

Des Moines, Iowa  
January 10-11, 1952

The State Board of Education met in the Fort Des Moines Hotel, Des Moines, Iowa, on Thursday and Friday, January 10 and 11, 1952.

PRESENT:

All sessions: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, Mrs. Kyseth, Mr. Munger, Mr. Plock, Mr. Rider, Mr. Rupe, and Mr. Stevens, members of the State Board of Education; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; Miss Lenihan, assistant secretary; President Hancher, Provost Davis, and Business Manager Ambrose, of the State University; President Friley and Business Manager Platt, of the Iowa State College; President Maucker, Dean Nelson, and Business Manager Jennings, of the Iowa State Teachers College; Superintendent Berg and Business Manager Geasland, of the Iowa School for the Deaf; Superintendent Spear and Business Manager Wynn, of the State Sanatorium; and Superintendent Overbeay, of the Iowa Braille and Sight Saving School.

ABSENT: None.

President Rider in the chair, and Mr. Dancer secretary of the meeting.

GENERAL OR MISCELLANEOUS

The following business relating to general or miscellaneous matters was transacted on January 10, 1952, when the Board met at 10 a. m.

RECESS - COMMITTEE MEETINGS - CONFERENCE. President Rider recessed the meeting and requested the Building and Business Committee and the Faculty Committee to proceed with committee business until 1:30 p. m., when the meetings should adjourn for a conference at 2 p. m. in the Governor's Office with Governor Beardsley, the members of the Board of Control of State Institutions, the members of the State Board of Education, and President Hancher, of the State University of Iowa, about a proposed joint program to be carried on by the State Psychopathic Hospital and the mental health institutes under the supervision of the State Board of Control.

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President Rider stated that the Board meeting would reconvene at 6:30 p. m., at the Fort Des Moines Hotel for dinner. (See State University section.)

The following business was transacted on January 11, 1952:

APPROVAL OF MINUTES - MEETING HELD NOVEMBER 29-30, 1951. On motion, the minutes of the meeting of the State Board of Education that was held on November 29-30, 1951, were corrected and approved.

COMMITTEE ON EDUCATIONAL CO-ORDINATION - REPORT. Provost Davis reported for the Committee on Educational Co-ordination the progress being made on the matters referred to that committee for study and recommendation back to the Board.

ADMISSION POLICIES. At the meeting held on September 13-14, 1951, the Committee on Educational Co-ordination was requested to study the admission policies of the three institutions of higher learning and write up recommendations to the Board.

On motion, the study to be made of the admission policies of the three institutions of higher learning was referred to the Registrars Committee on Co-ordination with the request that recommendations be submitted to the State Board of Education.

ESTABLISHMENT OF EXTENSION CENTERS. At the meeting held on October 14, 1949, President Hancher reported that the State University had been requested to establish extension centers offering courses for which the State University would give credit towards a degree. At the meeting held on March 15-16, 1950, a special committee was appointed to explore the possibility of working out a

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joint in-service program, whereby the resources of the State University, the Iowa State College, and the Iowa State Teachers College could be combined.

On January 11, 1951, the special committee appointed March 16, 1950, was discharged, and questions about the establishment of extension centers and the possibility of working out a joint in-service program were referred to the Committee on Educational Co-ordination.

Mrs. Kyseth moved that the Committee on Educational Co-ordination be instructed to discontinue its study about the establishment of extension centers and the possibility of working out a joint in-service program combining the resources of the three state institutions of higher learning. The motion was seconded and passed.

COURSES OF STUDY AND CURRICULA - CHANGES IN CATALOG. At the meeting on October 18-19-20, 1951, it was moved, seconded and passed that all proposed changes in the catalogs of the state educational institutions, including those involving changes in courses of study and curricula, be submitted through the Faculty Committee for approval by the State Board of Education prior to the printing of new catalogs.

Mrs. Kyseth moved that all catalog and curricula changes be referred to the Committee on Educational Co-ordination for review and recommendation to the Faculty Committee.

BUSINESS MANAGERS COMMITTEE ON CO-ORDINATION - "CHART FORM" REPORTS. Business Manager Ambrose reported that at a meeting in Des Moines, Iowa, on December 11-12, 1951, the "Chart Form" reports of the institutions requested by the Budget and Financial Control Committee were submitted to and discussed with that Committee.

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There was not time at this meeting for a thorough discussion of the reports, and it was decided to docket that item for the March meeting when the Business Managers would present the charts to the Board.

LEAVES OF ABSENCE. Mr. Hamilton stated that the policies of the institutions for granting leaves of absence would be discussed at some future meeting of the Faculty Committee.

WAYS AND MEANS COMMITTEE - REPORT. Mr. Plock submitted the following report of the Ways and Means Committee:

The Ways and Means Committee of the State Board of Education met in the Fort Des Moines Hotel in Des Moines, Iowa, at 2 p. m., Wednesday, January 9, 1952.

Present: Mr. Hagemann, Mr. Hamilton, Mr. Munger, Mr. Plock and Mr. Rider, members of the Committee; Mr. Stevens, member of the State Board of Education; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; Miss Lenihan, assistant secretary; Business Manager Ambrose, of the State University; Business Manager Platt, of the Iowa State College; Business Manager Jennings, of the Iowa State Teachers College; Business Manager Geasland, of the Iowa School for the Deaf; Business Manager Wynn, of the State Sanatorium; and Superintendent Overbeay, of the Iowa Braille and Sight Saving School. President Hancher, President Friley, and President Maucker came into the meeting at 4 p. m.

The following business was transacted:

Blue Book - Working Fund. There was considerable discussion about the need for establishment by the State Board of Education of a working fund at each institution, the amount of such a fund, and how it should be reported in the Blue Book. On motion, the matter was referred to the Business Managers to work out a formula for the amount and a uniform statement of it for the Blue Book and report back to the Committee.

Blue Book - Uniformity. While the Committee was reviewing the quarterly reports in the Blue Book, attention was called to the fact that all institutions were not reporting uniformly. The recommendation that the statements "Recapitulation of Financial Summary" and "Analysis of Adjustments" should conform to those of the State University was adopted.

Special Report and Recommendations of State Auditor. Copies of a Special Report on State Board of Education Institutions, dated August 6, 1951, were mailed on October 24, 1951, to the members of the State Board of Education and the executives and the business managers of the institutions. President Rider referred the report to the Ways and Means Committee for study and report back to the Board with recommendations. The Auditor's report follows:

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Honorable Chet B. Akers,  
Auditor of State,  
Des Moines, Iowa

Dear Sir:

During the past few years, various matters pertaining to forms, systems and procedures, have been discussed with officials of the institutions under the control of the State Board of Education and certain recommendations were made by us. However, very few of these recommendations have been acted upon, up to this time.

It has occurred to us, that it might be only fair, to call these matters to the attention of the State Board of Education, before setting them out in our formal reports of the various institutions.

Ordinarily, to furnish proper auditable information, there should be attached to each voucher, the original vendor's invoice on his own printed form, a copy of the purchase order and an independent receiving report, showing the date received, the goods received and the condition of same.

However, we understand that many vendors do use these forms for their original invoices and we realize that to attach these additional forms to the vouchers would, at least at the larger institutions, make very bulky and cumbersome files. For this reason, it is our opinion, that if these vouchers were properly constructed and were completely filled in; properly verified and approved; and with an appropriate affidavit thereon to be signed by the vendor and this signature notarized, this could be considered as auditable evidence of the transaction.

The vouchers should include the following information, all of which should be completely recorded on each voucher.

Date  
Vendor's Name  
Vendor's Address  
Vendor's Invoice Number  
Name of Institution Department (For which Purchase is Made)  
Institution's Order Number  
Date Shipped  
How Shipped (P.P. Exp. - R.R. or Truck Line)  
F.O.B. Point  
Vendor's Terms (If other than stated on voucher)  
Complete Description of Merchandise or services purchased.  
(An incomplete description is often the fault of the institution, in not showing a complete description on the requisition or purchase order.)  
The fund and account to be charged on the institution books.  
The class of Expense or the Type of Capital Addition  
Date goods are actually received and by whom

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Approval of department head  
Verification of quantities, prices and terms (By purchasing dept.)  
Verification of extensions and footings  
Verification of classification  
Approval by accounting department or business manager  
Approval by treasurer  
Approval by finance committee (where Required)  
Voucher Number  
Check or Warrant Number  
Date Paid  
Vendor's Affidavit (To be signed and Notarized)

#### ACCOUNTING SYSTEMS

The accounting systems at some of the Board of Education institutions are considered to be inadequate and a revision thereof should be made at the earliest possible date. It would also seem that a more standard or uniform system of accounting at all of the institutions would be advisable.

The accounting system at the State University of Iowa, while not perfect in every respect, is in our opinion, the best system in use at any of the six institutions under the control of the State Board of Education, and the personnel at this institution is apparently anxious to maintain and to improve upon this standard at every opportunity. It would therefore seem that for the purpose of standardization, this system might well be used as a starting point.

The accounting system at the Iowa State College apparently has been allowed to lag and is not all that it should be. We understand however, that this situation is realized and that there is a campaign on at this institution to revise this system and to bring it up to-date. It is hoped that this desire and ambition will be encouraged by the Board and that the system at this institution will be brought up to a par with the system in use at the University, at an early date.

The accounting system at the Iowa State Teachers College is not up to a standard, which could reasonably be expected at an institution of this size. The various weaknesses in this system have been discussed with officials at the institution and have been reported in several of our regular audit reports for this institution and recommendations made for its improvement, however the improvements have not been made. It is therefore recommended that this situation be given prompt attention.

The State Sanatorium is in the process of installing a new accounting system, which in our opinion, will adequately take care of their accounting needs.

The Iowa School for the Deaf needs a revised accounting system and they apparently are anxious for this improvement, if furnished with the proper assistance in the devising and installing of same.

The Iowa School for the Blind is badly in need of an accounting system and they are anxious to co-operate in any way, but need assistance in the devising and installing thereof.

It would seem that the Iowa State Board of Education could well afford to employ a full time auditor of their own, whose salary could be pro-rated to the various institutions if necessary, to visit and consult with the officials and employees of the various institutions with a view of promoting uniformity in forms, accounting systems and procedures. It is realized that each institution has certain functions pertaining only to that institution and that there are many other differences as between institutions. However in a broad general way, they can all follow the same system. This will also result in the statements and reports prepared by the institutions, being on more of a uniform basis. The auditor could also assist in the devising and installing of new systems where needed and of the revision of others. The auditor could also act as a liaison officer between the Board and the Institutions, the State Comptroller, the State Auditor, and any other outside agencies. He would also be in a position to secure any desired information from the institutions for the Finance Committee or the Board.

Let it be stated at this time that the writer is not an applicant for this job, lest some might think that the recommendation is being made for that purpose.

In our opinion, if the reports from these six institutions were made as nearly uniform as possible and if they were, in so far as is practical on the same basis as the reports prepared by the State Auditor, it would be much easier to explain them to the Budget and Finance Committee, the State Legislature or anyone else, interested therein.

#### INTERNAL CHECK

Apparently there is not sufficient internal check and control at some of the institutions. While it might seem more economical to have one individual do several jobs, it does not always make for a healthy situation, especially in the handling of public funds.

We wish to state at this time that this section is in no way a reflection on any individual. The State Board of Education Institutions have been most fortunate in securing competent and

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trustworthy employees and these statements are more in their defense than otherwise.

At the Iowa State Teachers College at Cedar Falls, Iowa, one man is Business Manager, Secretary, Treasurer, Office Manager, Purchasing Agent, Personnel Officer, etc., and he is the only one who signs the checks. It does not seem fair to ask any one individual to assume all of these responsibilities, nor does it seem that this arrangement provides for the best interests of the State.

Similar conditions, to a lesser degree, also exist at other institutions.

Several other items might be mentioned at this time, however they pertain more specifically to individual institutions and will be dealt with in our regular audit reports for the individual institutions.

If in your opinion, this is a proper report for the State Board of Education, there will be ample time in which to type and deliver it to the Board before their first fall meeting.

Respectfully submitted,

/s/ M. B. Bolsem

Supervisor of State Audits.

Prepared by  
L. E. Jones,  
State Examiner

Approved:

/s/ C. B. Akers

Auditor of State

All members of the Committee had studied the recommendations contained in the foregoing report prior to this meeting, and much time was given to considering them during the meeting. The Committee's recommendations to the Board are:

Vouchers. Voucher forms at the institutions are being revised as the old supplies become exhausted, and new forms will include the information requested by the State Auditor with the exception of the affidavit to be signed and notarized by the vendor. The consensus was that it is not essential for voucher forms used by the institutions to be standardized if they provide for necessary information, and that the value of an affidavit would not compensate for its nuisance, especially as all vouchers are now being pre-audited, and the Committee so recommends.



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Accounting Systems. In regard to the revision and standardization of the accounting systems at the institutions the Committee recommends:

1. That the section of the report suggesting better and more uniform systems of accounting be referred to the Business Managers Committee on Co-ordination for study with the understanding that the Committee will confer with the Auditor of State and formulate accounting procedures as nearly uniform as is practical, develop ways of strengthening the Accounting Departments as much as possible, and report back with recommendations.

2. That, because the State Board of Education has established a Business Managers Committee on Coordination to develop uniformity in accounting, financial reporting and general business procedure, an auditor not be employed.

Internal Check. The Auditor's Report states that apparently there is not sufficient internal check and control at some of the institutions. It is recommended that this be referred to the Finance Committee and the Business Managers Committee on Co-ordination and that those committees confer with the State Auditor to determine what his suggestions are.

If the foregoing recommendations regarding the Special Report of the State Auditor are approved and adopted by the Board, the Ways and Means Committee further recommends that the action be reported to the State Auditor at a conference to be arranged by the secretary.

Financial Needs - Biennium 1953-1955. Mr. Plock stated that one of the functions of the Ways and Means Committee is to make a survey of the financial needs of the institutions for the 1953-1955 biennium and that, in order to make a careful survey before the Board has to take action on the legislative askings, it would be necessary for the Committee to hold several meetings with the executives to discuss the financial needs of the institutions.

It was generally agreed that the Committee could serve a useful purpose by reviewing the askings of the executives earlier than in the past in order to make recommendations to the Board as soon as possible.

Presidents Hancher, Friley and Maucker stated they were not ready to submit definite figures regarding the requests for appropriations needed for the period nearly two and three years in the future, but could have preliminary figures ready for the next meeting of the Committee.

It was decided that the next meeting of the Ways and Means Committee would be held on February 14, 1952, at which time preliminary estimates of the financial needs would be presented with President Friley leading the discussion about the askings for the Iowa State College; and that all Board members would be notified about the time and place of the meeting and invited to attend.

On motion, the report and recommendations of the Ways and Means Committee were approved and the actions ratified.

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PER PUPIL COSTS. Secretary Dancer reported there had been requests from various sources for per pupil costs at the state educational institutions, and there was discussion about the difficulties encountered in arriving at any accurate figure that would be of value and comparable to per pupil costs of other institutions.

Mr. Plock moved that the Finance Committee and the Business Managers Committee on Co-ordination confer with the State Auditor and the State Comptroller and request their cooperation on a joint study of per pupil costs. The motion was seconded by Mr. Rupe and passed.

ADMINISTRATIVE RULES AND REGULATIONS - CHAPTER 51, 54th G. A. At the meeting held on November 29-30, 1951, Secretary Dancer reported that at a conference with the Office of the Attorney General and the Code Editor regarding the interpretation of Chapter 51, 54th General Assembly, it was agreed that copies of the rules and regulations of the State Board of Education and the institutions under its supervision which have general or state-wide application only should be filed with the Secretary of State.

Secretary Dancer reported:

That in compliance with Chapter 51, Acts of the 54th G. A., the following rules and regulations having general application, adopted by the State Board of Education prior to 7-4-51, have been filed with the Secretary of State:

1. Rules for Admission of Non-Resident Students, State University of Iowa and Iowa State College. (As adopted by the State Board of Education, 1/13/42).
2. Admission Requirements of the State University of Iowa, the Iowa State College of Agriculture and Mechanic Arts, and the Iowa State Teachers College. (As adopted by the State Board of Education, 5/9/44.)
3. Admission Procedures and Requirements of the College of Commerce, State University of Iowa. (As adopted by the State Board of Education, 10/10-11/47).

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That the following rules, adopted since July 4, 1951, have been filed with the Attorney General for his consideration and, if approved, they must be re-submitted to the Board for final adoption:

1. Admissions Policy - Iowa State Teachers College (State Board of Education minutes, Oct. 18, 19, 20, 1951).
2. Rules for admission - College of Medicine - State University of Iowa (State Board of Education minutes, Oct. 18, 19, 20, 1951).
3. College of Dentistry - Rules for Admission - State University of Iowa (State Board of Education minutes, Nov. 29-30, 1951).

That, after a rather thorough study of the Board minutes, the above rules appear to be the only ones of general application which have been adopted by the Board; that there are others which may be considered to be of general application and which appear in the catalogues and bulletins of the separate institutions but have not been formally adopted by the Board; and that it is suggested that each institution proceed as rapidly as possible to get such rules in order for presentation to the Board.

On motion, the report was approved and the executives were requested to advise Mr. Dancer of any rules and regulations in effect at the institutions which have state-wide application.

GROUP INSURANCE. At the meeting on November 29-30, 1951, the Business Managers of the Iowa State College and the Iowa State Teachers College were authorized to work out a plan of group life insurance for all employees of those institutions and to submit it to the State Board of Education for further consideration.

Business Manager Platt reported that the joint committees of the Iowa State Teachers College and the Iowa State College recommended that the following plan be approved, effective as of July 1, 1952:

Joint Recommendation by the Insurance and Annuity Committees  
of the Iowa State Teachers College and the Iowa State College

1. It is recommended that a group life insurance plan be adopted by the State Board of Education for the Iowa State Teachers College and the Iowa State College on the basis of the institutions participating in premium payments.

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2. At the time of adoption of such a plan, participation by the permanent staff members, both academic and non-academic, may be optional. After adoption of the plan, participation by all new permanent staff members shall be compulsory.

3. It is proposed that the plan be a "level coverage" type with death benefit in the amount of \$6000 until age 50, the benefit decreasing thereafter at the rate of \$200 per year to \$2000 at age 70. An option should be available to staff members to enroll in the plan for one-half the above benefit if desired. Such an option should be irrevocable. For those staff members who elect the option for one-half coverage, the death benefit would be \$3000 to age 50, decreasing thereafter at the rate of \$100 per year to \$1000 at age 70.

4. It is recommended that the net cost of the group insurance be divided approximately one-third to the staff member and two-thirds to the institution.

5. It is recommended the plan be adopted effective July 1, 1952, and the portion of the cost to be borne by the institutions be included in the 1952-53 budgets.

6. It is recommended that if the above outlined plan is acceptable to the State Board of Education, a committee of the Board be authorized to act in reviewing detailed specifications, receiving and analyzing bids, final authorization for adoption of a plan to be made by the Board after its determination of the insurance carrier based on the bids submitted.

Mrs. Kyseth moved that Business Manager Platt and Business Manager Jennings, with Mr. Hagemann as consultant, be authorized to prepare specifications on the basis outlined in paragraphs 1 to 5, inclusive, and submit them to the Board at the next meeting, it being understood that the specifications will not be issued to prospective bidders until authorized by the Board. The motion was seconded and passed.

FEES - ARCHITECTURAL AND ENGINEERING SERVICES. The Building and Business Committee reported that the Business Managers had submitted reports analyzing the cost of architectural and engineering services on projects completed or authorized since January 1, 1945, and those reports were summarized. (See Board minutes of October 18-19-20, 1951.)

It was moved that a report combining reports of the institutions about fees for architectural and engineering services be prepared for the Budget and

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Financial Control Committee, and that the Committee be invited to meet with the Board so the report can be explained when it is presented. The motion was seconded and passed.

RESIGNATION - R. WICKHAM BAXTER. President Rider presented the resignation of R. Wickham Baxter as a member of the Finance Committee of the State Board of Education. Mr. Munger moved that the resignation be accepted as of this date. The motion was seconded by Mr. Hagemann and passed.

AMERICAN COUNCIL ON EDUCATION - ANNUAL MEETING. Mr. Plock, Mrs. Kyseth, and Mr. Gernetzky were appointed delegates to the annual meeting of constituent members of the American Council on Education to be held in Washington, D. C., on January 25-26, 1952, and the secretary was instructed to request the Executive Council of Iowa to authorize payment of the traveling expenses for Mrs. Kyseth and Mr. Gernetzky. (Mr. Plock will be a delegate of the Association of Governing Boards of State Universities and Allied Institutions, and his expenses will be paid by that organization.)

IOWA OLD AGE AND SURVIVORS INSURANCE SYSTEM - EMPLOYMENT SECURITY COMMISSION. Secretary Dancer reported that on November 20, 1951, F. D. Riley, General Counsel of the Iowa Employment Security Commission, had written to him as follows:

"The Commission has directed me to write you on its construction of section 97.45 of the Iowa Old Age and Survivors Insurance System Law, defining wages as: "All remuneration for employment, including the cash value of all remuneration paid in any medium other than cash."

"Under the above definition, as construed by the Commission, board and lodging has a value and should be reported as wages. Where the employer and employee can agree upon the value of board and lodging, such agreed value shall meet with the approval of the Commission. Where no such agreement has been made, Rule 1, adopted by the Commission in connection with Section 96.19-13 of the Iowa Employment Security Law, shall apply. Rule 1 reads as follows:

"Section 96.19-13 of the Act provides that 'Wages means all remuneration payable for personal services, including commissions and bonuses and the cash value of all remuneration payable in any medium other than cash. The reasonable cash value of remuneration payable in any medium other than cash, shall be estimated and determined in accordance with rules prescribed by the commission.'

"The Commission accordingly prescribed:

"(a) If board, lodging, or any other payment in kind, considered as payment for services performed by a worker, is in addition to or in lieu of (rather than a deduction from) money wages, the Commission shall determine or approve the cash value of such payment in kind, and the employer shall use these cash values in computing contributions due under the law.

"(b) Where a cash value of board and lodging furnished a worker is agreed upon in any contract of hire, the amount so agreed upon shall, if more than the rates prescribed herein, be deemed the value of such board and lodging.

"(c) Unless and until in a given case a rate for board and lodging is determined by the Commission, board and lodging furnished in addition to money wages shall be deemed to have not less than the following values:

Meals per week .....	\$5.00
Meals per day .....	1.00
Meals per meal:	
Breakfast.....	.25
Dinner.....	.35
Supper.....	.40
Lodging per week.....	3.00
Lodging per day.....	.50 "

Secretary Dancer reported that since the letter was received, the Finance Committee has visited all the institutions and has discussed the ruling with the executives and business managers and discovered that some of the institutions have been substantially in compliance, some partially, and others have not attached any value to board and lodging when reporting wages or salaries paid employees; and that during conferences many questions came up concerning the procedure to follow, and regarding policies and procedures with respect to withholding wages for income tax purposes and salary and wage increases.

On motion, the following recommendations for determining IOASI deductions from salaries were approved:

1. That effective January 1, 1952, the valuation of board and lodging furnished employees of the Iowa State College be \$1.00 a day and \$5.00 a week for meals and 50¢ a day and \$3.00 a week for lodging.

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2. That effective January 1, 1952, the valuation of board and lodging furnished employees of the Iowa State Teachers College be \$1.50 a day for meals and \$15 a month for lodging.
3. That the other institutions, if they have not already done so, establish valuations for board and room furnished employees in addition to cash salaries by July 1, 1952, so as to comply with the ruling of the Iowa Employment Security Commission.

IOWA COUNCIL FOR BETTER EDUCATION - RADIO PROGRAM. Mr. Gernetzky reported that the Iowa Council for Better Education had requested the State Board of Education to be responsible for a fifteen minute program to be broadcast from Stations WOI and WSUI from 9:15 to 9:30 a. m., February 2, 1952. On motion, the entire matter was referred to Mr. Gernetzky with the suggestion that perhaps Dr. W. M. Spear, Superintendent of the State Sanatorium, would help in arranging a program.

LEAVE OF ABSENCE. On motion, David A. Dancer, secretary of the State Board of Education and member of the Finance Committee, was granted a leave of absence without salary from January 28 to February 1, 1952.

ASSOCIATION OF GOVERNING BOARDS OF STATE UNIVERSITIES AND ALLIED INSTITUTIONS - ANNUAL DUES. The statement for annual dues amounting to \$210.00 for membership of the State Board of Education in the Association of Governing Boards of State Universities and Allied Institutions was submitted and, on motion, payment was authorized as follows: (See Board minutes of 1/16-17/50.)

State University of Iowa, 40%	\$ 84.00
Iowa State College, 40%	84.00
Iowa State Teachers College, 20%	<u>42.00</u>
	\$210.00

IOWA COMMITTEE ON HIGH SCHOOL AND COLLEGE RELATIONS. President Maucker stated that because of his membership on the Committee on Educational Co-ordination, Dean M. J. Nelson had requested that he be replaced on the Iowa Committee on

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High School and College Relations. Upon the recommendation of President Maucker, and with the approval of the Faculty Committee, Dr. Daryl Pendergraft, Curriculum Coordinator, was appointed the faculty representative of the Iowa State Teachers College on the Iowa Committee on High School and College Relations, effective July 1, 1952. (See Board minutes of June 22, 1943, about the establishment of this committee.)

POLICY - COOPERATION WITH OTHER STATE INSTITUTIONS, BOARDS, DEPARTMENTS AND AGENCIES. The matters taken up at the conference that was held at 2 p. m., January 10, 1952, in Governor Beardsley's office, were discussed at length and the following basic principles for cooperation between institutions under the State Board of Education and other state institutions, departments, commissions, and agencies were stated:

- I. The institutions under the Iowa State Board of Education are primarily engaged in teaching, research and service within the respective fields of activity allotted to them by the statutes of the State of Iowa and the policies of the Board.
- II. Consistently with their primary responsibilities the several institutions under the Board may cooperate on joint programs or undertakings with other State institutions, departments, commissions or agencies, provided such programs or undertakings have been brought to the attention of the Board and have been approved by the Board.
- III. The Board will give consideration to, and may approve, such joint programs or undertakings under the following circumstances:
  - A. Where the joint program will be of mutual advantage and credit to the cooperating institutions in furtherance of their respective objects and purposes.
  - B. Where there has been a meeting of minds of the chief executive officers of the respective institutions with respect to:
    1. The need or desirability of the program and its feasibility
    2. The quality of performance to be maintained by the other cooperating institution



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3. Costs

4. All other relevant matters

- C. Where the joint program will not appreciably dilute the quality or reduce the standards of the Board's institution, or unduly preempt the time or services of its staff, or divert its funds to the maintenance and support of any other institution.

Mr. Plock moved that the foregoing statement of basic principles for cooperation between institutions under the State Board of Education and other state institutions, departments, commissions, and agencies be approved. The motion was seconded by Mr. Munger and passed.

NEXT MEETING. The next meeting of the State Board of Education will be held on March 13 and 14, 1952.

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IOWA SCHOOL FOR THE DEAF

The following business pertaining to the Iowa School for the Deaf was transacted on January 10, 1952:

TERMINATION OF EMPLOYMENT - PROBATIONARY EMPLOYMENT - PETITION. At the meeting on November 29, 1951, Mr. James A. Hart of Omaha, Nebraska, Counsel for Local 769, American Federation of Teachers, American Federation of Labor, appeared before the Faculty Committee and submitted a Petition for Reconsideration and Hearing De Novo in the matter of the four teachers of Local 769; and copies of the petition were distributed to members of the Board. (See Board minutes of May 9-10, 1951, June 27-28, 1951, September 13-14, 1951, and November 29-30, 1951.)

Mr. Hamilton reported the recommendation of the Faculty Committee that the matter not be reconsidered.

Mr. Hagemann moved that the Petition for Reconsideration and Hearing De Novo be denied, and that the secretary so notify Mr. James A. Hart. The motion was seconded and passed.

SCHOOL CALENDAR FOR 1952-1953. Upon the recommendation of Superintendent Berg and with the approval of the Faculty Committee, the following school calendar for 1952-1953 was approved:

September 2, 1952 (Tuesday). School opens - pupils return to School.  
September 2, 1952 (Tuesday). Opening general teachers' meeting, Main Building.  
September 3, 1952 (Wednesday). Classes begin.  
November 27, 1952 (Thursday). Thanksgiving Day holiday. No classes.  
November 28, 1952 (Friday). Classes resumed.  
December 19, 1952 (Friday). Christmas vacation begins:  
12:15 p. m. Primary Hall  
3:30 p. m. Main Building  
December 20, 1952 (Saturday). Christmas vacation - pupils sent home by bus and train.  
January 4, 1953 (Sunday). Christmas vacation ends - pupils return to School.

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January 5, 1953 (Monday). Christmas vacation ends - classes begin.  
March 30, 1953 (Monday). Easter vacation begins - 12:15 p. m. Primary Hall;  
3:30 p. m. Main Building.  
March 31, 1953 (Tuesday). Easter vacation - pupils sent home by bus & train.  
April 6, 1953 (Monday). Easter vacation ends - pupils return to school.  
April 7, 1953 (Tuesday). Easter vacation ends - classes begin.  
May 28, 1953 (Thursday). Honor program and Commencement.  
May 29, 1953 (Friday). Summer vacation begins - pupils go home by bus  
and train and plane.

STUDENT DRIVER TRAINING COURSE. Upon the recommendation of Superintendent Berg and with the approval of the Faculty Committee, a short course in student driver training is to be provided in the Upper Division of the Academic Department, with the understanding that the estimated cost of this instruction will be submitted to the Finance Committee and included in the budget.

APPOINTMENT. At the meeting that was held on May 9-10, 1951, Superintendent Berg was authorized to offer a contract to Mrs. Ruth Robey for employment as teacher on a probationary month to month basis during the academic year 1951-1952.

Superintendent Berg reported that Mrs. Ruth Robey's employment on a probationary basis had been satisfactory; and, on motion, he was authorized to offer her a standard contract effective as of this date, January 10, 1952, and notify her she would no longer be employed on a month to month basis if she accepted the contract.

BASKETBALL TOURNAMENT FOR BOYS. Superintendent Berg reported that the first three rounds of the Pottawattamie County Boys' High School Basketball Tournament would be held at the Iowa School for the Deaf on February 4, 5, and 6, 1952, with 8 teams participating.

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STATE UNIVERSITY OF IOWA

The following business pertaining to the State University of Iowa was transacted after dinner on January 10, 1952, when the meeting reconvened:

APPOINTMENTS. President Hancher with the approval of the Faculty Committee recommended that the following appointments in the Department of Athletics, Division of Physical Education and Intercollegiate Athletics, be authorized and made, effective February 1, 1952, all salaries to be paid entirely from funds of the Board in Control of Athletics, Inc.:

Forest Evashevski, head football coach for 5 years at an annual salary of \$15,000.00, payable on a twelve months' basis without insurance programs.

Alton Kircher, assistant football coach for 1 year at a salary of \$8,700.00, payable on a twelve months' basis.

Robert Flora, assistant football coach for 1 year at a salary of \$7,700.00, payable on a twelve months' basis.

Daniel Snavely, assistant football coach for 1 year at a salary of \$6,700.00, payable on a twelve months' basis.

                                 (to be selected), assistant football coach for 1 year at a salary of \$7,000.00, payable on a twelve months' basis.

Mr. Hamilton moved that the appointments be made as recommended. The motion was seconded by Mr. Hagemann and passed. (Mr. Munger and Mr. Rupe were not present.)

DEANSHIP - COLLEGE OF MEDICINE. President Hancher reviewed the steps taken since the last meeting in selecting a dean for the College of Medicine.

The following business relating to the State University was transacted on January 11, 1952:

RESIGNATION. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the resignation of Mr. W. B. Schoenbohm as one-half

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time administrative associate of the State Service for Crippled Children, effective January 10, 1952, and as director of the Hospital School for Handicapped Children, effective June 1, 1952, was accepted.

LEAVES OF ABSENCE. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the following leaves of absence were granted:

Francis M. Dawson, dean of the College of Engineering, for four months with vacation for one month and without pay and insurance for three months, commencing early in January and terminating in late May, 1952, the dates to be reported to the President.

Hugh F. Seabury, associate professor in the Department of Speech, College of Liberal Arts, for the second semester of 1951-1952 without salary or insurance, in order that he may continue to serve for the remainder of the academic year as the Director of Instructor Training, Strategic Air Command, United States Air Force.

MEDICAL COMPENSATION PLAN (Medical Service Plan) - AMENDMENT. President Hancher, with the approval of the Faculty Committee, recommended that the Medical Compensation Plan (Medical Service Plan) adopted by the State Board of Education on July 2, 1946, be amended to read as follows:

1. That members of the professorial staff be compensated at the following levels for basic salaries:

<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Professor and Head</u>
\$4,000 - \$7,000	\$5,000 - \$9,000	\$7,000 min.	\$8,000 minimum

Members of the professorial staff rendering professional services may increase their basic salaries by percentages as hereinafter provided, but the combined basic salary and percentage shall not exceed the maxima indicated below:

	<u>Asst. Prof.</u>	<u>Assoc. Prof.</u>	<u>Professor</u>	<u>Professor and Head</u>
Maxima	\$12,000	\$17,500	\$25,000	\$25,000

The following regulations concerning commutation fractions and maximal incomes of professorial staff shall be observed.

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Assistant Professor

For those participating according to the contract in the implementation agreement of the Plan, they may receive a minimum commutation fraction of 50% of their base salary. After two years at this academic level, they may be permitted a 5% increase in commutation fraction each succeeding year until a maximum fraction of 75% is reached or until the maximum income limit is reached. Addition of the 5% increment is not automatic and its application will depend in part upon whether or not there are coincident adjustments in basic salary. The maximal income for an Assistant Professor shall be \$12,000. The additional increment to the fraction for the year 1951-52 will be limited to 5% for those with service at this academic level longer than two years prior to 1 July 1951.

Associate Professor

For those participating according to the contract in the implementation agreement of the Plan, they may receive a minimum commutation fraction of 75% of their basic salary. After four years at this academic level, they may be permitted a 5% increase in commutation fraction for each succeeding year until a maximum fraction of 100% is reached or until the maximal income limit is reached. Addition of the 5% increment is not automatic and its application depends in part upon whether or not there are coincident adjustments in basic salary. The maximal income for an Associate Professor shall be \$17,500. The additional increment to the fraction for the year 1951-52 will be limited to 5% for those with service at this academic level longer than four years prior to 1 July 1951.

Professor and Professor and Head

The Commutation Fraction will remain at 100%. Maximum income will be \$25,000.

The amendments to the Medical Service Plan herein set forth shall go into effect as of January 1, 1952.

Mr. Hagemann moved that the foregoing amendments to the Medical Compensation Plan (Medical Service Plan) be approved and adopted, effective as of January 1, 1952. The motion was seconded by Mrs. Archie and passed.

APPOINTMENTS. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the following appointments were made:

Miss Carolyn Silverthorne, visiting assistant professor in the Department of Speech, College of Liberal Arts, for the second semester 1951-1952 at a salary of \$2,400.00 for the semester, payable from Account 1162, Line 6, vice Seabury.

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F. G. Higbee (professor and head, Engineering Drawing), acting dean of the College of Engineering during the absence of Dean Dawson, with additional salary at the rate of \$200.00 a month during the period of service, payable from the allocation for Dean Dawson.

John M. Russ (professor, Engineering Drawing), head of the Department of Engineering Drawing, College of Engineering, effective as of January 1, 1952, vice F. G. Higbee, without additional compensation for the balance of the academic year.

Dr. Franklin H. Top, professor (indefinite) and head of the Department of Hygiene and Preventive Medicine, College of Medicine, effective July 1, 1952, or as soon thereafter as he can take up his duties, at a salary of \$13,500.00 a year, plus insurance programs, twelve months' basis, of which \$9,240.00 and equivalent insurance will be charged to Account No. 1527, Hygiene and Preventive Medicine Salaries, and the balance to a special account from the grant by the American Medical Association.

Dr. Robert C. Hickey, clinical assistant professor in the Department of Surgery, effective as of December 17, 1951, without tenure or salary. Dr. Hickey formerly was associate in Clinical Surgery and will be attached to the Veterans Administration Hospital in Iowa City, and this is an honorary appointment under the general plan of relationships between the College of Medicine and the Veterans Administration Hospital. (See Board minutes of May 10, 1951.)

PROMOTIONS AND SALARY ADJUSTMENTS. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the following promotions and salary adjustments were made:

Judson S. Brown, from associate professor in the Department of Psychology to professor (indefinite) in the Department of Psychology, College of Liberal Arts, and salary increased from \$5,900.00, nine months' basis, plus premium on retirement annuity, to \$7,000.00 plus \$400.00 premium on retirement annuity, nine months' basis, effective September, 1952. This additional salary will be covered in the budget for 1952-1953 from redistribution of salaries in the department.

Otto Vogel, from assistant professor to associate professor (indefinite), in the Department of Physical Education for Men, College of Liberal Arts, and salary increased from \$7,500 a year to \$8,000 a year, twelve months basis, effective as of January 1, 1952, \$5,000 of the salary to be paid by the Board in control of Athletics and \$3,000 by the Department of Physical Education for Men. To finance the salary increase for the six months from January 1, 1952, to June 30, 1952, inclusive, \$1,500 is to be transferred from the Athletic Budget Account 8697 to the Physical Education Budget Account 1154.

COLLEGE OF LAW - RULES FOR ADMISSION. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, all previous actions

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concerning admission to the College of Law at the State University of Iowa were rescinded and, in lieu thereof, the following rules of admission were adopted subject to approval by the Attorney General of Iowa:

#### Admission Requirements

All students seeking to register for the first time in any college of the State University of Iowa must secure a formal admission statement from the Office of the Director of Admissions and Registrar. All communications regarding admission should be addressed to: The Registrar, State University of Iowa, Iowa City, Iowa.

Applicants for admission to be accepted must present a C or 2.0 average on all college work attempted. A minimum of three years of work in an accredited college of liberal arts must be completed prior to admission to the College of Law. Prospective students are urged to complete the requirements for a bachelor's degree prior to entrance or to complete the requirements on a Combined Liberal Arts-Law curriculum so that the Bachelor of Arts can be granted after the successful completion of the first year of law.

Graduate students, with the approval of the deans of the Graduate College and of the College of Law, may enroll for certain courses in the College of Law. Undergraduate students in the College of Liberal Arts may not enroll for courses in the College of Law except under the combined course.

Requests for the current announcement of the College of Law, should be addressed to the Dean, College of Law, State University of Iowa, Iowa City, Iowa.

#### Combined Liberal Arts and Law Course

This is designed to enable students to shorten by one academic year the seven-year period usually required for collegiate and professional education.

Students who have completed three years in the College of Liberal Arts with the required scholarship may register as first-year students in the College of Law and if they have properly chosen their courses in the College of Liberal Arts may count a full year of law, or thirty hours of law credit, in fulfillment of the requirements for the degree of Bachelor of Arts.

The privilege of a combined course is open on the same terms to the students of many colleges other than the College of Liberal Arts of the State University of Iowa. Timely inquiry of his college should be made by the prospective law student to find out whether the combined course will be available to him. The combined course is not a prerequisite for admission to the College of Law but a degree in arts or science is a prerequisite for the degree of Juris Doctor.

#### Advanced Standing

Students who transfer courses from other law schools and who wish to be candidates for degrees at the State University of Iowa must have satisfied



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admission requirements at this University at the time of admission to the other school.

The established rule of the College of Law is to accept not to exceed one year of law credit for work done in other schools. The acceptance of a candidate for advanced standing is discretionary. Credit will not be given for unsatisfactory though passing work.

HOSPITAL ALTERATIONS - TOWER. The Building and Business Committee reported that at a meeting on January 10, 1952, it had approved the preliminary plans for the alterations in the Hospital Tower; had authorized George L. Horner, Superintendent of the Division of Planning and Construction, to prepare final plans and specifications for improvements estimated to cost not more than \$101,900.00; and authorized the secretary of the State Board of Education to publish the necessary notice of public hearing and advertisement for bids, all subject to approval by the Budget and Financial Control Committee. (See Board minutes of November 29-30, 1951.)

On motion, the report of the Building and Business Committee was approved and the actions ratified.

#### REPORT OF BUILDING AND BUSINESS COMMITTEE - MEETING HELD DECEMBER 6, 1951.

The Building and Business Committee submitted the following report presented to the Committee by George L. Horner, Superintendent of the Division of Planning and Construction, Physical Plant Department, State University of Iowa:

#### Services to Hospital-School for Severely Handicapped Children - Public Hearing.

A public hearing was held in the office of the Superintendent of the Division of Planning and Construction, Physical Plant Department, State University of Iowa, Iowa City, Iowa, at 1:00 p. m., December 6, 1951, for the purpose of hearing objections to the plans, specifications and form of contract for the construction of Services to the Hospital-School for Severely Handicapped Children.

Present at the hearing were Superintendent Horner and members of the office staff.

No objections were filed and no objectors appeared.

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Services to Hospital-School for Severely Handicapped Children - Bids. At 2 p. m., Thursday, December 6, 1951, Business Manager Ambrose, Superintendent Horner, and Assistant Superintendent Parizek, all of the State University, met in the Board Room in the Old Capitol, State University, Iowa City, Iowa, and the following bids for the construction of Services to the Hospital-School for Severely Handicapped Children were opened and read:

Steam and Return, Water and Sewer Service

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. 1</u>	<u>Alt. 2</u>	<u>Alt. 3</u>
Carstens Brothers Ackley, Iowa Certified Check: \$2,000.00	\$32,754.00	\$3,929.00	\$646.00	\$6,220.00
Boyd & Rummelhart Company Iowa City, Iowa Certified Check: \$2,050.00	40,976.49	2,006.56	674.00	4,982.00
Ryan Plumbing & Heating Co. Davenport, Iowa Certified Check: \$2,911.00	58,205.50	7,871.04	674.20	4,335.60

Electrical Construction

<u>Bidder</u>	<u>Base Bid</u>
Robbins Electric Company Moline, Illinois Certified Check: \$750.00	\$14,360.00 on 150 KVA Transformer \$14,895.00 on 250 KVA Transformer
Cedar Rapids Elec. Supply Co. Cedar Rapids, Iowa Certified Check: \$700.00	\$13,930.00 on 150 KVA Transformer

Services to Hospital-School for Severely Handicapped Children - Recommendation for Award of Contract. After studying the bids received for the Services to the Hospital-School for Severely Handicapped Children, the officials of the State University of Iowa who were present at the opening recommended that the two contracts be awarded to the low bidders, as follows:

Steam and Return, Water and Sewer Service

Carstens Brothers, base bid \$32,754.00

Electrical Construction

Cedar Rapids Electric Supply Company, base bid \$13,930.00 on 150 KVA Transformer

Upon the recommendation of the Building and Business Committee the report was approved.

SERVICES TO HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - CONTRACTS.

Mr. Rupe reported that on December 26, 1951, Secretary Dancer polled the

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members of the Building and Business Committee and, as a result of that poll, the contracts for the construction of Services to the Hospital-School for Severely Handicapped Children were awarded, as follows:

Steam and Return, Water and Sewer Service, to Carstens Brothers, Ackley, Iowa, on the basis of that firm's low bid of \$32,754.00

Electrical Construction, to the Cedar Rapids Electric Supply Company, Cedar Rapids, Iowa, 150 KVA Transformer, on the basis of that firm's low bid of \$13,930.00.

On motion, the action of the Building and Business Committee was approved and ratified, and the assistant secretary of the State Board of Education was authorized to sign the contracts.

CAMPUS PLAN - DANFORTH CHAPEL - SITE. Upon the recommendation of President Hancher, and with the approval of the Building and Business Committee, the Campus Plan of the State University was amended to place the Danforth Chapel on the east bank of the Iowa River between Jefferson Street extended and the Cedar Rapids and Iowa City Railroad right-of-way. (See Board minutes of November 29-30, 1951.)

FIRE STATION - SITE. The Building and Business Committee reported that the City of Iowa City had requested the cooperation of the State University in locating and securing a site for a fire station west of the Iowa River, and that the officials of the State University would cooperate and report to the Board later about the proposed site.

CITY OF IOWA CITY - PARKING LOT - EASEMENT. The Building and Business Committee reported that the City of Iowa City has purchased land on Iowa Avenue south of East Hall for the purpose of establishing an off-street parking lot, and has requested that an easement be granted to the City over the west 10 feet of East Lawn property for off-street parking purposes.

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Mr. Rupe moved that Business Manager Ambrose be authorized to negotiate with the City of Iowa City regarding the easement requested by the City and report to the Building and Business Committee. The motion was seconded by Mr. Munger and passed.

HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - ELECTRICAL CONTRACT - CHANGE ORDER. The Building and Business Committee reported that on January 1952, it had authorized the issuing of a change order to the contract with the Cedar Rapids Electric Supply Company for electrical work, covering the installation of a revised telephone service due to the service entrance provided by the Northwestern Bell Telephone Company at an addition of \$160.00 to the contract price. On motion, the report was approved and the action ratified.

DEAN HOUSE - ALTERATIONS. The Building and Business Committee recommended that the final plans and specifications prepared by George L. Horner, Superintendent of the Division of Planning and Construction, Physical Plant Department, State University of Iowa, for alterations in the Dean House to house the Iowa Child Welfare Research Station be approved; that the estimated cost, \$25,000.00, be paid from funds appropriated for repairs, replacements and alterations; and that the secretary be authorized to publish the necessary notice of public hearing and the advertisement for bids. On motion, the recommendation was approved and the entire matter left in the hands of the Building and Business Committee with power to act.

COMMUNICATIONS CENTER, UNIT No. 1 - GENERAL CONTRACT - CHANGE ORDER. The Building and Business Committee reported that it had authorized a Change Order

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dated December 21, 1951, to the contract with the Morehead Construction Company for the general construction of the Communications Center, Unit No. 1, providing for an addition of \$786.96 to the contract price for extra work in connection with footings B-3, B-4, and B-5. On motion, the report of the Building and Business Committee was approved and the action ratified.

COMMUNICATIONS CENTER - SERVICES - ROOM CONSTRUCTION - ACCEPTANCE. Mr. Rupe stated that George L. Horner, Superintendent of the Division of Planning and Construction of the Physical Plant Department, had reported that on December 13, 1951, final inspection of the Room Construction of Services to the Communications Center was inspected by Mr. John Jenks for the State University and Mr. Van Horn for the Morehead Construction Company, contractor, and it was found that the contract had been completed in accordance with the plans, specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the Room Construction of the Services to the Communications Center was accepted from the contractor, the Morehead Construction Company, as of this date, January 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

PHYSICAL EDUCATION BUILDING FOR WOMEN - GENERAL CONTRACT - CHANGE ORDER. The Building and Business Committee reported that it had authorized a change order dated January 4, 1952, to the contract with the Morehead Construction Company for the general construction of the Physical Education Building for Women, covering the following:

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Additional hardware on door #101	\$34.50	
Increase width of Door #6	21.00	
Connecting pipe tunnel	84.94	
Furnishing slate blackboard	62.83	
Additional terazzo work	<u>24.20</u>	
Total addition		\$227.47
Omit screens, door #2 and #3	\$63.00	
Credit on face brick	<u>1.33</u>	
Total deductions		<u>64.33</u>
Net addition to contract price		\$163.14

On motion, the report of the Building and Business Committee was approved and the action ratified.

IOWA MEMORIAL UNION - SERVICES. Upon the recommendation of the Building and Business Committee, approval was given to the preliminary plans prepared by George L. Horner, Superintendent of the Division of Planning and Construction of the Physical Plant Department, for the rearrangement of steam tunnel and water and sewer services to the Iowa Memorial Union preparatory to the construction of an addition to the south of the present building; Mr. Horner was authorized to prepare final plans and specifications for the project, estimated to cost \$60,000.00 to be paid from Memorial Union Funds; and the secretary was authorized to publish the necessary notice of public hearing and the advertisement for bids.

CONTRACT - UNITED STATES AIR FORCE. On motion, President Hancher was authorized to sign a contract with the United States Air Force for the establishment of a unit of the Air Force Reserve Officers' Training Corps.

X-RAY COSTS - REQUEST OF DR. ARTHUR W. ERSKINE. The request of Dr. Arthur W. Erskine, secretary of the Iowa X-Ray Club, Cedar Rapids, Iowa, for a schedule of x-ray fees charged by the University Hospitals, and the methods and costs used in determining those fees, was given further consideration. (See Board

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minutes of November 29-30, 1951.)

Secretary Dancer reported that he had not secured an opinion from the Attorney General of Iowa about the charges that may be made by the University Hospitals; and President Rider stated that he had been unsuccessful in arranging for a conference with Dr. Erskine.

On motion, Secretary Dancer was authorized to request the Attorney General of Iowa for his opinion prior to the next meeting of the Board.

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STATE SANATORIUM

The following business relating to the State Sanatorium was transacted on January 10, 1952:

ADDITION TO BUILDING 52 - ELECTRICAL CONTRACT - ACCEPTANCE OF WORK. The Building and Business Committee stated that Business Manager Wynn had report that on November 28, 1951, final inspection of the electrical work in the Addition to Building 52 was made by G. Gelatt, L. R. Beals, and Robert Demange of Belling Engineering Consultants, representing the architects, and Albert Betz, Physical Plant Superintendent, representing the State Sanatorium, and it was found that the contractor, the Cedar Rapids Electric Supply Company, had completed the work in accordance with the plans, specifications, and contract documents.

Upon the recommendation of the Building and Business Committee, the electrical work in the Addition to Building 52 was accepted from the Cedar Rapids Electric Supply Company as of this date, January 10, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

FIRE PROTECTION - WATER SUPPLY SYSTEM - SANITARY SEWAGE SYSTEM - HOSPITAL WIRING - ESTIMATES OF COST - REQUEST FOR FUNDS. The Building and Business Committee reported that Business Manager Wynn had submitted estimates of cost prepared by the Stanley Engineering Company, Muscatine, Iowa, summarized as follows, for erecting an overhead water supply tank and making other improvements to provide more fire protection at the State Sanatorium: (See Board minutes of 9/13-14/51 and 11/29-30/51.)

Water System

Elevated tank, tower, 8" supply line to new hospital,  
tie line between the elevated storage tank and the deep  
wells, and the replacement of the existing deep well pumps \$ 82,500



Sanitary Sewage System

Construction of a new 8" sewer from the duplex residences to the dairy cottage and calf barn, reconstruction of a portion of the existing sewer south of the employees' hall and cutting the service from the superintendent's house into the line serving the nurses' home \$ 11,000

Hospital Wiring

1. Provide a new feeder circuit from the power transformer bank in the basement into the north wing.
2. Install new circuit breaker panels, one on each floor, and carry additional circuits from the new panelboards to the hospital rooms. The additional circuits could be run in conduit at a point near the ceiling where they would not be too noticeable with separate circuits for each hospital room entering on the back side of the door and terminating near the baseboard with baseboard outlets, continuing about half way around the room.
3. Remove #14 wire in the existing lighting circuits and replace with #12 in order to provide adequate lighting service.

Estimate for the three foregoing items.....\$ 40,000  
(The cost of the major item of work is based on most of the conduit running exposed and the estimated figure might have to be doubled if it becomes necessary to run all of the conduit concealed. A more thorough investigation of the requirements, the routing of the conduit, as well as the type of construction encountered, might indicate that the work could be done at a lesser cost.)

Business Manager Wynn stated that the cost of a fire truck had been estimated at - - - - - \$ 8,500

The Building and Business Committee recommended that the estimates of cost for making the improvements to provide more fire protection at the State Sanatorium be submitted to the Budget and Financial Control Committee, with the request that funds for this purpose be allocated from the General Contingent Fund.

Mrs. Kyseth moved that the recommendation be accepted, and that the secretary submit the estimates and the request for an allocation of funds to Budget and Financial Control Committee. The motion was seconded by Mr. Stevens and passed.

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IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on January 11, 1952:

RESIGNATIONS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following resignations were accepted:

Richard M. Swenson, assistant professor of Agronomy, effective as of December 31, 1951, to accept a position with Michigan State College.

Jay G. Porterfield, assistant professor of Agricultural Engineering, effective as of December 31, 1951, to accept a position with Oklahoma Agricultural and Mechanical College.

LEAVES OF ABSENCE. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following leaves of absence were granted:

Paul F. Sharp, associate professor of History and Government, for the period from April 1, 1952, through June 30, 1952, without salary, to serve as visiting Fulbright lecturer at the universities of Sydney and Melbourne, Australia.

Martelle L. Cushman, associate professor of Vocational Education, from June 4, 1952, through July 25, 1952, without salary, to teach summer session at the University of Nebraska.

PROMOTIONS, SALARY INCREASES, AND TRANSFERS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following promotions, salary increases, and transfers were made:

Glenn R. Hawkes, associate professor of Child Development and Home Economics Research, salary increased from \$6,300 a year, twelve months' basis, plus annuity, to \$6,500 (\$4,900 Home Economics; \$1,600 AES), twelve months' basis, plus annuity, effective March 1, 1952.

Walter H. Evans, from assistant professor of Electrical Engineering, at a salary of \$4,500 a year, nine months' basis, plus annuity, to associate professor of Electrical Engineering, at a salary of \$5,000 a year, nine months' basis, plus annuity, effective as of December 16, 1951.

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Glenn O. Schwab, from instructor and associate, Agricultural Engineering, at a salary of \$4,500 (\$2,250 Agr.; \$2,250 AES) a year, eleven months' basis, to assistant professor of Agricultural Engineering at a salary of \$5,500 a year, twelve months' basis, effective as of January 1, 1952. Dr. Schwab's salary for 1952 will be paid from the Ferguson Foundation grant.

George Stanford, from associate professor of Agronomy (Soils), Agricultural Experiment Station, at a salary of \$6,200 a year, twelve months' basis, to professor of Agronomy (Soils), at a salary of \$6,800 (\$5,100 Agr.; \$1,700 AES), a year, twelve months' basis, effective March 16, 1952. Dr. Stanford will replace Mr. Swenson.

John T. Pesek, from assistant professor, Tennessee Valley Authority project, Agricultural Experiment Station, at a salary of \$5,000 a year, twelve months' basis, plus annuity, to associate professor of Agronomy (Soils), Agricultural Experiment Station, at a salary of \$6,500 a year, twelve months' basis, plus annuity, effective March 16, 1952. Dr. Pesek will replace Dr. Stanford.

Dwight Bannister, from assistant professor, Technical Journalism, at a salary of \$4,200 a year, twelve months' basis, to assistant professor, Technical Journalism, and assistant extension editor, Agricultural Extension Service, at a salary of \$5,000 (\$2,500 Agr.; \$2,500 Ext.), twelve months' basis, plus annuity, effective January 15, 1952.

Harry E. Heath, from assistant professor, Technical Journalism, returning from military leave, to assistant professor, Technical Journalism, and researcher in TV News, WOI-TV, at a salary of \$6,000 (\$3,000 Agr.; \$3,000 Ford Foundation) a year, twelve months' basis, plus annuity, effective January 15, 1952. The division of salary will be in effect through June 30, 1952.

Maurice W. Soultz, assistant director, Agricultural Extension Service, salary increased from \$7,000 a year, twelve months' basis, to \$7,500 a year, twelve months' basis (civil service annuity), effective January 15, 1952.

Hobart Beresford, professor of Agricultural Engineering and head of the department, salary increased from \$8,000 (\$3,950 Agr.; \$3,250 AES; \$800 Ext.), twelve months' basis, plus annuity, to \$8,400 (\$4,200 Agr.; \$3,360 AES; \$840 Ext.), twelve months' basis, plus annuity, effective January 16, 1952.

Iver J. Johnson, professor of Agronomy (Farm Crops), salary increased from \$9,000 (\$4,400 Agr.; \$4,600 AES), twelve months' basis, plus annuity, to \$9,400 (\$4,600 Agr.; \$4,800 AES), twelve months' basis, plus annuity, effective January 16, 1952.

Eugene N. Francis, associate in Animal Husbandry, Agricultural Extension Service, salary increased from \$4,200 a year, twelve months' basis, to \$5,500 a year, twelve months' basis, effective January 16, 1952.

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T. A. Brindley, professor in the Department of Zoology and Entomology, salary increased from \$6,800 (\$3,400 College; \$3,400 Federal) a year, twelve months' basis, to \$7,440 (\$3,720 College; \$3,720 Federal) a year, twelve months' basis (civil service), effective as of October 29, 1951.

Glenn Murphy, professor in the Department of Theoretical and Applied Mechanics and professor and senior engineer, Institute for Atomic Research, salary increased from \$8,700 a year, plus annuity, twelve months' basis, to \$9,500 a year, plus annuity, twelve months' basis.

SALARIES OF EMPLOYEES - FEDERAL GOVERNMENT. Mr. Plock requested President Friley to prepare a report of federal employees at the Iowa State College whose salaries are fixed and paid in part by the Federal Government with the Iowa State College committed to pay a percentage thereof.

APPOINTMENTS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following appointments were made:

William D. Shrader, assistant professor of Agronomy (Soils), Agricultural Experiment Station, at a salary of \$6,500 a year, twelve months' basis, plus annuity, effective February 15, 1952.

Charles Guggenheim, producer, WOI-TV, at a salary of \$5,500 a year, twelve months' basis, effective from November 16, 1951, through June 30, 1952, to be paid from Ford Foundation funds.

DEAN - DIVISION OF HOME ECONOMICS. President Friley reported that a committee of the faculty had been making a survey to find the right person to replace P. Mabel Nelson as dean of the Division of Home Economics, who will retire, and that Helen LeBaron, assistant director of Home Economics at Pennsylvania State College, was being recommended for the position and would visit the Iowa State College on January 18, 1952.

The Faculty Committee requested that members of the Faculty Committee and other Board members be at the Iowa State College on January 18, 1952, to meet Miss LeBaron, and recommended that President Friley be authorized to offer the appointment as dean of the Division of Home Economics to Helen LeBaron at a salary of \$10,000 a year, twelve months' basis.

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Mr. Munger moved that the appointment of Miss Helen LeBaron as dean of the Division of Home Economics be referred to the Faculty Committee with power to act. The motion was seconded by Mr. Hamilton and passed.

UNITED STATES AIR FORCE - RESERVE OFFICERS' TRAINING CORPS. Mr. Stevens moved that the Iowa State College be authorized to file with the Chief of Staff, United States Air Force, an application for the establishment of a Senior Unit, Air Force Reserve Officers' Training Corps at the Iowa State College.

FRANCES A. SHELDEN LOAN FUND. President Friley reported that in accordance with the following letter dated June 9, 1924, from Parley Shelden, the Frances A. Shelden Loan Fund was established:

"I have had in mind for some time that I would make a gift to the Iowa State College as a memorial to my wife, Frances A. Shelden (This is the way Mrs. Shelden always signed her name). This gift will consist of \$10,000 to be used as a loan fund for the benefit of the students in the Division of Home Economics; the principal to be kept intact and invested and the interest derived therefrom to be loaned to worthy young women who are entitled to some assistance in securing their college education. The funds or securities as above indicated will be turned over to the college not later than next March and with the understanding that my wishes as above expressed will be carried out subject to the rules and regulations of the Board of Education, and I authorize you to convey this information to the Board of Education, and the Division of Home Economics at any time that you regard appropriate."

and submitted the following statement of the fund:

The \$10,000 principal received from this gift is now invested as follows:

Farm mortgage	\$8,800.00	
U. S. Treasury Bonds	<u>1,200.00</u>	
Principal invested		\$10,000

The earnings to November 1, 1951, are as follows:

1. Interest earnings from original \$10,000 gift:		
a. Invested in U. S. Treasury bonds	\$13,640.00	
b. Cash in Student Loan Fund	969.87	
c. Notes receivable, Student Loan Fund	52.50	
2. Interest earnings from 1a above	<u>748.25</u>	
Total earnings to November 1, 1951		\$15,410.62

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President Friley recommended that, since the demand for loans by women students has never been great, the intent of the donor could best be carried out by continuing to make available for loans the earnings from the original \$10,000 and establishing a scholarship fund with the earnings received from the accumulated interest on the Frances A. Sheldon Loan Fund, if such action is within the power of the Board.

It was moved that the secretary request the Attorney General for an opinion on whether the State Board of Education has the power to establish a scholarship fund with earnings received from earnings of the Frances A. Sheldon Loan Fund. The motion was seconded and passed.

BOTANY HALL - RADIO-CHEMISTRY LABORATORY EQUIPMENT - ACCEPTANCE. The Building and Business Committee stated that Ben W. Schaefer, Superintendent of the Physical Plant Department, had reported that Ray W. Fisher, Administrative Aide to the Director of the Ames Laboratory, had inspected the Radio-Chemistry Laboratory Equipment installed in Botany Hall by the Hamilton Manufacturing Company and found that the contractor had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the Radio-Chemistry Laboratory Equipment in Botany Hall was accepted from the Hamilton Manufacturing Company as of this date, January 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized, subject to a credit of \$100 for a reduction in the number of channel supports provided under stainless steel top tables and the substitution of angle iron supports for the channel supports omitted.

CHEMISTRY BUILDING - LABORATORY EQUIPMENT - CHANGE ORDER. The Building and Business Committee reported that it had authorized the execution of Change

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Order #1, dated November 5, 1951, to the contract with the Hamilton Manufacturing Company for the Laboratory Equipment in the Atomic Research Laboratories in the Chemistry Building, covering the omission of the installation of Item No. 12 at a deduction of \$195.00 from the contract price. On motion, the report of the Building and Business Committee was approved and the action ratified.

POWER PLANT ALTERATIONS AND ADDITIONS - DIVISION XVII, POWER PLANT PIPING, ALTERATIONS AND INSULATION - CHANGE ORDER. The Building and Business Committee reported that it had authorized the execution of Change Order #1 to the contract with the Winger Construction Company for Power Plant Alterations and Additions, Division XVII, Power Plant Piping, Alterations and Insulation, covering changes in piping required to clear interference with foundations and other equipment at an addition of \$655.74 to the contract price, to be paid from funds for repairs, replacements and alterations. On motion, the report of the Building and Business Committee was approved and the action ratified.

POWER PLANT ALTERATIONS AND ADDITIONS - DIVISION XVII, POWER PLANT PIPING, ALTERATIONS AND INSULATION - ACCEPTANCE. The Building and Business Committee stated that Ben W. Schaefer, Superintendent of the Physical Plant Department of the Iowa State College, had reported that the Power Plant Piping, Alterations, and Insulation, Division XVII, Power Plant Alterations and Additions, had been inspected and that the Winger Construction Company had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the Power Plant Piping, Alterations and Insulation, Division XVII of the Power Plant Alterations and Additions, was accepted from the contractor, the Winger Construction Company, as of this date, January 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

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AGRONOMY BUILDING - ELECTRIC WIRING - ACCEPTANCE. The Building and Business Committee stated that Ben W. Schaefer, Superintendent of the Physical Plant Department, Iowa State College, had reported that the electrical work in the Agronomy Building had been inspected and that the contractor, the Armature and Electric Machine Company, had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the electrical work in the Agronomy Building was accepted from the contractor, the Armature and Electric Machine Company, as of this date, January 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

WOI-TV - POLICY. At the meeting on November 29-30, 1951, the Board discussed and considered the objections to the advertising policy of Station WOI-TV, as outlined in a letter by James L. Hill, President of Cary-Hill, Inc., Des Moines, Iowa; and it was the consensus that the policy governing advertising programs on Station WOI-TV should not be changed.

James L. Hill, President of Cary-Hill, Inc., Des Moines, Iowa, met with the Board at 11:15 a. m., January 11, 1952, and stated his objections to the policy governing advertising on WOI-TV, suggesting that the restrictions be removed so the law of supply and demand could take effect; or, if that is not feasible, that provision be made so those Iowa firms who are in competition with national advertisers could buy time for advertising if they wished to do so.



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IOWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on January 11, 1952:

DR. BOYD GUEST - ANNUITY CONTRIBUTION. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the regular TIAA annuity contribution for the academic year 1951-1952 was granted to Dr. Boyd Guest, associate professor of English, whose salary for the current year is \$5,200.00.

RADIO COMMUNICATIONS CENTER - CIVIL DEFENSE COUNCIL. President Maucker reported that the Cedar Falls Civil Defense Council and the Black Hawk County Civil Defense Council had requested that the electricity and radio shop in the Industrial Arts Department, Iowa State Teachers College, be designated as Radio Communications Center for Cedar Falls and standby headquarters for the County. Upon the recommendation of the Faculty Committee, the Board authorized the Iowa State Teachers College to participate in that aspect of the Civil Defense Program.

PLANS FOR 1952 SUMMER PROGRAMS. President Maucker informed the members of the Board about the plans being made for the 1952 summer programs, and the estimated cost thereof.

CAMPUS PLANNING. President Maucker discussed the advisability of developing a general campus plan, and the services of Robinson and Parnham, Site and Town Planners, Des Moines, Iowa.

It was moved that Mr. Rupe be authorized to investigate and report the names and qualifications of firms who do campus planning. The motion was seconded by Mrs. Kyseth and passed.

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VETERANS ADMINISTRATION - CONTRACT. The Building and Business Committee reported that it had authorized President Maucker to sign a contract with the Veterans Administration to furnish training to veterans for the period of June 11, 1951, to June 7, 1952, on a cost of instruction basis at the rate of \$9.30 per credit hour per quarter. On motion, the action of the Building and Business Committee was approved and ratified.

POWER PLANT EXPANSION - INSTALLATION OF ELECTRICAL EQUIPMENT AND WIRING, DIVISION 14, SECTION VIIIIB - CHANGE ORDER. The Building and Business Committee reported that it had authorized the execution of Change Order #2 to the contract with the Southwest Electric Company, Amarillo, Texas, for the Installation of Electrical Equipment and Wiring, Division 14, Section VIIIIB, Power Plant Expansion, covering an addition of \$319.29 to the contract price, payment for this additional work to be made from the funds for repairs, replacements and alterations. On motion, the action of the Building and Business Committee was approved and ratified.

POWER PLANT EXPANSION - INSTALLATION OF ELECTRICAL EQUIPMENT AND WIRING, DIVISION 14, SECTION VIIIIB - ACCEPTANCE. The Building and Business Committee stated that E. E. Cole, Superintendent of Buildings and Grounds at the Iowa State Teachers College, had reported that the Installation of Electrical Equipment and Wiring, Division 14, Section VIIIIB, Power Plant Expansion, had been inspected on November 29, 1951, and that the contractor, the Southwest Electric Company, had completed the work in accordance with the plans, specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the Installation of Electrical Equipment and Wiring, Division 14, Section VIIIIB, Power Plant Expansion, was accepted from the Southwest Electric Company,

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Amarillo, Texas, as of this date, January 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

NORTH HALL (Dormitory for Women) - POWER PLANT EXPANSION - CHANGE ORDERS.

The Building and Business Committee reported that it had authorized the following change orders to contracts:

Change Order #14 to the contract with the Wildes Construction Company  
for the general construction of North Hall, net deduction \$ 96.12

Change Order #2 to the contract with Beaumont Birch Company for  
Ash Handling System, Division XI, Power Plant Expansion, add 31.00  
Payment to be made from Repairs, Replacements and Alterations Fund.

Change Order #6 to the contract with the Winger Construction Company  
for Piping and Equipment Erection, Division XII, Power Plant  
Expansion, addition to contract price to be paid from Repairs,  
Replacements and Alterations Fund, add 1,777.00

Change Order #1 to the contract with the Cochrane Corporation for  
Water Treating Equipment, Division VII, Power Plant Expansion, deduct 534.79  
Payment to be made from Repairs, Replacements and Alterations Fund.

POWER PLANT EXPANSION - SWITCHGEAR, DIVISION XIV, SECTION IIB - ACCEPTANCE.

The Building and Business Committee stated that the Brown Engineering Company had reported that the 480 Volt Switchgear, Division XIV, Section IIB, Power Plant Expansion, had been inspected and that the contractor, the General Electric Company, had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the 480 Volt Switchgear, Division XIV, Section IIB, Power Plant Expansion, was accepted from the General Electric Company as of this date, January 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

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IOWA BRAILLE AND SIGHT-SAVING SCHOOL

The following business pertaining to the Iowa Braille and Sight-Saving School was transacted on January 10, 1952:

EDUCATIONAL PROGRAM - REPORT. Superintendent Overbeay submitted a report prepared by Clifford L. Bishop, head of the Department of Education at the Iowa State Teachers College, who visited the School on December 4, 1951, to observe the facilities and talk over problems of instruction so that recommendations could be made concerning the improvement of the curriculum; and he stated that copies of the report had been distributed to members of the Faculty Committee and would be mailed to other members of the Board.

One of the recommendations in the consultation report prepared by Professor Bishop is, as follows:

"It is felt that the plant, although excellent, is not being used adequately for the education of boys and girls. It is believed that every phase of the school program should center around the physical facilities readily available. For example, if the school is to meet the needs of the boys and girls, as any good school should, it is suggested that a substantial proportion of time should be devoted to real-life experiences. It would seem that the carpenter shop should have some apprentices, the engineer should have others, and the hospital a few more. The greenhouse would offer unusual opportunities for learning the techniques of operating a small business. Dairying offers opportunities as does the raising of animals - hogs, cattle, rabbits, chickens, etc. Beauty culture and barbering could be taught without too much difficulty. There are many other opportunities for utilizing the resources at hand to vitalize learning and to provide for the future of these young people."

Mr. Hamilton moved that, as the educational program developed and funds became available, a vocational teacher be employed. The motion was seconded by Mrs. Kyseth and passed.

DRIVEWAYS, ROADS AND PARKING AREA - ENGINEERING SERVICES. The Building and Business Committee reported that Superintendent Overbeay had submitted the following proposal for engineering services from Norman Hatton, Architect and Engineer, Cedar Rapids, Iowa:

January 11-12, 1952 - Iowa Braille and Sight-Saving School

We propose to furnish preliminary studies of the entire campus layout showing the changes in driveways, roads, and parking areas recommended as a result of conferences; to prepare general drawings of the approved plan; to prepare detail drawings and specifications of that portion of the work to be performed under existing appropriation; and to supervise the construction, all for a fixed fee of \$1,500.00.

For all driveways and roads indicated on the approved plan which are not constructed at this time under the existing appropriation, but which will be constructed at a later date with funds to be appropriated, we will prepare the necessary working drawings, details and specifications, and supervise the work for a fee of 5% of the actual cost of construction as determined by the construction contracts.

Mr. Rupe stated that the Building and Business Committee had requested Superintendent Overbeay to ask Mr. Hatton to revise his proposal and separate the items, as follows:

1. Fee for master plan of the campus.
2. Fee on a percentage basis for preparing detailed plans and specifications and supervising the construction of driveways, roads, and parking area.

On motion, the report of the Building and Business Committee was approved and the action ratified.

Adjourned.

*David A. Dancer*  
David A. Dancer, Secretary