

Des Moines, Iowa  
February 11, 12, 13, 1953

A meeting of the State Board of Education was held in the Fort Des Moines Hotel the evening of February 11, 1953, and in the Board's office on February 12 and 13, 1953.

PRESENT:

February 11, 12 and 13: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, 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; Business Manager Platt, of the Iowa State College; 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 Overbeay, of the Iowa Braille and Sight-Saving School; and Superintendent Spear and Business Manager Wynn, of the State Sanatorium.

February 11 and 12: President Maucker, of the Iowa State Teachers College.

February 12 and 13: Mr. Plock, member of the State Board of Education; and President Friley, of the Iowa State College.

ABSENT:

February 11, 12 and 13: Mrs. Kyseth and Mr. Munger, members of the State Board of Education.

February 11: Mr. Plock, member of the State Board of Education; and President Friley, of the Iowa State College.

February 13: President Maucker, of the Iowa State Teachers College.

Dr. James H. Hilton, President-elect of the Iowa State College, met with the Board on February 12 and 13, 1953.

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

GENERAL OR MISCELLANEOUS

The following business pertaining to general or miscellaneous matters was transacted on February 11, 1953:

RECESS - COMMITTEE MEETINGS. The Board met at 7 p.m., in the Fort Des Moines Hotel. President Rider recessed the meeting and requested those present to proceed with committee business. He stated that the Board members would reconvene in the Board's office at 9 a.m., February 12, 1953.

February 12, 1953

The following business of a general nature was transacted on February 12, 1953:

RECESS - JOINT CONVENTION. President Rider recessed the meeting at 10:45 a.m., so those present could attend the joint convention of the Senate and the House at 11 a.m., when President Rider would present to the joint convention Dr. James Hilton, president-designate of the Iowa State College, who would give a brief address, and Dr. J. W. Maucker, president of the Iowa State Teachers College, who would deliver the Lincoln Day address. (President Maucker's address is printed on pages 275-282 of the Senate Journal and on pages 383-390 of the House Journal.)

February 13, 1953

The following business of a general or miscellaneous nature was transacted on February 13, 1953:

APPROVAL OF MINUTES - MEETING HELD DECEMBER 3-4-5, 1952. On motion, the minutes of the meeting of the State Board of Education held on December 3-4-5, 1952, were corrected and approved.

APPROVAL OF MINUTES - MEETING HELD JANUARY 8-9, 1953. On motion, the minutes of the meeting of the State Board of Education held on January 8-9, 1953, were corrected and approved.

APPROVAL OF FINANCE COMMITTEE MINUTES. On motion, the minutes of the following meetings of the Finance Committee were approved:

State University of Iowa	August and September, 1952
Iowa State College	August, 1952
Iowa State Teachers College	September, October, November, and December, 1952
State Sanatorium	September, October, November, and December, 1952
Iowa School for the Deaf	October, November, and December, 1952
Iowa Braille and Sight-Saving School	August, October, November and December, 1952

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BLUE BOOK - FORM FOR SCHEDULES DESCRIBING ADJUSTMENTS. On motion, the recommendation of the Business Managers Committee on Coordination regarding the form to be used in the Blue Book for schedules describing adjustments was approved. (See reports of meetings of the Business Managers Committee on January 9, 1952, and March 5, 1952, which appear in the April 10-11, 1952, Board minutes.)

BUDGET AND FINANCIAL CONTROL ACT - BRIEF. President Hancher submitted the brief prepared by Lehan K. Tunks, professor in the College of Law, regarding the Budget and Financial Control Act, Chapter 8, 1950 Code of Iowa.

BUSINESS MANAGERS COMMITTEE ON COORDINATION - MEETING HELD FEBRUARY 6, 1953.

The Business Managers Committee on Coordination submitted the following report of the meeting it held on February 6, 1953, in the Office of the State Board of Education, Des Moines, Iowa:

Present: Fred Ambrose and E. T. Jolliffe, of the State University, B. H. Platt and J. T. Marks, of the Iowa State College; Philip C. Jennings, of the Iowa State Teachers College; Milo Wynn, of the State Sanatorium; C. E. Geasland, of the Iowa School for the Deaf; and Carl Gernetzky, member of the Finance Committee.

Mr. Ambrose presided, and Mr. Platt acted as secretary.

The purpose of the meeting was to discuss the recent directive of the State Comptroller regarding the lapsing of funds and accounting procedures to be followed under the Budget and Financial Control Act, Chapter 8, Code of Iowa, 1950.

It was agreed that the Business Managers Committee would prepare a set of questions to be presented to the State Comptroller with the request that he advise the State Board of Education in writing as to his requirements.

On motion, the report of the Business Managers Committee on Coordination was approved.

BUSINESS MANAGERS COMMITTEE ON COORDINATION - MEETING HELD FEBRUARY 11, 1953.

The Business Managers Committee on Coordination submitted the following report:

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The Business Managers Committee on Coordination met in the Office of the State Board of Education, Des Moines, Iowa, on February 11, 1953.

Present: Mr. Ambrose and Mr. Jolliffe, of the State University; Mr. Platt and Mr. Marks, of the Iowa State College; Mr. Jennings, of the Iowa State Teachers College; Mr. Geasland, of the Iowa School for the Deaf; Mr. Overbeay, of the Iowa Braille and Sight-Saving School; Mr. Wynn, of the State Sanatorium; and Mr. Gernetzky, member of the Finance Committee.

Mr. Ambrose presided and Mr. Platt acted as secretary of the meeting.

The purpose of this meeting was to review and discuss the reply received from Glenn D. Sarsfield, State Comptroller, to the questions developed by this committee on February 6, 1953, and submitted to the State Comptroller by the Secretary of the State Board of Education.

Budget and Financial Control Act - Reversion of Balances - Accounting Procedures  
After reviewing the letter dated February 11, 1953, from Glenn D. Sarsfield, State Comptroller, arrangements were made to confer with him. Mr. Sarsfield and Mr. Larson met with the Business Managers Committee in the Board's office; the letter of February 11, 1953, was reviewed in detail and several revisions and clarifications were developed; and the State Comptroller agreed to revise his letter to accomplish these changes.

On motion, the report of the Business Managers Committee on Coordination was approved.

BUDGET AND FINANCIAL CONTROL ACT - REVERSION OF BALANCES - ACCOUNTING PROCEDURES-  
LETTER FROM STATE COMPTROLLER. Mr. Gernetzky submitted the following letter dated February 12, 1953, addressed to David A. Dancer, Secretary of the State Board of Education by Glenn D. Sarsfield, State Comptroller:

"This letter is to be regarded as a substitute for my letter of February 11, 1953, concerning the matters outlined below:

"In accordance with our previous discussion, I now have before me a list of questions prepared by your department, dated February 9, 1953, regarding necessary procedures under Chapter 8, Code of Iowa, 1950.

"In answering these questions, it is necessary that all parties concerned understand that my statements in reply to the various questions must be interpreted as a general statement, and that this office reserves the right to consider individually all matters that may arise in order that proper consideration

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may be given to the various problems involved. With this understanding, I shall now refer to your questions of February 9, 1953.

I. Quarterly allotments and requisitions for state appropriations.

(a) Request for quarterly allotments are applicable to the account No. 3 (funds in which state appropriations participate, except capital appropriations) which was shown in our sample illustrations previously prepared for you under date of January 7, 1953, and should be prepared approximately twenty (20) days before the beginning of a quarter on the customary forms which we have always used in the past.

(b) Estimated expenditures and receipts should be based on previous experience, adjusted to current conditions.

II. Monthly requisitions of state appropriations, except capital appropriations.

(a) Such requisitions should be based on the estimated expenditures of the subsequent month, less estimated cash balance at the beginning of the subsequent month, and also less estimated receipts available during the subsequent month for this purpose.

(b) It should be kept in mind that these estimates bear a direct relation to the estimates prepared in the quarterly allotment.

(c) It is the desire of the State Comptroller that estimates and requisitions referred to in questions Nos. I and II be referred to the auditors of this office, either Mr. Larson or Mr. Love, as the case may be, by the proper administrative official of the institutions. After the approval of the proper auditor has been obtained, the institutions should then forward these requests to the Des Moines office of the State Board of Education as they always have in the past. This will greatly facilitate the administrative problems of this office. In the event there should be disagreement between the auditor and the institution as to the estimates, the requisitions should be forwarded to the Des Moines office of the Board of Education and the State Comptroller, for reconciliation.

(d) There is one exception to the monthly requisition system as outlined above. In the case of the Psychopathic Hospital, and for the duration of this biennium ending June 30, 1953, procedure of the Psychopathic Hospital should remain the same as in the past, due to the particular wording of Chapter 6, Acts of the 54th General Assenbly. The draft of the appropriation bill prepared by this office to make effective the Governor's budget recommendations makes possible in the next biennium starting July 1, 1953, the same procedure in this instance as in all other educational institutions.

(e) In the event the original estimate is in error, supplemental requisitions may be submitted at any time it is found advisable for both the quarterly allotment and the monthly requisition.

QUESTIONS CONCERNING REVERSION OF BALANCES

1. What appropriated balances revert?

Unencumbered balances as of June 30, 1953, and at the end of each biennium, of all funds in which state appropriations participate, except for capital appropriations.

2. What constitutes an encumbrance for orders placed with outside firms?

(a) Any bona fide purchase order or contract with outside firms for materials, supplies, services or equipment written on or before June 30th for which delivery and payment is scheduled prior to the following September 30th.

(b) It should be kept in mind that normally purchase orders encumbered under this system should generally be restricted to items that would have normally been expected to be used prior to June 30th.

(c) Near the end of a biennium, but prior to June 30th, it is the practice of this office to require all departments and institutions to furnish a list of their encumbrances as of June 30th.

3. What constitutes an encumbrance for orders placed with institution service departments?

Answer to this question is deferred to some future date.

4. What additional reports are required?

See question 2 and our reply item 2c above.

5. If balances or deficits accrue by reason of payments or cancellations of encumbrances between July 1 and September 30th, what adjustments will be made between the institutions and the State Comptroller?

The list of encumbrances as of June 30th filed by the institutions with the State Comptroller will be used by this office to clear actual payments of the items on the list. It is assumed that the actual payments will be the same, or less than the amount shown on the list, and in the event there is a legitimate reason for difference in the amount disbursed for a particular item, then the actual amount disbursed will be so recorded by this office.

6. Will a reserve or deferred summer session be allowed?

(a) It has perhaps now become obvious, that at the end of the biennium during the period July 1 through September 30th, it becomes necessary for two sets of books. One set applies to the funds of the 54th General Assembly and the second set applies to the funds of the 55th General Assembly. As we see it at this time, we believe that it should be permissible for the student fees collected from those individuals attending summer session, which we understand will be paid to the institution in June, may be credited to the set of books of the 55th General Assembly. This would mean that those receipts would be

available for the new biennium. In arriving at this decision, it is our understanding that nearly all of the disbursements for this purpose actually do not occur until after the first of July.

(b) Bear in mind that generally receipts should be credited to the proper fiscal period.

7. What is the date on which the actual reversion transaction must take place?

After giving due respect for the list of encumbrances filed as of June 30th, and making certain that all books and records are posted up to and including September 30th, the reversion should take place as soon as possible after this is accomplished. Our past experience has indicated that this normally occurs about October 15th.

8. Working funds.

(a) It is the opinion of this office that special legislation is unnecessary in the instance of the Board of Educational institutions for this purpose.

(b) Beginning July 1, 1953, it is our opinion that it would be advisable for all concerned after having made the estimate for the quarterly allotment previously discussed in question I, that a sufficient amount of the state appropriation could be drawn for the entire quarter. This results in converting to a quarterly requisition for state appropriations instead of a monthly requisition. It seems to us that this procedure would make available sufficient cash for all institutions to operate satisfactorily. In any event, it is legally possible for the Comptroller and Governor to allocate a sufficient amount of state appropriations in order to make available sufficient cash to operate the institutions.

9. Summer session fees.

See question No. 6.

10. Overhead funds.

If it is the judgment of the institution officials that there is on hand at the end of the biennium funds that are subject to further audit by certain agencies in which it is possible that the institution may be required to refund to those agencies certain amounts of money, these estimated amounts should be listed as encumbrances as of June 30th as previously outlined in question No. 2. In the event that it becomes necessary, this encumbrance may legally be carried on the books and records beyond September 30th for an indefinite period or until such time as final audit has been completed.

11. Will the college be assured the security now afforded by its reserves?

(a) The annual budgets approved by the State Board of Education should, as in the past, take into consideration the state appropriations available, plus the estimated receipts available for these purposes by each institution.

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(b) In the event that these estimated receipts fail to materialize, or some unforeseen situation arises requiring an expenditure of funds greater than those available, the proper recourse would be to the legislative Budget and Financial Control Committee in the same manner as any other department or institution of state government. This committee has jurisdiction over the state General Contingent fund.

12. VA and other similar claims.

The reply to this matter would be the same as that to question No. 10, and I might add that physically speaking these funds would be in the State Treasury, and in the event it should become necessary for institutions to make refunds, requisitions could be made in the same manner as requisitions for state appropriations to cover these particular items, to be paid from the encumbered funds of the previous biennium.

13. R.R. & A. fund - encumbrances.

Encumbrances of R.R. & A. funds are generally the same as those previously outlined, with the exception that in the matter of job orders for work being completed by the facilities of an individual institution, present to us a special problem. This office should like to defer a reply to this question until some future date.

14. R.R. & A. funds, reversion of unexpended balances.

(a) As a general statement it is legally possible as explained previously for encumbrances to be carried beyond the date of September 30th at the end of the biennium, however, as a matter of general practice it is inadvisable.

(b) You have referred specifically to a contract now in progress at Iowa State College which will not be completed until June 30, 1954. In the event that this contract is with an outside firm, an encumbrance for this item could be carried forward until such time as the project is completed. Bear in mind that this is a specific instance, and as previously indicated, we are deferring answer to this question to some future date.

(c) It seems to us that items truly of an R.R. & A. category would not ordinarily extend beyond the ninety (90) day period. Items of greater significance it would seem to us would be capital expenditures.

15. Excess income.

The income is credited to the various accounts as illustrated in our sample of January 7, 1953, and in our judgment excess income as such in this instance does not exist.

Very truly yours,  
(Signed) Glenn D. Sarsfield  
State Comptroller.

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Business Manager Ambrose stated that, in general, the State Comptroller in his letter had replied and ruled on all questions presented with the exception of the following, which he had deferred answering until he had opportunity to give them further study:

1. The reversion of unexpended balances in funds for Repairs, Replacements and Alterations, and the establishment of encumbrances by job orders against Repairs, Replacements and Alterations funds.
2. Encumbrances by orders placed with institutions' own service departments.

SICK LEAVE POLICY. Business Manager Ambrose reported that, after receipt of an opinion from the Attorney General stating whether sick leave should be based on calendar days or work days, the Business Managers Committee would agree on a uniform policy for granting sick leaves.

IOWA OLD AGE AND SURVIVORS INSURANCE SYSTEM - FEDERAL SOCIAL SECURITY - SUPPLEMENTAL PLANS. Business Manager Ambrose reported on the status of House Files 138, 139, and 140, relating to the Iowa Old Age and Survivors Insurance System, Federal Social Security, and supplemental plans, and explained procedures to be taken by the State Board of Education when the bills are passed.

EDUCATIONAL TELEVISION. Secretary Dancer reported about the formation of a Citizens Committee on Educational Television, its activities and plans for promoting a state-wide educational network.

Because some people apparently feel that the two major state agencies responsible for public education in Iowa, the Department of Public Instruction and the State Board of Education, are not particularly interested in the proposed educational television program, President Rider was authorized to join with Jessie M. Parker, Superintendent of the Department of Public Instruction, in writing a letter to the members of the Legislature stating that the proposed educational television program has the support of both state agencies.

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DINNER MEETING - IOWA FARM BUREAU FEDERATION. President Rider reported that members of the State Board of Education had accepted the invitation of the Iowa Farm Bureau Federation and attended a dinner meeting in Des Moines, Iowa, on January 19, 1953.

BUDGET AND FINANCIAL CONTROL COMMITTEE - RECOMMENDATIONS. Mr. Gernetzky stated that the following reports relative to recommendations of the Budget and Financial Control Committee had been prepared and distributed to the members of the State Board of Education:

1. Number of non-resident and resident students enrolled in the institutions, and comparable reports of institutions in other states.
2. Resident and non-resident tuition and fees charged by the respective institutions and those charged at similar institutions in other states.

Consideration of the reports was deferred until the next meeting of the Board.

TESTING CENTERS - REGISTRARS COMMITTEE ON COORDINATION. The Registrars Committee on Coordination submitted the following report about the establishment of testing centers: (See Board minutes of January 8-9, 1953.)

The State University of Iowa and the Iowa State Teachers College are co-operating in the giving of tests as one means of determining scholarship awards. Twenty-eight testing centers have been set up as indicated in this report. The arrangements were made too late for Iowa State College to accept an invitation to join this year. If the program is successful, it is hoped that Iowa State College will join next year and that the program will be an annual one.

The expenses will be borne by existing budgets at the two schools, thus involving no request for funds. By cooperation, it is possible to cover the entire state in a manner impossible to either school alone. Testing centers for 1953 are as follows:

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April 8, 1953, 1:30 p.m.

Cedar Falls, Administration Building  
Iowa State Teachers  
Cedar Rapids, Franklin High School  
Creston High School  
Emmetsburg High School  
Fort Madison High School  
Guthrie Center High School  
Hampton High School  
Humboldt High School  
Maquoketa High School  
Mount Pleasant High School  
Red Oak High School  
Sac City High School  
Strawberry Point High School  
Woodbine High School

April 9, 1953, 9:00 a.m.

Britt High School  
Carroll High School  
Chariton High School  
Charles City High School  
Council Bluffs Thomas Jefferson  
High School  
Davenport High School  
Decorah High School  
Des Moines, East High School  
Dubuque High School  
Grinnell High School  
Iowa City, University Hall,  
State University of Iowa  
Ottumwa High School  
Pringhar High School  
Sioux City, East High School

On motion, the report of the Registrars Committee on Coordination was approved.

PROPOSED LEGISLATION. Secretary Dancer reported that Senate File 47 has been introduced and recommended for passage by the Public Health Committee of the Senate. This is a bill for an act to amend certain sections relating to the medical examiners board, provide for two additional members, and increase the length of term of office, increase the renewal fee for the practice of medicine and surgery, enlarge the powers of the board of medical examiners, qualifications of applicants, and provide for temporary and special licenses for the practice of medicine and surgery.

EXECUTIVE SESSION. The Board resolved itself into executive session. The Board arose from executive session and resumed regular business.

LEGISLATIVE ASKINGS - RECOMMENDATIONS OF GOVERNOR AND STATE COMPTROLLER. The executive of each institution was requested to prepare a statement setting out what the Governor's recommendations for appropriations would mean to each institution.

NEXT MEETING. The next meeting of the State Board of Education will be held in the Board's office in Des Moines, Iowa, on March 19 and 20, 1953.

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IOWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted on February 12, 1953:

SALE OF LAND - IOWA STATE HIGHWAY COMMISSION. Business Manager Geasland reported about negotiations with the Iowa State Highway Commission for the purchase from the Iowa School for the Deaf of approximately 7.1 acres for the construction of U. S. Highway No. 92, and stated that the Commission had agreed to other conditions but had denied the request to install an amber flashing traffic signal at the entrance to the grounds of the Iowa School for the Deaf as a protection for vehicles going in and out of the school property. (See Board minutes of December 3, 4, and 5, 1952.)

Business Manager Geasland stated that the officials of the Iowa School for the Deaf still feel that something should be done toward cautioning and control of the speed of this heavy traffic through the school zone.

It was the consensus that negotiations for a warning signal should be continued.

SALE OF LAND - COUNCIL BLUFFS CIVIC MUSIC ORGANIZATION. Business Manager Geasland reported that the Council Bluffs Civic Music Organization had requested that a parcel of land belonging to the Iowa School for the Deaf be sold to it.

Business Manager Geasland was instructed to inform the Council Bluffs Civic Music Organization that before the request could be considered an offer to purchase should be submitted.

REPORT OF FACULTY COMMITTEE - APPOINTMENT OF SPECIAL COMMITTEE. Mr. Hamilton stated that Superintendent Berg had reported to the Faculty Committee, among other things, that a special committee of teachers had been appointed to study and

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develop an improved course of study, Personal Hygiene, Mental Health, and Individual Conduct of Pupils.

DEAF-BLIND DIVISION - REPORT. Superintendent Berg stated that copies of the report of work in the Deaf-Blind Division for the first semester, 1952-1953, had been mailed to members of the State Board of Education.

COMPLAINTS - IOWA ASSOCIATION OF THE DEAF. A statement containing twenty complaints about the Iowa School for the Deaf and a letter written by Charles Loughran, President of the Iowa Association of the Deaf, both of which are to be submitted to members of the legislature, were discussed.

Mr. Hamilton moved that a statement, with exhibits relative to out-of-state pupils, be prepared by Mr. Dancer so that it will be available if members of the legislature request information. The motion was seconded by Mrs. Archie and passed.

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STATE UNIVERSITY OF IOWA

The following business relating to the State University was transacted on February 12, 1953:

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

Norman L. Kilpatrick, associate professor and associate director of University Libraries was accepted effective April 25, 1953.

Vincent Nowlis, associate professor of Social Development, Iowa Child Welfare Research Station, was accepted effective immediately. Professor Nowlis, who is now on leave of absence, has accepted an appointment at the University of Rochester.

Leo W. Sweeney, assistant professor in the Department of General Business, College of Commerce, was accepted effective as of February 7, 1953.

Jacqueline Keaster, assistant professor in the Department of Speech and in the Department of Otolaryngology, was accepted effective July 1, 1953.

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

Dr. L. B. Higley, professor in the Department of Orthodontia, College of Dentistry, for one year commencing September 15, 1953, without salary or insurance, in order that he may go to North Carolina Dental School to assist in the establishment of a new department.

Walter A. Steigleman, associate professor in the School of Journalism, College of Liberal Arts, for one week at the end of the first semester, 1952-1953, without salary, in order that he may serve as a consultant at the Air Force University at Maxwell Field, Alabama.

APPOINTMENT. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, Dr. Norman Bartram Nelson was appointed dean of the College of Medicine, professor in the College of Medicine (indefinite), and Director of the University Hospitals at a salary of \$18,000.00 plus insurance programs, both on a twelve months' basis, effective as soon as Dr. Nelson can

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reach the State University upon the termination of his present services at the American University of Beirut on June 30, 1953.

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

Russell N, Frys, instructor in the Department of Obstetrics and Gynecology, College of Medicine, salary increased from \$5,000 to \$5,500 a year, twelve months' basis, effective as of January 1, 1953. The increase in this salary is to be paid from line 4, Account 1531, assistant professorship.

Henry Piro, Department of Athletics, salary increased from \$6,000 to \$6,300 for the period March 1, 1953, through February 28, 1954, the increase to be paid from funds of the Department of Athletics.

Archie Kodros, Department of Athletics, salary increased from \$6,500 to \$6,700 for the period March 1, 1953, through February 28, 1954, the increase to be paid from funds of the Department of Athletics.

Robert Flora, Department of Athletics, salary increased from \$7,700 to \$8,200 for the period March 1, 1953, through February 28, 1954, the increase to be paid from funds of the Department of Athletics.

**FEE CHANGES - COLLEGE OF NURSING - COLLEGE OF ENGINEERING.** Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the following fees are to be charged:

College of Nursing, a fee of \$37.00 a semester and \$18.50 a summer session for students registering for the course of Practical Nursing in the Department of Practical Nursing Education, College of Nursing, effective with the establishment of the course.

College of Engineering, the fee for the Summer Management Course to be increased from \$150.00 to \$200.00, effective with the course to be given in the summer of 1953.

**CATALOGUE CHANGES.** Upon the recommendation of President Hancher and the Committee on Educational Coordination, and with the approval of the Faculty Committee, the course changes for the 1953 Catalogue of the State University were adopted.

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VENDING MACHINES. Upon the recommendation of President Hancher and with the approval of the Building and Business Committee, the action taken by the State Board of Education on June 27, 1952, governing the installation and operation of vending machines on the campus, was rescinded and the following policy was adopted in lieu thereof:

Vending machines selling supplies and merchandise may be installed and operated on the campus under the following conditions:

1. In General Hospital, Children's Hospital, and Westlawn Nurses' Home, as approved by the Hospital Superintendent; and all net receipts shall be credited to the Hospital Concessions Fund.
2. In the Psychopathic Hospital, as approved by the Medical Director; and all net receipts shall be credited to the Psychopathic Hospital Gift Fund.
3. In the Hospital School for Severely Handicapped Children, as approved by the Director; and all net receipts shall be credited to the Hospital School Concessions Fund.
4. In the dormitories and the Iowa Memorial Union Building, as approved by the Business Manager; and all net receipts shall be credited to Dormitory Operation.
5. In other buildings on the campus, as approved by the Business Manager, provided all such vending machines are supervised and operated by Dormitory Service and all net receipts credited to Dormitory Operation.

HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee, the following change orders to contracts for the construction of the Hospital-School for Severely Handicapped Children were approved:

Change Order #2, to the contract with Carstens Brothers for plumbing and heating, covering the following:

Installation of extra unit heaters, add	\$ 728.07
Credit for fixtures omitted, deduct	210.00
Net addition to contract price	\$ 518.07

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Change Order #2, to the contract with Morehead Construction Company for general construction, covering the following:

Omit asphalt tile and base, deduct	\$4,410.00	
Omit door #319 and hardware, deduct	168.00	
Change in roof insulation, deduct	125.00	
Omit drying racks, Rooms 303,309, 315,323	<u>100.00</u>	\$4,803.00
Install stiffeners in Spandrel, add	125.00	
Paint steel deck	175.00	
Install sheet work backing	<u>254.88</u>	<u>554.88</u>
Net deduction from contract price		\$4,248.12

Change Order #4 to the contract with the Cedar Rapids Electric Company for electrical work, covering the installation of telephone conduit at an addition of \$113.00 to the contract price.

COMMUNICATIONS BUILDING - CHANGE ORDER. The Building and Business Committee recommended approval of Change Order #2, providing for the following changes to the contract with Carstens Brothers for the installation of plumbing and heating in the Communications Building:

Installation of additional sewers, add	\$ 787.67
Elimination of sump pump, deduct	390.00
Net addition to contract price	<u>\$ 397.67</u>

HEAT DISTRIBUTION REPAIRS, RIVER TUNNEL - EXTENSION OF TIME. Upon the recommendation of the Building and Business Committee, an extension of time to July 1, 1953, was granted to Puth Schultz Company for the completion of the contract for Heat Distribution Repairs, River Tunnel.

STADIUM REPAIRS - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, authority was granted to issue Change Order #2 to the contract with Boyd & Rummelhart Plumbing and Heating Company for Stadium Repairs, covering omission of sewer work at a deduction of \$303.00 from the contract price.

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HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - ACCEPTANCE OF WORK. The Building and Business Committee reported that on February 2, 1953, Charles Altfillisch, Architect, and representatives of the State University and the contractors inspected the Hospital-School for Severely Handicapped Children and found that the following contracts had been completed in accordance with the plans and specifications and contract documents: General Construction, Plumbing and Heating, Electrical, and Temperature Control.

Upon the recommendation of the Building and Business Committee, the following work was accepted as of this date, February 12, 1953, from the contractors designated and payment of the final estimates in accordance with the provisions of Chapter 573, 1950 Code of Iowa, was authorized:

General Construction work	Morehead Construction Company
Plumbing and Heating work	Carstens Brothers
Electrical work	Cedar Rapids Electric Supply Company
Temperature Control work	Minneapolis Honeywell Regulator Company

COMMUNICATIONS BUILDING, SERVICES TO - ELECTRICAL WORK - ACCEPTANCE. The Building and Business Committee reported that on February 2, 1953, Harold Hatcher for the State University and Jerry Shea for the contractor inspected the Services to the Communications Building and found that the electrical contractor, the Cedar Rapids Electric Supply 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, Services to Communications Building, was accepted as of this date, February 12, 1953, from the Cedar Rapids Electric Supply Company and payment of the final estimate in accordance with the provisions of Chapter 573, 1950 Code of Iowa, was authorized.

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LIBRARY BUILDING - SETTLEMENT WITH ARCHITECT. At the meeting held on January 8, 1953, Business Manager Ambrose and Secretary Dancer were authorized to proceed to take whatever steps are necessary to terminate the contract with Keffer and Jones for architectural services for the Library Building.

Mr. Dancer reported that the opinion of Oscar Strauss, Assistant Attorney General, which was given orally and cannot be considered as a formal opinion, is that the contract dated July 25, 1941, with Keffer and Jones for architectural services for the Library Building no longer exists, the opinion being based on the argument that the contract was for personal services which Keffer and Jones could not delegate without express authority; that the personal services provided for in the contract with Keffer and Jones were no longer available to the State Board of Education after the death of Mr. Jones; and that the fact that Mr. Keffer made a settlement with the estate of Mr. Jones and took over all of his rights in all contracts would not mean the Board is in any way obligated to use the services of Mr. Keffer in the future.

Business Manager Ambrose read a letter he had prepared to be sent to Karl Keffer. On motion, Secretary Dancer was instructed to sign and send the letter to Mr. Keffer after it had been approved by Professor Leff, of the College of Law.

COAL CONTRACT FOR 1952-1953. At the meeting held on December 4, 1952, the contract with the Shuler Coal Company for coal for the State University for the year that began July 1, 1952, was canceled because the coal shipped under the contract could not be used in the heating plant; Business Manager Ambrose was authorized to purchase coal elsewhere for emergency use; and Secretary Dancer was authorized to advertise for bids for coal to be used at the State University during the balance of the year.

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At the meeting held on January 8-9, 1953, Business Manager Ambrose reported that because of efforts of the contractor to furnish a satisfactory coal the contract with the Shuler Coal Company had not been canceled.

Mr. Rupe, chairman of the Building and Business Committee, moved that the action by the State Board of Education on December 4, 1952, regarding the cancellation of the contract with the Shuler Coal Company and the advertisement for bids for coal for the balance of the year, be rescinded. The motion was seconded by Mr. Hagemann and passed.

STORAGE COAL. Upon the recommendation of the Building and Business Committee, the request of the State University to purchase 10,000 tons of storage coal was approved, and Secretary Dancer was authorized to advertise for bids when the specifications are ready.

UNIVERSITY HOSPITAL - SETTLEMENT OF UNPAID ACCOUNTS. Business Manager Ambrose recommended that the Business Manager of the State University be authorized to accept amounts less than the full charges in full settlement of University Hospital accounts where such settlements, in his judgment, are warranted because the account is in litigation, is disputed, or recovery of the full amount appears doubtful, and have been recommended in writing by the Hospital Superintendent.

A part of Section 19.9, 1950 Code of Iowa, reads: "Compromise of claims. The executive council, on a written report to it by the attorney general together with his opinion as to the legal effect of the facts, may determine by resolution to be duly entered in its official records, the terms on which claims of doubtful equity or collectibility, and in favor of the state, may be compromised and settled with all or any of the parties thereto."

Mr. Plock moved that the recommendation regarding settlement of University Hospital accounts be adopted, subject to approval by the Attorney General of Iowa. The motion was seconded by Mr. Hamilton and passed.

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CANCELLATION OF LEASE. It was moved that the lease with J. R. Porter and wife for the 1st floor apartment at 22 East Bloomington Street, Iowa City, Iowa, be canceled effective February 16, 1953. The motion was seconded and on roll call the vote was as follows:

Aye: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, Mr. Plock, Mr. Rider, Mr. Rupe, and Mr. Stevens.

Nay: None.

Absent: Mrs. Kyseth and Mr. Munger.

The chairman declared the motion passed.

LEASE. It was moved that the 1st floor apartment at 22 East Bloomington Street, Iowa City, Iowa, be leased to H. H. Wade and wife for the period February 17, 1953, to August 31, 1953, at a rental of \$60.00 a month. The motion was seconded and on roll call the vote was as follows:

Aye: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, Mr. Plock, Mr. Rider, Mr. Rupe and Mr. Stevens.

Nay: None.

Absent: Mrs. Kyseth and Mr. Munger.

The chairman declared the motion passed.

ADDITION TO HILLCREST DORMITORY - ARCHITECTURAL SERVICES - SETH J. TEMPLE & ARTHUR TEMPLE OF DAVENPORT - OFFER OF ESTATE TO SELL DOCUMENTS. Business Manager Ambrose reported that on May 4, 1944, a contract was entered into with Seth J. Temple and Arthur Temple, Architects, Davenport, Iowa, for architectural services for an Addition to the Men's Dormitory, now known as Hillcrest Dormitory, the estimated cost of the project including equipment being \$1,197,000.00; that at a meeting held on May 9-10, 1949, the State Board of Education authorized preparation of plans for a reduced addition to Hillcrest Dormitory estimated at \$450,000.00

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which was built; that at the time of settlement the architects were paid \$60,235.65 for services on the deferred portions of the building, in accordance with the contract which provided for a payment amounting to 60% of the contract fee of 5% of the estimated cost of deferred construction, which was estimated at that time by Mr. Arthur Temple at \$2,007,855.00.

Business Manager Ambrose stated that one paragraph of the contract with Seth J. and Arthur Temple reads, "Drawings and specifications as instruments of service are the property of the Architect whether the work for which they are made be executed or not."; that since the contract was executed both Seth J. and Arthur Temple have died; and that their Estate, through Sloan Hutchinson, Attorney, Davenport, Iowa, has offered to sell the documents to the State University for \$15,000.00 and later reduced the price to \$8,000.00.

Business Manager Ambrose was instructed to write to Mr. Hutchinson, Attorney for the Estate, and inform him that the Board feels circumstances over which it has no control are depriving them of making use of the services of Seth J. and Arthur Temple, which have been paid for in full, and that the documents for the Addition to Hillcrest Hall should be turned over without the payment of an additional sum.

February 13, 1953

The following business pertaining to the State University was transacted on February 13, 1953:

1952-1953 BUDGET ADJUSTMENT. President Hancher recommended that, because of a directive recently received from the State Comptroller, the Budget of the State University for the year 1952-1953 be increased by the estimated June, 1953, income and expense for the 1953 Summer Session as follows:

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Increase Estimated Income from Student Fees	<u>\$150,000</u>
Increase Summer Session Expense for:	
Salaries	\$136,000
General Expense	14,000
	<u>\$150,000</u>

Mr. Plock moved that the recommendation be approved. The motion was seconded by Mr. Hagemann and passed.

EXECUTIVE SESSION. The Board resolved itself into executive session. The Board arose from executive session and resumed regular business.

REPORT UNIVERSITY HOSPITALS. President Rider reported that in executive session Dr. Fowler, Dr. Topp, and Superintendent Hartman discussed the University Hospitals, and the construction and moves that would be necessary in order to increase the isolation facilities. A report and recommendations will be submitted at a later meeting.

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STATE SANATORIUM

The following business relating to the State Sanatorium was transacted on February 12, 1953:

GARAGE. The Building and Business Committee submitted the request of the State Sanatorium for permission to construct a 20-stall garage 40 feet wide by 110 feet long by 10 feet high, all frame construction with flat roof of build-up paper and tar, cement foundation, and cinder or crushed rock floor, to be enclosed with 1x6 perpendicular flooring; the partitions to be made of shiplap, and the 20 overhead doors to be made of 1x6 flooring; all at an estimated cost as follows:

New and used materials	\$3,300
Labor, Sanatorium maintenance force	3,200

to be financed from approximately \$6,500 of Sales Tax Refunds.

Mr. Rupe moved that the request be granted. The motion was seconded by Mr. Hamilton and lost.

FIRE TRUCK. The Building and Business Committee reported that on January 27, 1953, a fire truck complete with equipment had been delivered by the Fire Fighter Truck Company and the Nall Motor Company, and that it had been inspected by Harry Corcoran, Engineer for the Iowa Inspection Bureau, and found to be in accordance with the specifications and contract documents.

Upon the recommendation of the Building and Business Committee the following equipment was accepted from the contractors indicated as of this date, February 12, 1953, and payment of the final estimates in accordance with Chapter 573, 1950 Code of Iowa, was authorized:

Chevrolet truck chassis	Nall Motor Company, Iowa City, Iowa
Fire fighting equipment	Fire Fighter Truck Company, Rock Island, Illinois

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UTILITY IMPROVEMENTS, HOSPITAL WIRING AND SEWERAGE AND WATER SYSTEM IMPROVEMENTS.

Business Manager Wynn reported that satisfactory progress is being made on the contracts with the Commonwealth-Edison Company for the Hospital Wiring and with the Leuthye Company for Sewerage and Water System Improvements.

CHANGE OF NAME. Secretary Dancer reported that House File 181, a bill for an act to change the name of the State Sanatorium for treatment of tuberculosis to the Iowa Tuberculosis Hospital, was introduced on January 29, 1953, and referred to the Committee on Board of Control.

NORTH PORCH. Superintendent Spear reported that the use of North Porch had been discontinued and that the balance of the structure had been razed.

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IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on February 12, 1953:

DEATHS. President Friley reported the following deaths:

George Watson, janitor, January 16, 1953.

Orville J. Anderson, laboratory laborer in the Institute for Atomic Research, February 5, 1953.

APPOINTMENT. Upon the recommendation of President Friley and with the approval of the Faculty Committee, Harold S. McNabb was appointed assistant professor in Botany and Plant Pathology, Agricultural Experiment Station, at a salary of \$5,000 (\$2,500 Trusts & Specials, National Oak Wilt; \$2,500 Trusts & Specials, Iowa State Conservation Commission), twelve months' basis, plus annuity, effective February 1, 1953.

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

James E. McDonald, assistant professor of Physics, for the period April 1, 1953, through May 31, 1954, without salary, to do cloud physics research at Chicago Midway Laboratory, University of Chicago.

Grace M. Augustine, professor and head of the Department of Institution Management, for the period August 1, 1953, through September 15, 1953, without salary, to attend a meeting and travel through Scandinavian countries and the British Isles.

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

Glenn R. Hawkes, from associate professor in charge of Child Development at a salary of \$6,500 (\$4,900 Home Economics; \$1,600 Agricultural Extension Service), twelve months' basis, to professor and head of the Department of Child

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Development at a salary of \$7,500 (\$6,000 Home Economics; \$1,500 Agricultural Extension Service), twelve months' basis, plus annuity, effective as of February 1, 1953. Dr. Hawkes fills the position vacated by Dr. Chittenden.

Howard L. Hamilton, from associate professor of Zoology and Entomology at a salary of \$6,000 (\$4,500 Science; \$1,500 Industrial Science Research Institute twelve months' basis, to professor of Zoology and Entomology at a salary of \$7,200 (\$5,700 Science; \$1,500 Industrial Science Research Institute), twelve months' basis, plus annuity, effective February 1, 1953.

Raymond R. Beneke, associate professor of Economics and Sociology, salary increased from \$6,300 (\$3,150 Science; \$3,150 Agr. Extension Service) to \$7,000 (\$3,500 Science; \$3,500 Agr. Extension Service), twelve months' basis, plus annuity, effective as of February 1, 1953.

Glenn O. Schwab, from assistant professor of Agricultural Engineering to associate professor of Agricultural Engineering, effective March 1, 1953, with no change in salary.

Milo D. Voss, health physicist, Institute for Atomic Research, salary increased from \$4,800 to \$5,100, twelve months' basis, plus annuity, effective January 1, 1953.

Gordon Winders, from engineering assistant grade 2 to engineering assistant grade 3, Institute for Atomic Research, and salary increased from \$4,800 to \$5,100 a year, twelve months' basis, effective as of January 1, 1953.

Edgar H. Dewel, junior research associate grade 3, Institute for Atomic Research, salary increased from \$4,800 to \$5,100 a year, twelve months' basis, effective as of January 1, 1953.

Bernard LaMont, junior research associate grade 3, Institute for Atomic Research, salary increased from \$4,800 to \$5,100 a year, twelve months' basis, effective as of January 1, 1953.

SEWAGE DISPOSAL PLANT - CITY OF AMES - IOWA STATE COLLEGE. Business Manager

Platt submitted the following report and suggestions:

#### JOINT SEWAGE DISPOSAL PLANT

February 10, 1953

In my memorandum of April 8, 1952, submitted to the State Board of Education on April 11, 1952, I reported that the City of Ames had presented its final statement of costs and its record of flow measurements, and in accordance with its contract with the Board requested payment of an additional \$181,647 as the College's share of the construction cost. I pointed out that two things should be done to verify this figure, (1), An audit of the City's construction account to determine if all expenditures were in accordance with the contract, and (2) a

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check and calibration of the flow meters to determine if the percentage of flow from the College as reported by the City was substantially correct.

An audit has been completed by the College's accounting department which indicates that the following costs were incurred:

Total expenditure from construction account per City's books	\$1,200,995.02
Items disallowable as not being in accordance with contract	18,461.16
Net cost to be shared by City and College	\$1,182,533.86

Flow measurements were taken by engineers in the Physical Plant Department over a two week period in January and February, 1953, in an attempt to verify the accuracy of the City's meters. It appears that inaccuracy exists in the meter located at Lincoln Way and Beech Avenue and that the percentage of College flow reported by the City to be 46 per cent may be somewhere between 35 and 38 per cent. Conferences have been held with representatives of the City and further checks are to be made. It may be that the City and College should employ a consulting engineer to make an independent check, then accept the engineer's percentage figures as the basis for final settlement.

It appears, however, that we owe some payment in final settlement to the City, the amount depending upon the final determination of flow percentages. If, as claimed by the City, the College flow is 46 per cent, we owe approximately \$160,000. If the percentage is 35 per cent, we owe approximately \$38,000.

Since it is probable that no final conclusions will be reached on the exact amount of the claim before the end of the present legislative session, the problem arises as to how best arrange for the payment when the amount is finally agreed upon. Several methods have been considered.

1. The City might file with the Claims Committee for the maximum amount which it considers to be due.

2. We might attempt to secure passage of a joint resolution by the legislature authorizing the Budget and Financial Control Committee to make payment when the final amount is determined and agreed upon between the City and the Board.

3. We might request an additional capital appropriation of \$170,000 or so much thereof as may be necessary to meet the College's share of the cost.

4. Request might be filed with the Governor and Comptroller for permission to retain a reserve of funds which might otherwise revert in order to make this payment when it is finally agreed upon.

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The following actions of the Board are suggested:

1. Authorize the College to join with the City and engage a consulting engineer to verify the matter of flow percentages; both parties then to abide by the findings of the consulting engineer.

2. Authorize the Secretary of the Board to take one of the steps indicated above to show the good faith of the Board and insure the City's receiving the amount due it under the contract.

The Building and Business Committee recommended that the Iowa State College join with the City of Ames in employing a neutral engineer to verify the matter of flow percentages; and that the City of Ames be advised to file a claim for the amount due it with the Claims Committee, with the understanding that the State Board of Education will give what assistance it can. On motion, the recommendation was approved.

RURAL ELECTRICAL DISTRIBUTION SYSTEM - CONTRACT WITH CITY OF AMES. At the meeting held on January 8-9, 1953, the bid received for the Rural Electric Distribution System was rejected because only the one bid was received and it was considered higher than the estimate of cost.

Upon the recommendation of the Building and Business Committee, Business Manager Platt was authorized to negotiate a proposed contract with the City of Ames for the use of its lines and to submit the proposed agreement to the Building and Business Committee.

RURAL ELECTRICAL DISTRIBUTION SYSTEM. Upon the recommendation of the Building and Business Committee, Business Manager Platt was authorized to negotiate with various contractors for quotations for the construction of electrical lines to College farms and to award a contract if the price is less than \$10,000.00, subject to approval by the Finance Committee.

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ELECTRICAL ENGINEERING BUILDING AUDITORIUM - ACCEPTANCE. The Building and Business Committee reported that on January 30, 1953, Elmer Borg of the architectural firm of Brooks-Borg, Fred Schlacter, inspector, and Ben W. Schaefer, Superintendent of the Physical Plant Department, inspected the Electrical Engineering Building Auditorium and found that the contractors 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 Engineering Building Auditorium was accepted from the following contractors as of this date, February 12, 1953, and payment of the final estimates in accordance with Chapter 573, Code of Iowa, 1950, was authorized.

General Construction  
Plumbing and Heating  
Electrical work

Weitz Company, Des Moines, Iowa  
Palmer Plumbing Company, Ames, Iowa  
Fitz Electric Company, Dallas Center,  
Iowa

GROUP HOSPITALIZATION INSURANCE. Business Manager Platt reported that the group hospitalization insurance formerly carried with the Prudential Insurance Company was canceled on February 4, 1953, and Blue Cross-Blue Shield Hospitalization and Surgical insurance established effective February 5, 1953. Mr. Platt stated that this is a voluntary plan financed entirely by the employees, and that the College acts only as a withholding agency for the collection and payment of premiums. (See Board minutes of December 3-4-5, 1952.)

SCIENCE BUILDING ADDITION - ARCHITECT'S FEE. Upon the recommendation of the Building and Business Committee, authority was granted to pay Tinsley, Higgins, and Lighter, Architects, additional architectural fees amounting to \$4,191.00 for revisions in the plans and specifications for the Science Building Addition for the second bidding.

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APPOINTMENT - LAKESIDE LABORATORY. Upon the recommendation of President Friley and with the approval of the Faculty Committee, Wendell H. Bragonier, professor and head of the Department of Botany, was appointed the second member from the Iowa State College of the Advisory Committee of the Iowa Lakeside Laboratory.

FIRE LOSS - AGRONOMY GREENHOUSE AND HEADHOUSE. Business Manager Platt reported that there was a fire in the Agronomy Greenhouse and Headhouse early the morning of January 24, 1953, causing damages estimated as follows:

Greenhouse	\$2,000
Loss of supplies, tools, and equipment	650
Total estimated loss	<u>\$2,650</u>

Upon the recommendation of the Building and Business Committee, Secretary Dancer was instructed to request the Budget and Financial Control Committee to allocate \$2,650.00 from the General Contingent Fund, Chapter 37, 54th G. A., to cover the cost of repairing the damage to the Greenhouse and replacing supplies, tools, and equipment.

COAL CONTRACT, 1952-1953 - INCREASED PRICE - OPINION OF ATTORNEY GENERAL.

Secretary Dancer reported the Attorney General's opinion that the State Board of Education cannot approve an increase in the price of coal furnished the Iowa State College under contract; and stated that the Sinclair Coal Company would continue to furnish coal at the contract price for the remainder of the contract period.

February 13, 1953

The following business relating to the Iowa State College was transacted on February 13, 1953:

BUDGET FOR 1952-1953 - AMENDMENT. Business Manager Platt submitted the following report and recommendations:

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As a result of the State Comptroller's ruling relative to the reversion of balances, the Iowa State College will be seriously handicapped in the operation of its budget for the balance of this fiscal year. The 1952-1953 budget, as in previous years, was prepared on the basis of conservative estimates of income and on the theory that funds in excess of estimated income would be available for its needs as approved by the Finance Committee and/or the Board, as has been the custom in past years. For example, transfers from General Savings for various purposes not budgeted were authorized in past years as follows:

1951-1952	\$490,837.82
1950-1951	252,179.88
1949-1950	232,274.29

Balances remaining after such transfers were rebudgeted in succeeding years or were reserved as working funds, reserved for claims or repayments, or reserved for application to future budgets. Had it been known when the 1952-1953 budget was being prepared that excess income or reserves were not to be available, the income would have been more generously estimated and a larger Contingent Fund provided. As provided in the 1952-1953 budget, the Contingent Fund is only slightly over 1 per cent of the total budget, which obviously provides for a slim margin of error. Actually the large unappropriated balance has served as an additional Contingent Fund in past years.

If, in the middle of a fiscal year, we are required to change our budgeting policy, then consideration should be given by the Board to amending the budget to provide the flexibility formerly available under the old policy.

Approval is therefore requested to amend the 1952-1953 budget by transferring from General Savings funds to meet the additional costs indicated below:

INSTRUCTION AND ADMINISTRATION

SUMMARY

<u>Current Expense</u>		
Agriculture Division	\$ 39,600	
Engineering Division	12,000	
Home Economics Division	5,000	
Science Division	12,000	
Physical Plant	5,000	
Registrar	7,500	
Telephone Service	5,000	
Accounting and Treasurer	15,000	
College Hospital	17,000	
Group Life Insurance	<u>35,000</u>	\$153,100
Less amount available from		
Contingent Fund		<u>53,100</u>
Total		\$100,000

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Equipment

Agriculture Division	\$ 25,000	
Engineering Division	25,000	
Home Economics Division	10,000	
Science Division	25,000	
Veterinary Medicine Division	10,000	
Microscope Fund	10,000	
Library	3,500	
Administrative & General	20,700	
Physical Plant	<u>5,000</u>	
Total		\$134,200

Repairs

60,000

Total to be transferred \$294,200

RESEARCH AND EXTENSION

It is not possible at this time to predict accurately the amount of sales income in excess of the budget estimates which might be available in these areas. The bulk of this income is derived by the Agricultural Experiment Station as the result of the sale of livestock increases and surplus products. A regulation of the United States Department of Agriculture provides as follows:

"Sales receipts derived as legitimate residues of research supported by Federal funds belong to the station and are properly available for re-investment for experiment station work. Such receipts may be accumulated and used for paying the necessary expenses of experiment station research or to meet other needs of experiment station work including permanent improvements."

Reversion to the state of funds derived from research supported in part by federal funds could seriously affect the continuance of federal support of the Agricultural Experiment Station at the present level. It is therefore recommended that all sales income of the Agricultural Experiment Station which may be received in excess of the budget be made available to the operating budget of the Station by allocation from time to time by the Finance Committee.

Funds for the above recommended transfers to General Operation are available from General Savings as shown by the following analysis:

General Operations - Instruction and Administration

Cash balance June 30, 1952		\$1,639,095.16
Appropriated for budget 1952-53		797,625.00
Cash balance June 1, 1952		<u>\$ 841,470.16</u>
Reserved:		
For future audits, A.E.C. contract	\$150,000	
For working fund	<u>450,000</u>	<u>600,000.00</u>
Free cash balance, Instruction and Administration July 1, 1952		\$ 241,470.16

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Less:

Transfers from June 30, 1952 encumbrances,  
for overhead expenses, for current expense  
and equipment as approved to date

\$ 160,587.36  
\$ 80,882.80

Plus:

Salary savings to date \$ 33,786.99  
Student fees in excess of estimates,  
to date 64,507.88  
Refunds received from V.A. on old  
claims 157,290.76  
Estimated sales in excess of estimates 37,000.00

292,585.63

Total available

\$ 373,468.43

Estimate (as of February 1) of funds to be reverted unless the proposed transfers are authorized, \$600,000 + \$373,468.43 = \$973,468.43. Additional salary savings, sales and excess fees to June 30 would in all probability increase this to well over \$1,000,000.

A detailed statement of the proposed expenditures was attached to the report.

Mr. Plock moved that the budget of the Iowa State College for the year 1952-1953 be amended as recommended by President Friley and that \$294,000.00 be transferred from General Savings to General Operation, Instruction and Administration; and that all sales income of the Agricultural Experiment Station which may be received in excess of the budget be made available to the operating budget of the Station by allocation from time to time by the Finance Committee. The motion was seconded by Mr. Rupe and passed.

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IOWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on February 12, 1953:

APPOINTMENT. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, Dr. John Bardach, assistant professor of Biology, was appointed to the Advisory Committee of Iowa Lakeside Laboratory; it being understood that he will represent the Iowa State Teachers College in addition to Dr. C. W. Lantz, who is a member of the Committee.

PROMOTION IN RANK. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, Peter G. Haines, of the Business Education Department, was promoted from instructor to assistant professor, effective June 1, 1953.

MERCHANT FUND TRUST - REPORT. President Maucker submitted the following statement prepared by Irving Hart, archivist of the College and chairman of the Board of Trustees of the Merchant Fund Trust (Court Trust):

"By the will of the late Mr. Frank Ivan Merchant all of his property, real and personal, amounting to approximately \$110,000, was constituted a fund to be known as the Merchant Fund. The income from this fund is to be awarded as scholarships to graduates of the Iowa State Teachers College for graduate work in any institution of their choice. These scholarships, to be known as the Merchant Scholarships, are to be awarded by the President and the Heads of Departments of the Iowa State Teachers College.

"It was the opinion of the Judge of the District Court before whom the Merchant will came for probate that this fund should be directly supervised and administered by a Board of Trustees responsible to the Court. Appointments to this Board were made as follows: Fred Kercheval, Philip C. Jennings, and Irving H. Hart. This Board has organized and elected the following officers: Chairman, Irving H. Hart; Secretary, Fred Kercheval; Treasurer, Philip C. Jennings.

"At proper times each year this Board will make formal reports to the President of the Iowa State Teachers College and to the Probate Court."

On motion, the report was accepted.

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USED BOOK EXCHANGE. President Maucker submitted the following report:

"The Student League Board, our top student government organization, has requested permission to establish, as a student service project, a used book exchange on campus similar to the exchange in operation on the campus at the State University of Iowa. This exchange would deal in used textbooks only, accepting them on consignment with a small handling charge to the student whose book is sold. It would be an official project of the Student League Board; a good deal of the actual work would be performed by members of Alpha Phi Omega, a men's service organization.

"Accounts would be kept in the college business office and general supervision of the project would be the responsibility of the office of the Dean of Students. The exchange would operate for a period of 2 weeks at the beginning and end of quarters (not necessarily every quarter in the school year) and there would be a systematic report following each such period of operation.

"Recognizing the conflict of interest between the student body in its desire to develop this project and the proprietors of the local book stores, we have discussed this matter at considerable length over a period of almost a year now, with student representatives and with the local book store owners. For a time it appeared that a student operated book exchange might be set up on the premises of one of the local stores, Latta's, Inc.; but mutually satisfactory arrangements could not be made. Relationships, however, are amicable and, I believe, there has gradually come to be improved understanding of the problem on the part of all concerned.

"My own thinking with regard to this whole matter has been considerably influenced by information I have secured from other colleges in this and neighboring states which shows that the overwhelming majority of colleges, both private and public, have either free textbooks, textbook rental systems, a college-operated bookstore, used book exchanges, or a combination of such arrangements. I have summarized this information in a memorandum which is being distributed to the Board. It thus appears that such a step as is proposed would be no radical departure from accepted practice but rather it would tend to bring us in line with established practices in colleges and universities in this part of the country."

Upon the recommendation of the Faculty Committee, President Maucker was authorized to grant students permission to establish and operate a book exchange on the campus as a regular student activity under the general supervision of the office of the Dean of Students.

ACCIDENT INSURANCE. At the meeting held on December 3-4-5, 1953, the request of President Maucker for approval to proceed with a plan under the Horace Mann Insurance Company for accident insurance for college students was referred to Mr. Hagemann for consideration and report back to the Board.

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Mr. Hagemann reported that the Horace Mann Insurance Company is a very good company and that the insurance is inexpensive.

On motion, President Maucker was authorized to proceed with a plan under the Horace Mann Insurance Company for accident insurance for college students on an optional basis, with no contribution by the Iowa State Teachers College.

STORAGE COAL. Upon the recommendation of the Building and Business Committee, the request of the Iowa State Teachers College to purchase 1,500 tons of storage coal was approved and Secretary Dancer was authorized to advertise for bids when the specifications are ready.

COAL CONTRACT, 1952-1953 - PRICE INCREASE - OPINION OF ATTORNEY GENERAL. Secretary Dancer reported the Attorney General's opinion that the State Board of Education cannot approve an increase in the price of coal furnished the Iowa State Teachers College under contract; and stated that the Sinclair Coal Company would continue to furnish coal at the contract price for the remainder of the contract period.

AUDITORIUM ALTERATIONS - GENERAL CONSTRUCTION CONTRACT - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, authority was granted for issuing Change Order #2 to the contract with the John G. Miller Construction Company for the general construction of the Auditorium Alterations, covering a deduction of \$250.00 from the contract price for cleaning up of outside areas and replacing damaged sidewalk.

AUDITORIUM ALTERATIONS - GENERAL CONSTRUCTION - ELECTRICAL WORK - ACCEPTANCE. The Building and Business Committee reported that the general construction work and the electrical work, Auditorium Alterations, had been inspected and that

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the contractors had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee the following work of the Auditorium Alterations was accepted from the contractors indicated as of this date, February 12, 1953, and payment of the final estimates in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

General construction	John G. Miller Construction Company, Waterloo, Iowa
Electrical work	See Electric Company, Waterloo, Iowa

POWER PLANT EXPANSION - ENGINEERING SERVICES - FINAL SETTLEMENT. The Building and Business Committee recommended that final settlement be made with the Brown Engineering Company, Des Moines, Iowa, for engineering services for the Power Plant Expansion project on the basis of adjusting the firm's final bill, as follows:

Deduction of cost of salary of clerk-of-the-works for the period October 1, 1951, to February 22, 1952, at \$65.00 a month.  
Cost of valves.

On motion, the recommendation of the Building and Business Committee was adopted.

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The following business relating to the Iowa State Teachers College was transacted on February 13, 1953:

TRANSFER OF FUNDS - SALARIES, SUPPORT AND MAINTENANCE. Secretary Dancer reported that the Governor and the State Comptroller had refused to approve the application to transfer \$96,924.31 from the appropriation for Salaries, Support and Maintenance for equipment for the Campus Laboratory Building and for obligations for work in connection with the Power Plant Expansion and the Campus Laboratory Building. (See Board minutes of October 23-24-25, 1952, and January 8-9, 1953.)

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It was moved, seconded and passed that the Board's request for funds for Capital Improvements at the Iowa State Teachers College be amended by adding the following:

Equipment for Campus Laboratory Building	\$54,000.00
Obligations for work in connection with the Power Plant Expansion and the Campus Laboratory Building which has been completed or is in process	42,924.31

TRANSFER OF BALANCE - CAPITAL IMPROVEMENTS FUND, 54th G.A. Secretary Dancer reported that the Executive Council of Iowa had refused to make available for other capital improvements the balance of \$19,705.10 remaining in the Fund for Capital Improvements, 54th General Assembly, after completion of the projects specified. (See Board minutes of October 23-24-25, 1952.)

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IOWA BRAILLE AND SIGHT-SAVING SCHOOL

The following business relating to the Iowa Braille and Sight-Saving School was transacted on February 12, 1953:

PRE-SCHOOL BLIND CHILDREN - RETROLENTAL FIBROPLASIA. Superintendent Overbeay told the Board about the increased number of pre-school blind children, 12 in 1948 and 65 in 1953, due to retrolental fibroplasia, and the need for additional appropriations if the School is to house and teach these children. Because the majority of these children were premature babies and are different from the normal blind child, Superintendent Overbeay stated that it seemed to be necessary to develop a separate program for them if they are to be admitted to the School.

Upon the recommendation of the Faculty Committee, the need for the appropriations requested, which include funds to provide housing and teaching for the increased number of blind children now entering the Iowa Braille and Sight-Saving School, is to be urged by the Finance Committee and Superintendent Overbeay when appearing before the Appropriations Committee.

ADJOURNMENT. The meeting adjourned at 4 p.m., February 13, 1953.

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