of Veterinary Science, for an extension, without pay, of his leave for graduate study at Colorado State University to July 1, 1962 to permit him to complete requirements for the Ph.D. degree. Mrs. Bush seconded the motion and it was carried.

LEAVE WITHOUT PAY

Glenn

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

BUDGET CHANGES

1. Agricultural Extension Service. An appropriation of \$2,650 from the unappropriated state funds for Agricultural Extension, to be allocated to the Extension Conservation project for use on the Northern Plains Pilot Ranch near Douglas, as follows:

Agricultural
Extension
Service

Division Travel (per diem for student assistant and mileage on pickup truck)	\$ 284.00
Conservation:	
Part-time wages (student assistants, 2 mos.)	500.00
Supplies	50.00
Equipment (highway signs, \$316, and stock scales, \$1,500)	1,816.00
	\$2,650.00

2. Division of Animal Science. An appropriation of \$744.82 (\$299.32 for material, \$36.30 for equipment, and \$409.20 for labor) from the unappropriated balance in the Experiment Station sales fund for the following improvements at the Dairy Farm: constructing a concrete drain

Division of
Animal Science

from the holding pen and providing a direct water source from the main water line into the dairy parlor. (Mr. McIntire stated that he felt it should not be necessary for the City and State Food and Drug inspectors to point out such deficiencies as the appropriation was requested to correct. Other Trustees expressed their concurrence, and President Humphrey stated that he would convey the Board's feeling to the Head of the Division of Animal Science.)

3. Division of Plant Science. An appropriation of \$3,211 from the unappropriated funds of the Agricultural Experiment Station, to be allocated to the part-time assistants budget of the Division to make up for the reduction in this budget necessitated by the reduction in allocation of Regional Research funds for 1960-61.

Division of
Plant Science

4. Division of Veterinary Science. An appropriation of \$500 from the unappropriated funds of the Experiment Station, to be added to the veterinary drug budget for use during the remainder of the 1960-61 fiscal year.

Division of
Veterinary Science

5. Student Personnel and Guidance. An appropriation of \$200 from the General Fund to be used by the Graduate Placement Service for distributing "Job Bulletins" to alumni and for distributing "Bulletin for Alumni Available" to prospective employers.

Student Personnel
and Guidance

6. Lights for Old Main Administrative Offices. An appropriation of \$817.96 from the General Fund to cover the cost of installing fluorescent lights in the Study Skills classroom and in the offices of the Building Program Coordinator, the Internal Auditor, the University Statistician, and the Purchasing Agent.

Lights for Old Main
Administrative
Offices

7. Police Department. An appropriation of \$830 from the General Fund to permit purchase of a mobile radio unit for the University police car.

Police Department

Mr. Brough moved that, subject to Legislative approval of funds requested, the Board approve the proposed budget of the Summer Schools (Campus and Science Camp) for the period July 1, 1961 to June 30, 1962, totaling \$197,144. Mr. McIntire seconded the motion and it was carried.

SUMMER SCHOOL
BUDGET

President Humphrey explained that the schedule of fees set up for special examinations had proved insufficient to meet the cost of giving the examinations, and he recommended that, beginning with the 1961 spring semester, the following schedule of fee charges for special examinations be established (with no change in the rate of payment to instructors--\$10 for the first student taking the examination and \$5 for each additional student taking the examination at the same time):

FEES FOR
SPECIAL
EXAMINATIONS

Current resident enrollee, per course. . . \$12.50

Other applicants:

1-hour course.	12.50
2-hour course.	20.00
3-hour course.	27.50
4-hour course.	32.50
5-hour course.	37.50

Mr. Peck moved that the revised fee schedule be approved. Mr. Reed seconded the motion and it was carried.

The time remaining until lunch was given to a study of the question of possible establishment of an application fee, which had been brought up at an earlier meeting because of the large number of students who made application for admission to summer school and then failed to register. Dr. Humphrey gave the Trustees a tabulation of the replies he had received from a letter he had sent to 23 institutions in the West inquiring about their practices with regard to application fees. He pointed out that 13 of the 23 institutions either had such a fee or were considering establishment of one, while 10 institutions had no application fee. Dr. Humphrey also read several letters he had received from

POSSIBLE
ESTABLISHMENT OF
APPLICATION FEE

members of the University administration pointing out advantages and disadvantages of such a fee.

Concluding the discussion, Mr. Newton moved that the question of establishing an application fee be deferred for the present and that further study be given to it at a later date. Mr. Reed seconded the motion and it was carried.

The Board adjourned at 12:20 and reassembled at 1:20 p.m., with the same members present who were present before lunch except Mr. Peck and Mr. Newton. Mr. Peck rejoined the meeting at 2:30 and Mr. Newton, at 4:10 p.m. (following the opening of bids on the Physical Education and Recreation area, which he attended as chairman of the committee empowered to open bids on structures and related facilities in the Physical Education and Recreation area).

Mr. E. G. Hays, Acting Director of Finance and Budget, was invited into the meeting to give the Trustees an explanation of the balances of \$1,516,201 and \$1,222,007.68 in the Laramie banks on June 30, 1959 and June 30, 1960 respectively, as shown in the Annual Report of the President of the Board of Trustees. Mr. Hays pointed out a number of factors that entered into the seemingly large balance, some of which were as follows: as of June 30, 1959 the building program was being financed from General University funds pending sale of bonds; on June 30, 1960 the cashier's working fund carried (in addition to the balance needed for current bills) the amount of \$206,000 which the Trustees had authorized advancing for the old Library remodeling because of the unavailability of Building Improvement Fund money; it is not the practice to invest Federal funds, because of the requirement that interest earned on these funds must be paid to the government; that just at the end of each fiscal year a large amount of money was received from the National

INVESTMENT OF
UNIVERSITY FUNDS

Science Foundation for institutes to be conducted during the summer and that a good share of this money was shortly distributed to participants in the institutes. Mr. Hays went on to say that it was his practice to invest in short-term U. S. Treasury Bills or Certificates of Deposit as much of the University's funds as he felt it safe to invest. He promised to give the Trustees a statement of the balances over a year's time, which he felt would give them a better picture of the University's investments than could be gained by the statement of year-end balances in the Annual Report of the President of the Board of Trustees. He then left the meeting.

President Humphrey called attention to a proposal from Mr. F. Richard Brown, Director of Alumni Relations, that a University of Wyoming Alumni Development Fund be established in an effort to secure funds for such projects as scholarships, research, special equipment, library books, etc.

POSSIBLE
ESTABLISHMENT
OF ALUMNI
DEVELOPMENT
FUND

The organization proposed by Mr. Brown was as follows: (1) Ask past presidents of the Alumni Association and Distinguished Alumni Award recipients (and perhaps some other especially good friends of the University) to serve on an advisory committee, from whom could be selected a board of directors to have actual control of the business and policies of the fund. (2) Include on the board of directors the President of the University, the Treasurer of the Board of Trustees, the Director of Finance and Budget, the Executive Director of the Alumni Association, and possibly a University research director. (3) Launch an annual campaign, using as volunteer representatives class agents or other personnel selected to represent all age groups and colleges. (4) Include in the annual campaign provision for the donor to the Alumni Development Fund to include payment of dues to the Alumni Association with his gift and also

the privilege of designating where his gift should be used.

After some discussion, it was moved by Mr. Reed, seconded by Mr. Chamberlain, and carried that the Board approve establishment of an Alumni Development Fund, the details of the organization to be worked out and submitted to the Board at a later date.

President Humphrey reminded the Trustees of their decision at the May 1960 meeting to consider adoption of a broad policy statement with regard to the establishment of future junior colleges in the state. He gave them copies of a statement prepared by Dr. H. W. Benn, Dr. John A. Marvel, and Mr. E. G. Rudolph, which he stated he believed the Trustees might wish to adopt and give to leaders in communities considering establishment of a junior college, along with the report of University personnel selected to make a survey of possible enrollment, resources, facilities, etc.

It was the consensus of the Board that the requirements for information of a community college district included in the statement (\$50,000,000 valuation and 1,500 pupils enrolled in high school) were too low. It was decided, therefore, that the sentence stating that "the University of Wyoming endorses these proposals" should be amended to state that "the University of Wyoming endorses these proposals in principle."

Upon President Humphrey's recommendation, Mr. Chamberlain then moved that the proposed policy statement on community colleges be adopted as amended. Mr. Sullivan seconded the motion and it was carried. The policy as amended follows:

Policy Statement on Community Colleges

The University of Wyoming recognizes the unique and significant contributions of community colleges. They share with the University the responsibility for providing academic programs at the freshman and

POLICY STATEMENT
ON COMMUNITY
COLLEGES

sophomore level. The opportunity to take the first two years of college while living at home encourages many young people to start degree programs who would not otherwise do so. The community colleges can offer terminal, vocational and general education programs oriented to the needs of the community for students who do not plan to go on to four-year institutions for degrees. They provide adult education and community service programs, often in cooperation with the University, to meet the needs of out-of-school youth and adults in the local communities.

The excellent cooperative relationship which exists among Wyoming institutions of higher learning assures citizens of the State an educational program of maximum effectiveness at minimum cost. This close working relationship and coordination is maintained through joint meetings of the University Board of Trustees and the Community College Commission, through the cooperation of Field Coordinators of the University's Division of Adult Education and Community Service located at the Community Colleges, through accreditation and informal visits by University personnel, through consultation between the administrators and faculty of the two types of institutions, and through many other joint efforts.

Assistance has been given by the University in determining the need and feasibility for new two-year colleges, in planning for their establishment, and in carrying on continuing programs of institutional improvement and expansion. There are now five two-year colleges in Wyoming. The need for additional institutions may be demonstrated in the future; however, these should be established only after careful study of the situation in particular areas, including clearcut evidence of the need for a two-year college, of the financial ability of the proposed district to support it, and of the educational soundness of the plan relative to the area involved and the State as a whole. Unless favorable conditions exist with respect to all of these factors, Wyoming, and areas in which new institutions are established, may suffer from development of the serious situation now prevailing in many states--too many institutions with concomitant financial demands resulting from duplication of facilities and programs which make it difficult to support adequately any of them.

On the basis of their experience, members of the Community College Commission have recommended that a community college district should be formed only when the proposed district has an assessed property evaluation of not less than \$50,000,000 and not less than 1,500 pupils enrolled in high school. They have also emphasized that two-year institutions should be established only when the citizens of an area have demonstrated sincere intent relative to offering an adequate educational program and with respect to providing sufficient financial support. The Commission has proposed that the vote necessary to authorize the formation of a community college district should be a majority of the votes cast in the entire election rather than a majority vote in each school district. Finally, the Commission has suggested that it should have authority to approve or disapprove the establishment of community college districts on the basis of studies of feasibility and other factors significant to the soundness of an institution. The University of Wyoming endorses these proposals in principle.

As in the past, the University stands ready to cooperate with any areas in the State and with the Community College Commission in making surveys of potential enrollment, financial resources, facilities, and other factors vital to decisions on the establishment of new community

colleges. Only through the combined efforts of educators and citizens in general, can plans be developed to meet Wyoming's higher education needs economically and effectively.

At 3:30 p.m. Mr. Oda Mason and Dr. J. F. Ryff, representing the State Livestock and Sanitary Board, Dean N. W. Hilston of the College of Agriculture, and Mr. E. G. Rudolph, Legal Advisor, were invited into the meeting for a discussion of a request for permission to locate a proposed new building for the Wyoming State Veterinary Laboratory on University land directly west of the present University Veterinary Medical Research building.

Mr. Rudolph pointed out that the land involved was apparently part of that originally connected with the old federal penitentiary, and that by Act of the Legislature in 1907 the penitentiary and buildings had been transferred to the University for the use of the College of Agriculture as an experiment station. It therefore appeared, Mr. Rudolph went on to say, that the University could not, without express Legislative authorization, transfer any part of the penitentiary lands, even to another state agency, or authorize use of the land for any purpose other than an agricultural experiment station. Mr. Rudolph read the proposed bill he had prepared, confirming title to the lands in question in the Trustees of the University of Wyoming and authorizing the Trustees to convey a part of the lands to the Wyoming Livestock and Sanitary Board. It was the consensus of the Board that the proposed bill should be amended by deleting from the sentence confirming title to the lands and buildings in the University Trustees the following phrase: "for the use of the Agriculture College as an experiment station."

Dean Hilston spoke of the desirability of having the State Veterinary Laboratory moved from its present location in the center of the University Stock Farm, because of the hazards involved in having diseased animals

POSSIBLE TRANSFER
OF LAND TO STATE
LIVESTOCK AND
SANITARY BOARD

housed less than 50 feet from University experimental herds and flocks.

Concluding the discussion, Mr. Laird moved, Mr. Sullivan seconded, and it was carried that Mr. Rudolph be directed to prepare a resolution authorizing introduction of a bill authorizing transfer of land to the State Livestock and Sanitary Board. The resolution and proposed bill follow:

Resolution

WHEREAS the State Livestock and Sanitary Board has requested that the University of Wyoming transfer to it as a site for a proposed new Wyoming State Veterinary Laboratory a tract of land located adjacent to the University's Veterinary Medical Research Center; and

WHEREAS the Trustees have determined that this arrangement would be beneficial to the University; and

WHEREAS there is some question concerning the University's right to convey this property and also some question concerning the legal description of the larger tract of land of which this property is a part;

NOW THEREFORE BE IT RESOLVED that the Trustees will join with, and cooperate with, the Wyoming Livestock and Sanitary Board in proposing legislation in the coming session of the Legislature to establish the University's title to these lands, to clarify the legal description thereof and to authorize the Trustees of the University to convey to the Livestock and Sanitary Board the tract of land desired as a site for the Wyoming State Veterinary Laboratory. It is the intention of this resolution to specifically approve the proposed bill presented at this meeting to accomplish the foregoing purposes, and the Secretary is directed to attach a copy of the bill to the minutes of the meeting.

A BILL
FOR

AN ACT confirming title to the old federal penitentiary lands near Laramie in the Trustees of the University of Wyoming and authorizing the said Trustees to convey a part of said lands to the Wyoming Livestock and Sanitary Board, and providing it shall take effect upon passage.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WYOMING:

Section 1. Title to the penitentiary buildings and all lands connected therewith and set apart and reserved therefor, as granted to the State of Wyoming by Section 9 of the Act of Admissions of 1890, and being the West one-half of Section 32, Township 16 North, Range 73 West of the 6th Principal Meridian, Albany County, Wyoming,

is hereby confirmed in the Trustees of the University of Wyoming.

Section 2. The Trustees of the University of Wyoming are hereby authorized to convey a part of said lands as they may determine, not to exceed thirteen acres, to the Wyoming Livestock and Sanitary Board as a site for the Wyoming State Veterinary Laboratory.

Section 3. Whereas, an emergency exists this Act shall take effect and be in force from and after its passage.

After Messrs. Mason, Ryff, Hilston, and Rudolph had left the meeting, President Humphrey called the Board's attention to two resolutions proposed by the 75th Anniversary Committee for submission to the 1961 Legislature--one pertaining to the 75th anniversary of the establishment of the University of Wyoming and the other pertaining to the 100th anniversary of the establishment of land-grant colleges. Mr. Hansen stated that he felt it would be well to have Legislators from other parts of the state--perhaps one from each county--join with local representatives in introducing the resolutions. President Humphrey concurred in this suggestion and stated that, if the Board approved the resolutions, he would ask the Albany County representatives to try to secure sponsors from each county. Mr. McIntire moved, Mr. Peck seconded, and it was carried that the Board approve the resolutions, as follows:

Resolution Relating to the 75th Anniversary
of the University of Wyoming

WHEREAS, the Ninth Legislative Assembly of the Territory of Wyoming, by statute effective March 4, 1886, provided for the establishment of the University of Wyoming, and that "The objects of such university shall be to provide an efficient means of imparting to young men and young women, on equal terms, a liberal education and thorough knowledge of the different branches of literature, the arts and sciences, with their varied applications." And

WHEREAS, the same Legislative Assembly appropriated the sum of fifty thousand dollars for the construction of a building to house the university, levied a tax for its support, and entrusted its management to a board of trustees and a faculty, as a result of all of which the University of Wyoming opened its doors in the year 1887; and

RESOLUTIONS
RELATING TO
75TH ANNIVERSARY
OF UNIVERSITY
AND LAND-GRANT
CENTENNIAL

WHEREAS, the University of Wyoming has for the past seventy-five years conscientiously and efficiently carried out the mission assigned to it in 1886, and has, with the support of the Legislature and the other officials of this State, offered an ever-expanding program of instruction and research available not only to the youth of Wyoming, but to the government and to the people of the State as a whole;

NOW, THEREFORE, BE IT RESOLVED: That this Thirty-sixth Legislature of the State of Wyoming hereby recognizes and sets aside the calendar year 1961 for the observance and celebration by this State of the Seventy-fifth Anniversary of the University of Wyoming.

Resolution Relating to the 100th Anniversary of the
Establishment of Land-Grant Colleges

WHEREAS July 2, 1962, marks the centennial of legislation providing for the establishment of the national system of Land-Grant colleges and state universities; and

WHEREAS the State of Wyoming has been the beneficiary of the extensive services of its Land-Grant institution, the University of Wyoming; and

WHEREAS the Congress of the United States has established national recognition of the celebration of the Centennial of this historic Act;

NOW, THEREFORE, BE IT RESOLVED: That this Thirty-sixth Legislature of the State of Wyoming participate in suitable statewide observance during the academic year 1961-62 of the One Hundredth Anniversary of the signing of the Land-Grant Act by President Abraham Lincoln.

Dr. Humphrey stated that, to finance the centennial celebration of establishment of land-grant colleges and universities, each land-grant institution had been given an assessment, based on its enrollment and the population of the state in which it is located. He added that the University of Wyoming had been given an assessment of \$1,000, and he recommended that an appropriation in that amount be authorized from the General Fund. Mr. McIntire moved that the appropriation be authorized. Mr. Jones seconded the motion and it was carried.

BUDGET CHANGE

Mrs. Bush moved, Mr. Chamberlain seconded, and it was carried that the proposed wording for the bronze tablet to be placed in the Commerce and Industry building be approved as follows:

PLAQUE FOR
COMMERCE AND
INDUSTRY
BUILDING

The University of Wyoming
COMMERCE AND INDUSTRY BUILDING
1960

Board of Trustees

Clifford P. Hansen	President
Tracy S. McCracken	Vice-President
J. R. Sullivan (during planning)	Secretary
L. W. Jones (during construction)	Secretary
John A. Reed	Treasurer
Harold E. Brough	Harold F. Newton
Roy Chamberlain	Roy Peck
Mrs. Neil Bush	J. M. McIntire
Russell I. Laird	John F. Sullivan

Ex officio:

J. J. "Joe" Hickey, Governor of Wyoming
Velma Linford, State Superintendent of Public Instruction

President of the University

George Duke Humphrey B.A., M.A., Ph.D., LL.D.

Architects

Contractor

Kellogg and Kellogg

Mead and Mount
Construction Company

For the information of the Board the following change orders were reported:

CHANGE ORDERS

1. College of Commerce and Industry

- a. Change Order #1 -- installation of sump drain and piping, concrete walls in basement for future vault, extension of areaway at northeast corner and relocation of window, and provision of overhead lights at ceiling of main south entrance porch. Increase \$6,134.00
- b. Change Order #2 -- changes in electrical wiring in basement to accommodate future finishing of this area. Increase 122.00

2. <u>Men's Dormitories and Food Service</u>		
a.	Change Order #3 -- furnishing and installing sump pump.	Increase 1,832.00
b.	Change Order #4 -- omit installation of new six-inch water service	Decrease 481.00
c.	Change Order #5 -- install structural facing tile soaps in Room 102 in space that was exposed face brick.	Increase 257.00
3. <u>Physics Department Alterations</u>		
a.	Change Order #1 -- install four supporting columns, stucco exposed east face of existing 1-story parapet wall on west side of remodeled area, move exposed 2,300-volt conduit serving existing laboratory, and furr east wall of Room 112 with metal channels, lath and plaster	Increase 1,094.65
4. <u>Steam and Electric Facilities, L. M. Marcum Company</u>		
a.	Change Order #9 -- alter piping in relocated tunnel #2 to complete piping installation per specifications	Increase 361.19
5. <u>Steam and Electric Facilities, Simpson Electric Company</u>		
a.	Change Order #3 -- install four each Standard RLM Dome type electrical fixtures in new pump room addition.	Increase 218.00
b.	Change Order #4 -- install cable feeder from transformer in Coe Library via tunnel #2 to Commerce building isolator	Increase 4,329.00
c.	Change Order #5 -- relocate cable feeder (2,300V) - Men's Dormitories Circuits S2A and S2B.	Increase None
6. <u>College of Nursing - Student Health Service</u>		
a.	Change Order #3 -- install plaster control joints at both sides of each door frame from top corners of jamb to ceiling at all door frames appearing in plastered walls	Increase 478.00
b.	Change Order #4 -- install Bar-Ray light-proof shade on window of Room 133; install trim on sink on south wall of Laboratory 134; install two paper towel cabinets in Rooms 157 and 158; install obscure glass in windows in six rooms; install 115-volt electric receptacle in center of west wall in X-ray room; install seven coat and hat racks; install two formica covered shelves; add four telephone outlets, provide additional telephone station in reception	

counter, and install conduit and outlet box for loud bell in Room 209; and omit wall cabinets in three rooms	Increase	531.00
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c. Change Order #5 -- install underground #1 wires in 2" transit conduit from street light in front of women's dormitory to street light in front of Nursing-Health building, and install tunnel man-hole extension in new driveway	Increase	556.00
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d. Change Order #6 -- connect existing irrigation ditch at junction with new underground concrete pipe, and install one additional step at west entrance	Increase	410.00
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For the information of the Board, President Humphrey presented a report from the Acting Director of Finance and Budget on bids received for money and securities coverage for a three-year period with the following limits: blanket position bond, \$100,000; loss from within the premises, \$250,000; and loss from outside the premises, \$165,000. The report indicated that the low bid of Hartford Insurance Company in the amount of \$6,248.07 had been accepted.

BIDS ON
COMPREHENSIVE,
DISHONESTY,
DISAPPEARANCE
AND DESTRUCTION
POLICY

President Humphrey stated that, since Miss Linford did not plan to attend the meeting the following day, she would appreciate having the Board discuss the statement included in the Addendum to the President's Report concerning Wyoming Legislative Scholarships for Teacher Education. Dr. Humphrey called attention to letters he had received from Dean O. H. Rechard of the College of Arts and Sciences and Dean M. C. Mundell of the College of Commerce and Industry requesting that the University take the lead in securing revision of the statute covering the \$250 scholarships offered for students planning to go into public school teaching so as to enable students enrolled in Arts and Sciences, Commerce, and Agriculture to qualify for the scholarships.

WYOMING
LEGISLATIVE
SCHOLARSHIPS
FOR TEACHER
EDUCATION

Miss Linford stated that a great many applications for scholarships had been received from students who had no intention of teaching, and

that, while she felt no limitation should be placed on students for the first two years, she did feel that by the junior year a student planning to teach should be enrolled in the College of Education, just as students securing scholarships designated for the College of Commerce must be enrolled in that College. In reply to a question from Mr. Chamberlain, Miss Linford stated that the law providing for the scholarships is a continuing law, but that appropriations to cover the scholarships must be made each biennium.

After some discussion, it was moved by Mr. Chamberlain that the Board decline to request any change in the teacher education scholarship law at this time. Mr. Jones seconded the motion and it was carried, Mr. Reed and Mr. Laird voting no.

Miss Linford informed the Trustees about a bill passed at the 1959 session of the Legislature providing for establishment of a plan which would enable students to borrow \$500 a year from any bank in Wyoming, with four to eight years following graduation from college in which to repay the loan. She pointed out that a student who took eight years in which to repay his loan would have paid in interest (at the rate of six per cent discounted at one per cent) almost as much as his original loan. Only four loans had been made under the plan, Miss Linford went on to say, and she felt that amendments were needed. She added that Senator Harding (sponsor of the original bill) would be asked to introduce these amendments at the 1961 Legislative session.

The Board adjourned at 5:15 p.m. and reassembled at 10:00 a.m. on December 17, with the same members present who were present for the previous day's session except Mr. Sullivan, who joined the meeting at 11:30 a.m., and Miss Linford.

WYOMING
HIGHER
EDUCATION
LOAN FUND

Mr. McIntire moved, Mr. Peck seconded, and it was carried that the following appropriations recommended in the Addendum to the President's Report be approved:

1. Division of Related Student Services. An appropriation of \$1,300 from the General Fund for additional cost of personal services in the Division for the remainder of the 1960-61 fiscal year.

2. Division of Physical Education and Intercollegiate Athletics. An appropriation of \$2,000 from the General Fund to be added to the Contractual budget of the Division to pay the additional assessment of the Mountain States Athletic Conference for 1960-61.

The Trustees considered a request from the Division of Adult Education and Community Service for permission to operate field summer schools in Casper, Sheridan, Powell, Rock Springs, and the Riverton-Lander area from June 12 through July 14, 1961. Mr. Newton moved that operation of field summer schools as indicated be approved provided pre-enrollment information determines that sufficient numbers of students plan to attend to justify their operation, and provided the school in the "Riverton-Lander area" is located in Riverton. Mrs. Bush seconded the motion and it was carried.

President Humphrey presented a letter from Mr. Sam C. Walker of the Walker Cut Stone Company and Mr. Daniel DeWald of the DeWald Stone Works requesting permission to use the University stone quarry to quarry stone for buildings under construction on the campus, provided a sufficient quantity of colored stone is not available in the new quarry operated by Walker and DeWald. They indicated a willingness to pay 50¢ per ton royalty for the colored stone from the University quarry, and they estimated that the total stone needed from the University quarry would not exceed 400 tons.

BUDGET CHANGESFIELD
SUMMER
SCHOOLSSTONE QUARRY

President Humphrey also gave the Trustees copies of a proposed agreement prepared by the University's Legal Advisor, granting the requested permission, and recommended that it be approved. Mr. McIntire moved that the agreement be approved and that the President and the Secretary of the Board be authorized to sign it. Mr. Brough seconded the motion and it was carried.

President Humphrey called the Board's attention to the difficulty that had arisen in working out a method of payment agreeable to the Suburban Improvement Company for the 74.7 acres of land north of the cemetery on which the Board had authorized taking an option until such time as a request for funds to purchase the land could be presented to the Legislature. He reminded the Trustees that of the total purchase price of \$179,842.68 it had been the plan to pay \$157,039 from the Building Improvement Fund, which would not be available until the spring of 1963, and \$22,803.68 from income from the 112 apartments which were not constructed from Improvement Revenue Bonds proceeds. Dr. Humphrey presented a proposal from the Acting Director of Finance and Budget that the full amount of the purchase price be advanced from the cashier's working fund (a procedure which had been followed in financing the old Library remodeling) and repaid from the funds indicated at such time as these funds become available.

After some discussion, it was moved by Mr. McIntire, seconded by Mr. Chamberlain, and carried that the President and the Acting Director of Finance and Budget be instructed to conclude negotiations with the Suburban Improvement Company for the option, to present the request for authorization to purchase the land to the Legislature and, if Legislative approval is given, to advance from the cashier's working fund the full amount of the purchase price, \$179,842.68 (\$157,039 to be repaid from

SUBURBAN
IMPROVEMENT
COMPANY LAND

the University Building Improvement Fund and \$22,803.68 to be repaid from income from the 112 student apartments not constructed from Improvement Revenue Bonds proceeds as soon as these funds become available), provided approval for this procedure is secured from the State Auditor and any other state officials who might have authority in connection with such transaction.

Mr. Chamberlain and Mrs. Bush reported on the meeting of the Association of Governing Boards which they attended in Seattle on October 19-22. Mrs. Bush spoke of the University of Washington's beautiful campus and of the new men's dormitory which delegates to the convention had had an opportunity to inspect. Mr. Chamberlain described briefly the University's experimental program with fish rearing, which delegates had found particularly interesting; mentioned the stress that was placed on foreign students and on the desirability of the Association of Governing Boards giving more supervision to foreign installations; told about a low-cost housing plan developed in Texas; outlined an address made by the President of Kansas State University; suggested securing copies of a report made by a group headed by President J. A. McCain for distribution to deans, directors of dormitories and others who might be concerned; and listed some of the suggestions made in a session he attended on how to select a college president. Mr. Chamberlain concluded by stating that the 1961 convention of the Association would be held in Nebraska and that perhaps more of the Trustees would be able to attend that meeting.

Mr. Newton stated that the Committee on Physical Plant and Equipment had considered the various possibilities with regard to a home for the next President of the University and had decided that perhaps it would be better to wait until after the new President is elected so that he could have a voice in the planning. Several Trustees expressed the

REPORT ON
ASSOCIATION
OF GOVERNING
BOARDS MEETING

PRESIDENT'S
HOME PLANS

opinion that, by moving the house presently owned by the University on the corner of 13th and Ivinson and by purchasing and moving the house next to the corner house, there would be sufficient room for any needed expansion of the present President's home, and that the expense of building a new home could be avoided. Some other Trustees voiced the opinion that having a new home would be an asset in securing a new President and in enabling the new President to entertain influential guests who might be interested in making contributions to the University. No action was taken on the matter, and the Board adjourned for lunch at 12:05.

When the Board reassembled at 1:00 p.m., all members were present who were present for the morning session. Mr. Chamberlain left at 1:30. Dr. Humphrey stated that the Physical Plant and Equipment Committee had set a meeting for January 12-14 to consider bids on furniture and equipment for Ross Hall and the Nursing-Health building. It was decided that there would be no need for a meeting of the full Board at that time but that any Trustees other than Physical Plant and Equipment Committee and Executive Committee members who could attend would be welcome.

The March meeting was set for March 3-4. Dr. Humphrey stated that Dr. S. H. Knight wished to have open house in the Geology Museum during the March meeting of the Board. It was decided that a reception should be planned for foreign students on the campus at the April meeting of the Board, but a definite date for this meeting was not set.

At 1:15 p.m. the following persons were invited into the meeting for a discussion of the bids received on structures and other facilities in the Physical Education and Recreation area in the northeast part of the campus: Messrs. Hitchcock and Hitchcock, architects; Andrew Larson, landscape architect; Jack Hull, engineer for J. T. Banner & Associates; G. J. Jacoby, Director of Physical Education and Intercollegiate

DATES FOR
FUTURE
MEETINGS

BIDS ON STRUCTURES
AND RELATED
FACILITIES IN
PHYSICAL EDUCATION
AND RECREATION
AREA

Athletics; L. G. Meeboer, Building Program Coordinator; C. B. Jensen, Superintendent of Buildings and Grounds; and E. G. Rudolph, Legal Advisor.

Mr. Jacoby gave the Trustees copies of a detailed tabulation of bids received on structures; construction of curbs, gutters, sidewalks, streets, parking lots, and track; underground sprinkling system and purchase of grass seed and commercial fertilizer; and material and labor for construction and installation of chain link fences. (Copies of the bid tabulation are on file in the offices of the President, the Director of Finance and Budget, and the Building Program Coordinator.)

Mr. Jacoby suggested that, before considering the recommendations of the bid evaluating committee, the Trustees might wish to consider the statement of funds available. This statement showed that, of the \$557,525 originally allocated for the project, \$114,098.44 had already been expended or obligated, leaving \$443,426.56 for the items on which bids had been received the preceding day. The total needed to carry out the recommendations of the evaluating committee, Mr. Jacoby stated, would be \$625,785.60, or \$182,359.04 more than was available for the project.

There was some discussion of the possible omission of some of the seating stands and related facilities, but it was finally moved by Mr. Jones, seconded by Mr. Newton, and carried that an additional allocation of \$182,359.04 be made from the proceeds of sale of Improvement Revenue Bonds, 1959 to complete the entire project.

Attention was called to the provision of 2% 10 days included in several of the bids, which, if accepted, would in some cases make those bids lower than the ones the committee had recommended accepting. Several Trustees expressed a desire to accept the discount, but Mr. Rudolph advised against it, since no provision for a discount was made in the invitation to bid or in the specifications.

Mr. Peck then moved, Mr. Jones seconded, and it was carried that the Board approve the recommendations of the bid evaluating committee, as follows:

- Division I -- Structures including stands and tennis courts.
Accept the low bid of \$419,700 from Spiegelberg Lumber and Building Company of Laramie.
- Division II-- Construction of curbs, gutters, sidewalks, streets, parking lots and track.
Accept the low bid of \$112,382.78 from Yeoman Construction Company of Laramie.
- Division III--Purchase of materials for underground sprinkling system, installation of underground sprinkling system, purchase of grass seed, and purchase of commercial fertilizer.
- Subdivision A - Section 1 - cast iron. Accept the low bid of \$5,686.64 from Waterworks Sales Company of Denver.
- Subdivision A - Section 2 - copper pipe. Accept the low bid of \$6,051.80 from Northern Supply Company of Casper.
- Subdivision A - Section 3 - plastic pipe. Accept the low base bid of \$11,519.85 from Central Pipe Company of Denver.
- Subdivision A - Section 4 - sprinkling equipment. Accept the low bid of \$3,458.00 from Carson Brothers of Denver.
- Subdivision B - installation of underground sprinkling system. Accept the low bid of \$9,940.00 from Norval Johnson of Laramie.
- Subdivision C - purchase of grass seed. Accept the low bid of \$1,775.00 from Ray Matthews Nursery of Colorado Springs.
- Subdivision D - purchase of commercial fertilizer. Accept the low bid of \$810.00 from Ray Matthews Nursery of Colorado Springs.
- Division IV-- Material and labor for construction and complete installation of chain link fences.
Accept the low bid of \$25,666.56 from Elcar Fence Company of Denver.

After the visitors had left the meeting, President Humphrey called the Board's attention to a suggested plan for developing the west half of the east campus, as prepared by Porter and Porter, architects. Principally the plan proposed parking areas to serve the new men's dormitories, but locations for possible future buildings were also suggested. It was the consensus of the Board that parking facilities

AREA
DEVELOPMENT
STUDY

would be needed upon completion of the new dormitories. Mr. Reed moved that the area where Hudson Dormitory is currently located and the area adjacent to the new men's dormitories be developed for parking. Mr. Peck seconded the motion and it was carried.

Mr. Reed then moved that President Humphrey and the Building Program Coordinator be authorized to negotiate with J. T. Banner & Associates with respect to preparation of plans and specifications for the parking areas in question, reporting the results of their negotiations to the Board at a later meeting.

President Humphrey gave the Trustees copies of the report submitted by Mr. N. M. Parkhurst, Registrar at Purdue University, following his study of the Registrar's office. He also read a copy of the letter he had sent to Mr. Parkhurst, informing him that he had made recommendations in areas in which he had not been asked to make recommendations and that he had recommended expanding the services of the office when he had been asked only to recommend methods for eliminating unnecessary activities and streamlining necessary activities of the office.

President Humphrey stated that he felt some of Mr. Parkhurst's suggestions were very good and should be implemented. He recommended that he be authorized to appoint a committee to assist Mr. R. E. McWhinnie, Registrar, in implementing the suggestions made by Mr. Parkhurst under the following headings: Correspondence with Prospective Students, The Application Form, Processing the Application, An Admissions Card--Not a List, Registration Forms, Advance Registration--a Possibility, Student Schedules, Grade Cards, Grade Averages, Grade Reports, Academic Records, and Transcript of Academic Records. Mrs. Bush moved that President Humphrey's recommendation be approved. Mr. Peck seconded the motion and it was carried.

STUDY OF
REGISTRAR'S
OFFICE

Dr. Humphrey stated that he had completed approximately half of the meetings with Legislators and alumni which members of the Board of Trustees had assisted him in arranging. He asked the Trustees how they wished to handle the cost of the luncheons and dinners given in connection with the meetings. It was the consensus of the Board that each Trustee sponsoring a meeting should prepare a statement showing the cost of the meals of University representatives, alumni, and Legislators. Dr. Humphrey stated that the Alumni Association would pay for the meals of alumni representatives, and that he and the two University representatives who accompanied him would pay for their own meals. It was decided that the cost of meals for Legislators at all of the meetings would then be totaled and the cost divided among the Trustees.

Some thought was given to the question raised by the University's field relations counselor as to whether or not he should conduct an intensive recruiting campaign outside Wyoming in such large cities as Chicago, Kansas City, and St. Louis. It was the consensus of the Board that any out-of-state recruiting could better be handled by the Director of Alumni Relations through his alumni clubs, and that it would be well as a recruiting device in Wyoming to send more special attractions--such as music and drama groups--to the various communities of the state.

President Humphrey stated that he did not wish any action from the Board at the present time but that for possible consideration at some future date he would like to suggest the use of part of the men's residence hall or Wyoming Hall as an adult education center. There would be no difficulty, he went on to say, in keeping this center filled most of the time with special groups desiring to have meetings on the

LEGISLATIVE
MEETINGS


POLICY ON
OUT-OF-STATE
RECRUITING

ADULT
EDUCATION
CENTER

campus. The Trustees expressed interest in the proposal, but no action was taken.

The Board adjourned at 3:35 p.m.

Respectfully submitted,


L. W. Jones
Secretary