

Des Moines, Iowa
March 6 and 7, 1952

The State Board of Education met in the Fort Des Moines Hotel in Des Moines, Iowa, on Thursday and Friday, March 6 and 7, 1952.

PRESENT:

All sessions: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, Mr. Munger, Mr. Plock, Mr. Stevens, and Mr. Rider, members of the State Board of Education; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; Miss Lenihan, assistant secretary; President Hancher and Business Manager Ambrose, of the State University; Business Manager Platt, of the Iowa State College; 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.

Afternoon of the 6th, and the 7th: Mr. Rupe, member of the State Board of Education; and President Friley, of the Iowa State College.

Afternoon of the 6th only: President Maucker, of the Iowa State Teachers College.

ABSENT:

All sessions: Mrs. Kyseth, member of the State Board of Education.

Evening session the 6th, and the 7th: President Maucker, of the Iowa State Teachers College.

Evening session the 6th: Mr. Rupe, member of the State Board of Education; and President Friley, of the Iowa State College.

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

GENERAL OR MISCELLANEOUS

The following business was transacted on March 6, 1952, when the Board convened at 2 p.m.:

EVENING SESSION. President Rider announced that there would be an executive session, and that the Board would meet in the Green Room for dinner at 6:30 p.m., and would transact business after dinner.

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EXECUTIVE SESSION. The Board resolved itself into executive session. The Board arose from executive session and recessed to meet for dinner at 6:30 p.m.

The following business pertaining to general or miscellaneous matters was transacted on March 7, 1952:

APPROVAL OF MINUTES - MEETING HELD JANUARY 10-11, 1952. On motion, the minutes of the meeting of the State Board of Education that was held on January 10-11, 1952, were approved.

APPROVAL OF FINANCE COMMITTEE MINUTES. On motion, the minutes of the meetings of the Finance Committee from June 30, 1951, through January 1, 1952, and the minutes of the January, 1952, meetings at the Iowa State Teachers College, the Iowa School for the Deaf, and the State Sanatorium, were approved.

SURVEY OF INSTITUTIONS - STRAYER REPORT. The secretary was requested to list on the next docket the recommendations made by Dr. George D. Strayer, in his Report of a Survey of the Institutions of Higher Learning in the State of Iowa, which have not had consideration.

FUTURE BUILDING PROGRAM. The executives were requested to bring up to date and submit to the Board at the May meeting their future building programs; also to send to the Board members a list of the projects already approved by the State Board of Education and referred to architects for planning but not yet advertised for bids.

BUSINESS MANAGERS COMMITTEE ON CO-ORDINATION - REPORT OF MEETING HELD FEBRUARY 14, 1952. The following report of a meeting of the Business Managers Committee on Co-ordination, held at the Iowa State College, Ames, Iowa, on February 14,

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1952, was submitted:

A meeting of the Business Managers Committee on Co-ordination was held in Marston Hall at the Iowa State College, Ames, Iowa, at 10 a.m., February 14, 1952.

Present: Mr. Ambrose and Mr. Jolliffe, State University; Mr. Jennings, Iowa State Teachers College; Mr. Geasland, Iowa School for the Deaf; Mr. Wynn, State Sanatorium; Mr. Overbeay and Mrs. Powers, Iowa Braille and Sight-Saving School; Mr. Platt and Mr. Marks, Iowa State College; Mr. Gernetzky and Mr. Dancer, Finance Committee; Mr. Bolsem and Mr. Jones, State Auditor's Office.

This meeting was called for the purpose of discussing with representatives of the State Auditor's Office the special report on State Board of Education institutions by the auditors dated August 6, 1951 and the supplemental letter from Mr. L. E. Jones of the Auditor's Office dated February 5, 1952, which outlines in more detail the recommendations about the accounting systems.

The following matters were discussed:

Vouchers

1. Standardization. The question of revising voucher forms was discussed thoroughly. Mr. Jones suggested that standardization of the forms be accomplished by devising one form applicable to the three larger institutions and one form applicable to the three smaller institutions, since the latter could be less detailed.

It was decided that an effort should be made to work out the suggested standardization.

2. Notarization of vouchers. The matter of notarization of vouchers was discussed. The auditors stated that their reason for recommending this was to insure that payments were made to bona fide vendors only and to avoid the possibility of fraudulent payment. They felt that the requirement of notarization would discourage any employee of the institutions from preparing and presenting vouchers and making payments to dummy vendors. The auditors suggested that to simplify procedures, only vouchers for amounts over \$10 be notarized. The question of whether notarization as required by the Code applies to the Board of Education institutions was discussed, and Mr. Bolsem suggested it be referred to the Attorney General for a ruling. Chairman Ambrose advised the auditors that such a request should properly come from the Board and not from this Committee. Mr. Jones stated that proper auditable information accompanying vouchers should include the following: (1) Vendor's original invoice on his own billing form; (2) Vendor's affidavit; (3) Copy of purchase order; (4) Signed receiving report by the individual actually receiving the goods. It was pointed out that present voucher forms of the institutions provide for a signature by the department head indicating receipt of goods in satisfactory condition, that purchase orders are

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on file in the business offices and that original invoices on vendor's billing forms are not desirable because of the variety of sizes and shapes and the difficulty of maintaining uniform files. The auditors conceded the latter to be undesirable and stated that if the voucher form included spaces for certification of receipt of shipment, vendor's affidavit and notarization, such forms would be acceptable in lieu of the four documents proposed.

Accounting Systems.

Considerable discussion of the accounting systems of the three small institutions took place. In the opinion of the auditors the system now in use at the State Sanatorium is ideal and should be adopted for the School for the Deaf and the Iowa Braille. Mr. Jones was of the opinion that machine accounting is not practicable in these three institutions because the volume of business does not warrant the investment in machines. Revision of the accounting system at the School for the Deaf to follow the general plan used at the Sanatorium is satisfactory with Mr. Geasland. Mr. Overbeay and Mrs. Powers were of the opinion that additional help would be required at Iowa Braille to operate on this system.

This Committee should take final action on recommending to the Board whether standardization in the three smaller institutions should be made following the system as devised by Mr. Jones for the Sanatorium. The auditors offered their services upon request of the superintendents and the Finance Committee to set up the new systems and prepare manuals.

The question of revising the accounting system at the Teachers College was discussed. This system does not conform to the form adopted by the National Committee on Standard Reports for Institutions of Higher Education. The systems of the University and the State College are based on the national standard with some minor deviations. The revision as suggested for the Teachers College would place the three larger institutions on substantially the same accounting systems.

The Committee should consider and recommend to the Board whether the Teachers College should be requested to consider revision of its accounting system to effect this standardization. A tremendous amount of work and considerable expense would be required in making the change. Such change, if made, should be effective at the beginning of a fiscal year and the budget for that year should be prepared in accordance with the accounting system to be adopted. If any change is to be made for the fiscal year beginning July 1, 1952, a decision will need to be reached very shortly.

A limited amount of discussion of the accounting system of Iowa State College took place, and it was explained that the matter of decentralization which was an objection of the auditors was the result of physical limitations on space. It is impossible to house

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all accounting operations of the College in the present accounting office; therefore, routine detailed accounting is done in such operations as Residence Halls, Creamery, Bookstore, etc., with control accounts only maintained in the Accounting Office.

Because of necessity for adjournment, it was impossible to conclude the discussions of all the matters presented by the State Auditors.

On motion, the report of the Business Managers Committee on Co-ordination was approved.

ACCOUNTING PROCEDURES - RECOMMENDATIONS OF BUSINESS MANAGERS COMMITTEE ON CO-ORDINATION. Business Manager Ambrose reported that at a meeting on March 5, 1952, the Business Managers Committee on Co-ordination gave further consideration to the Special Report of the State Auditor dated August 6, 1951, and a supplemental letter dated February 5, 1952, outlining in more detail the suggestions of the State Auditor relative to the accounting systems at the institutions under the State Board of Education, and he submitted the following recommendations of the Committee:

1. Vouchers. It is recommended that the State Board of Education order that as current forms are exhausted all new vouchers provide for certification by the vendor, not notarization; that they be standardized as recommended by the Business Managers Committee on Co-ordination in its report of February 14, 1952.
2. Uniform Accounting. It is recommended:
 - a. That the State Board of Education accept the offer of the State Auditor to assist in setting up accounting systems at the Iowa School for the Deaf and the Iowa Braille and Sight-Saving School, and give further assistance to the State Sanatorium, so as to bring into agreement the accounting procedures at the three institutions.
 - b. That the Business Managers of the State University, the Iowa State College, and the Iowa State Teachers College, continue to study and work out the accounting problems of those institutions so that probably within a year the accounting procedures will be in close harmony.

Mr. Plock moved that the recommendations of the Business Managers Committee on Co-ordination be approved and adopted; that actions taken previously

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by the Board be rescinded insofar as they conflict with this action regarding vouchers; and that legal advice be secured about requiring certification of vouchers by vendors instead of notarization.

The motion was seconded by Mr. Munger and passed.

BLUE BOOK - RECOMMENDATIONS OF BUSINESS MANAGERS COMMITTEE ON CO-ORDINATION.

Mr. Ambrose reported that at a meeting on March 5, 1952, the Business Managers Committee on Co-ordination gave further consideration to the Blue Book, the schedules describing "Analysis of Adjustments", and the setting up of a working fund and reserves for each institution, and he submitted some recommendations of the Committee.

On motion, the report and the recommendations were referred to the Ways and Means Committee for consideration and report back to the Board.

PER PUPIL COSTS. At the meeting held on January 10-11, 1952, the Finance Committee and the Business Managers Committee on Co-ordination were authorized to confer with the State Auditor and the State Comptroller and request their co-operation on a joint study of per pupil costs.

Mr. Ambrose reported that studies of per pupil costs are being made, and Mr. Dancer stated that a conference with the State Auditor and the State Comptroller had been held and that they would work with the Committees.

REPORT OF WAYS AND MEANS COMMITTEE - MEETING HELD FEBRUARY 14, 1952. Mr. Plock submitted the following report:

The Ways and Means Committee of the State Board of Education met in Beardshear Hall at the Iowa State College, Ames, Iowa, at 2 p.m., February 14, 1952.

Present: Mr. Plock, Mr. Hagemann, Mr. Hamilton, Mr. Munger and Mr. Rider, members of the Committee; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; President Hancher, Provost Davis, Business Manager

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Ambrose, and Assistant Business Manager Jolliffe, of the State University; President Friley and Business Manager Platt, of the Iowa State College; President Maucker 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 and Mrs. Powers, of the Iowa Braille and Sight-Saving School.

Mr. Plock, chairman, and Mr. Dancer, secretary of the meeting.

The following business was transacted:

Financial Needs - Biennium 1953-1955. At the meeting of the Ways and Means Committee on January 9, 1952, it was agreed that the financial needs of the institutions for the biennium 1953-1955 would be reviewed in a preliminary way at this meeting; and that, while definite figures could not be presented at this early date, President Friley would rehearse the needs of the Iowa State College and the formula on which legislative askings would be based.

President Friley stated that the following basic assumptions should be considered in formulating legislative requests for appropriations:

1. Enrollments will likely be between the present figure and a figure 8% less.
2. Continuing demands for expansion of the research and extension programs, particularly in agriculture, home economics, veterinary medicine and allied sciences.
3. Reserves accumulated during and after the war will be practically exhausted, except for working funds.
4. Student fees will be less because the veteran enrollment will be negligible and because of the possible smaller total enrollment.
5. Maintenance of the "status quo":

The "status quo" has two interpretations:

- a. The financial status quo means maintaining the financial position of the current year (1951-1952). This will require replacement of reserves and fee losses,
- b. The status quo in the operation of the College program. This will require a minimum of 10% additional funds for salary adjustments to meet the increased costs of supplies and equipment. In this sense the status quo cannot be maintained without recognizing the necessity of meeting increased living costs and costs of materials.

President Friley explained his ideas about the basic assumptions, and then he presented and discussed a tentative report showing the estimated income and expense for the 1953-1955 biennium.

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Arrangements were made for President Hancher to give a similar report about the State University to the Ways and Means Committee at the March meeting.

On motion, the report of the Ways and Means Committee was approved.

REPORT OF WAYS AND MEANS COMMITTEE - MEETING HELD MARCH 5, 1952. Mr. Plock submitted the following report:

The Ways and Means Committee of the State Board of Education met in the Fort Des Moines Hotel, Des Moines, Iowa, on Wednesday, March 5, 1952, at 2 p.m.

Present: Mr. Plock, Mr. Hagemann, Mr. Hamilton, Mr. Munger and Mr. Rider, members of the Ways and Means Committee; Mrs. Archie 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 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 Business Manager Wynn, of the State Sanatorium.

The following business was transacted:

Financial Needs - Biennium 1953-1955. Mr. Plock stated that in carrying out the program for surveying the financial needs of the institutions inaugurated by the Ways and Means Committee at the meeting on January 9, 1952, President Hancher would present the basic assumptions used in formulating the needs of the State University during the biennium 1953-1955.

President Hancher stated that:

- I. In formulating the requests for operating funds for the educational program at the State University of Iowa it is assumed that during the biennium 1953-1955
 - A. The state of international affairs, as it existed on February 1, 1952, will not change materially; the rearmament program then planned, and in process, will be carried to completion; there will be no all-out war; and prospects for an all-out peace will not improve sufficiently to justify sharp reductions in outlays for security purposes before 1954.
 - B. Student fees will be less:
 1. Because veteran enrollment will be negligible and excess payments on account of veteran attendance will approach the vanishing point. (All present thinking indicates that if G. I.

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educational benefits are given to Korean veterans, the payments therefor to educational institutions will be based on regular fees and tuitions rather than on "cost of instruction", which has yielded the excess payments over fees and tuitions received by public institutions since World War II for veterans.)

2. Student enrollments will be at a low ebb from 1953-54 to 1956-57 but, in the absence of all-out war, will rise appreciably beginning about 1956-57 and abruptly thereafter, because of the sharp increase in the birth rate in the late 1930's and early 1940's, and the great increase in the number of high school graduates who will reach college age from 1956 on.

United States Annual Birth Rate

<u>Year of birth</u>	<u>Annual births</u>	<u>Year age 18</u>
1933	2,012,000	1951
1935	2,155,000	1953
1939	2,265,000	1957
1940	2,360,000	1958
1943	2,934,000	1961
1948	3,559,000	1966
	<u>Iowa's Births</u>	
1933	39,500	1951
1935	41,000	1953
1939	43,750	1957
1940	45,500	1958
1943	48,200	1961
1948	61,506	1966

If University enrollment were to remain at a low level for an extended period, further curtailment of staff and of activities would be indicated, but no institution can afford to disband its basic staff in view of the forthcoming demands of large student bodies for instruction within a few years. Savings from reduction in staff, therefore, will result from failure to reappoint or replace the younger or the least qualified members of the staff. Accordingly, the savings will not be appreciable.

- C. University reserves and working funds accumulated during and after the war will be practically exhausted by June 30, 1953. Provision must be made for a working fund, if the University is to have one.

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D. If a going concern is to be maintained, legislative appropriation will be required:

1. To replace:
 - a. Declining receipts from tuitions, fees, etc., because of:
 - (1) Decline in student body
 - (2) Decline in excess payments from the Veterans Administration
 - b. Exhaustion of working funds out of which budgets have been and are being balanced.
2. To provide a 10% increase for anticipated rise in cost of salaries and operations.
3. To increase teaching salaries to the median of the Big Ten.
4. To carry forward existing programs only partially operating or inadequately supported.
5. To provide for new programs.

II. In formulating the requests for operating funds for the public services (General Hospital, Psychopathic Hospital, Bacteriological Laboratory and Hospital School) the assumptions stated under I above also apply insofar as they are applicable to the respective types of operation.

III. In formulating the requests for capital funds, it is assumed that requests should be made now for the first parts of the expanded plant that will be required to house the students already born who will be flooding our institutions in the visible future. The flood of students following World War II was temporary; and shortages of labor and materials, as well as war-time controls, made adequate provision for them impossible and temporary buildings became a necessity. The future needs are now visible. The students are already on their way through the grades. No such excuses will suffice if the future needs are not met.

In connection with the foregoing President Hancher submitted statements of the financial needs as estimated at this time.

The assumptions stated by President Hancher and those presented by President Friley at the February meeting were considered at length and suggestions were offered, especially about Item I-D of President Hancher's statement and Item 5-b of President Friley's statement.

There was also discussion of how best to make the public aware of the financial needs of the institutions, and the conditions at some of them because of the inadequate financing.

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President Maucker will give a similar report about the financial needs of the Iowa State Teachers College to the Ways and Means Committee at the next meeting.

Financial Needs - Biennium 1953-1955 - State Sanatorium, Iowa School for the Deaf, and Iowa Braille and Sight-Saving School. Because of the time element involved the Committee recommends that the preliminary surveys of the financial needs of the State Sanatorium, the Iowa School for the Deaf, and the Iowa Braille and Sight-Saving School be referred to the Finance Committee.

On motion, the report of the Ways and Means Committee was approved and the recommendation adopted.

AMERICAN COUNCIL ON EDUCATION - REPORT OF MEETING. Mr. Gernetzky distributed copies of his report about the meeting of constituent members of the American Council on Education that was held in Washington, D. C., on January 25-26, 1952.

GROUP INSURANCE - IOWA STATE COLLEGE - IOWA STATE TEACHERS COLLEGE - SPECIFICATIONS. Business Manager Platt submitted the following specifications for a group insurance program at the Iowa State College and the Iowa State Teachers College, and explained them:

SPECIFICATIONS FOR GROUP INSURANCE PROGRAM
The Iowa State Teachers College and The Iowa State College
March 1, 1952

Proposals for the establishment and operation of a program of group life insurance for employees of the Iowa State Teachers College and the Iowa State College are invited in accordance with the following specifications:

1. The Group

The group shall consist of all full-time employees of The Iowa State Teachers College and The Iowa State College between the ages of 18 and 70 years who receive a salary of \$1800 or more per year from the institutions. Full time employees for the purpose of this plan are defined as (1) academic

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and administrative employees of the rank of Instructor (or equivalent) or higher, on a 9 month or more employment base; and (2) non-academic employees either appointive or hourly in full time employment who have been in the employ of the Colleges one year or more. The following are specifically excluded from the group because of the temporary nature of their employment:

Visiting teachers or lecturers of all ranks

Wives of full time employees

Students

Wives of students

Members of the Armed Services assigned to the staff of the College

Other temporary employees

Members of the staff of the Ames Laboratory A.E.C. eligible for the group insurance plan of the Ames Laboratory.

2. Participation.

All employees in the group at the effective date of adoption of the program have the option of participating in the insurance program provided they enroll within 31 days. Academic and administrative employees as defined above who enter the group subsequent to the date of adoption of the program will enroll at the time they begin their duties at the Colleges and such enrollment is mandatory. Non-academic employees, as defined above, will become eligible and will be required to enroll one year after beginning employment with the College.

3. Benefits

Insurance coverage for the participants in the group will be in the following amounts to the end of the fiscal year in which the individual attains age 55 years:

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	<u>Annual Salary</u>	<u>Insurance Coverage</u>
Males:		
	\$1800 to \$2999 inclusive	\$4000
	\$3000 or more	\$6000
Females:		
	\$1800 to \$3499 inclusive	\$3000
	\$3500 or more	\$6000

After June 30th of the fiscal year in which an employee attains age 55 the coverages shall be reduced uniformly each year, reaching \$2000 for the \$6000 coverage, \$1500 for the \$4000 coverage and \$1000 for the \$3000 coverage on June 30th of the year in which the employee attains age 70.

4. Waiver of Premium

The group policy shall contain provision for waiver of premium during any or all periods of total and permanent disability up to age 70 if such disability occurs before age 65.

5. Premiums

It is contemplated that the cost of the premiums will be shared jointly by individual employees and the Colleges, on the basis of employees paying approximately one third of the estimated net cost and the Colleges paying approximately two thirds of the estimated net cost. The rate to the employees may be adjusted periodically by the Colleges to correspond to any changes in the total net cost of the insurance.

6. Dividends

Dividends will be paid in cash to the Colleges or applied as credits on the premium payments.

7. Conversion Privilege at Termination of Employment or at Retirement

Any insured employee leaving the employ of the Colleges or becoming ineligible to remain in the group may convert his policy, without any medical examination, at the then customary rate to any individual policy sold by the insuring company, as provided by the laws of the State of Iowa.

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8. Payment of Claims

Provision shall be made by the insurance carrier for prompt payment of claims. Optional methods of settlement shall be provided in the form of lump sum payments, monthly income, or a combination of both.

9. Analysis of Age Groups

Attached are data sheets giving a classification of the total eligible group of employees for both institutions for which the contemplated coverage is to be provided.

10. Effective Date

The proposed effective date of this plan is July 1, 1952, which is the beginning of the Colleges' fiscal year.

11. Form of Proposal

Bidders shall quote on the basis of full participation of the group.

The quotation shall state (1) the total annual cost, (2) the monthly cost per \$1000, and (3) the estimated percentage of total premium to be returned to the colleges over the first five year period on the basis of present dividend scales. Bidders shall state whether conversion costs are included as a part of the claim cost or are included as expenses in the amount retained by the company. If included as part of the claim cost, state the charge expressed as a percentage of the total premium.

Bidders shall submit quotations on the basis of the combined group consisting of the total employees of both institutions as shown by the appended age and salary classification data. Bidders shall also quote on the basis of a separate group for each institution. In the quotation for the combined group, sufficient breakdown shall be furnished so that separate costs for each institution may readily be determined.

All quotations and supporting data shall be submitted in duplicate.

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12. Award of Contract.

Proposals will be reviewed by the Insurance and Annuity Committees of the Colleges, the Presidents and the State Board of Education. Upon approval of the latter the business will be awarded to the bidder or bidders whose proposals in the judgment of the Board best meet the requirements of the plan from the standpoint of net cost, past dividend performance, anticipated service and other factors. The successful bidder shall be prepared to provide assistance to the Colleges at no additional cost in the establishment and operation of the plan.

The Iowa State Teachers College, the Iowa State College and the State Board of Education reserve the right to reject any or all bids and/or to waive any irregularities in the bids.

Mr. Hagemann moved that the specifications for a group insurance program at the Iowa State College and the Iowa State Teachers College be approved, and that the secretary be authorized to advertise for bids. The motion was seconded by Mr. Munger and passed.

GALLAUDET COLLEGE - REPORT OF VISIT. Mr. Gernetzky stated that he would prepare a report of his visit to Gallaudet College, Washington, D.C., and would mail copies to members of the Board. This is the college maintained by the Federal Government which some graduates of the Iowa School for the Deaf attend.

SPECIAL REPORT OF STATE AUDITOR - INVENTORY CONTROL. On February 8, 1952, M.B. Bolsem, Supervisor of State Audits, Office of the Auditor of State, prepared and sent to the State Board of Education a Special Report about Departmental Equipment Inventory Control, a part of which is as follows:

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"Under date of August 6, 1951, a Special Report was prepared by us, for presentation to the State Board of Education, covering the standardization of vouchers, uniform accounting systems and internal check.

"We are very happy to note that these matters are now under discussion by Board committees, and are hopeful that satisfactory solutions will be found in connection with each of these subjects.

"We now have another problem which, in our opinion, is of great importance, and which we would like to present to the State Board of Education for their consideration and an expression from them as to their thoughts in the matter.

"This report is being presented in the same spirit of cooperation as was our previous report, and we hope that it will be received in the same spirit. The subject of this report is

Departmental Equipment Inventory Control

"At the present time there is invested in Departmental Equipment at the six institutions under the control of the State Board of Education approximately \$18,000,000.00. If this were cash in the bank, safeguards would be used to protect it. Now that this value has been converted into Departmental Equipment, should it be written off as expense and forgotten, or should safeguards be set up to protect this investment, the same as was done for the cash?"

The Special Report goes on to recommend the setting up at each institution of a Departmental Equipment Inventory Control, and outlines how it should be set up.

On motion, the Special Report to the State Board of Education about Departmental Equipment Inventory Control was referred to the Business Managers Committee on Co-ordination to study and report back to the Board.

UNITED STATES VETERANS' ADMINISTRATION - CLAIM OF THE IOWA STATE COLLEGE - REPORT AND RECOMMENDATION OF ATTORNEY. Mr. Allen Whitfield, Des Moines, Iowa, the attorney appointed by the Attorney General of Iowa to represent the State Board of Education and the Iowa State College in connection with claim for alleged overpayments by the Veterans' Administration, appeared before the Board and submitted the following report dated March 7, 1952: (See Board minutes of December 15-16, 1948.)

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"Re: Iowa State College Claim Against
United States Veterans' Administration

"Pursuant to your request we are summarizing the situation with respect to the above matter in which we have been acting as special counsel for Iowa State College,

"All contracts for instruction of veterans executed by Iowa State College with the Veterans' Administration provided that the college should be reimbursed by the Veterans' Administration for the education of veterans according to a formula set out in federal statutes and Veterans' Administration regulations based on the estimated cost of teaching personnel and supplies for instruction.

"Following an audit by the General Accounting Office of contracts in effect between Iowa State College and the Veterans' Administration from the dates January 2, 1946, to July 9, 1948, the Veterans' Administration suspended payments to Iowa State College. The amount originally withheld was in excess of \$551,230.00. Subsequently the audit was completed for contracts then in effect increasing the claim by about \$20,000.00, making a total in excess of \$570,000.00.

"The General Accounting Office disallowed monies claimed by Iowa State College and withheld payment to the college on these contracts for a variety of reasons, the principal ones being summarized as follows:

1. Inclusion of salaries paid from the interest earned on federal land grant funds and from federal funds supplementing such interest income.
2. Inclusion of salaries paid from funds derived from the sale of surplus products by the college - dairy, etc. (termed non-instructional funds by Veterans' Administration).
3. Alleged improper computation by the college of the time of instructors devoted to teaching, allowance for vacation pay, definition of teachers, etc.

"Extended conferences with principal officials of the Veterans' Administration produced no favorable results. Instead representatives of the college were threatened that if they did not cooperate by accepting the rulings of the Veterans' Administration officials that these officials would 'sharpen their pencils' and see to it that the college failed in its efforts to receive proper and adequate reimbursement. Shortly after the difficulties developed with Iowa State College and the Veterans' Administration, similar claims of over-payment and demand for refund with respect to other colleges and universities developed.

"Representatives of Iowa State College, working with the Land Grant College Association, procured the adoption of an amendment to the federal law which specifically stated:

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'In the computation of such estimated cost of teaching personnel and supplies for instruction in the case of any College of Agriculture and the Mechanic Arts, no reduction shall be made by reason of any payments to such college from funds made available pursuant to the act entitled "An Act donating public lands to the several states and territories which may provide colleges for the benefit of agriculture and the mechanic arts" approved July 2, 1862, as amended and supplemented - - - and in the computation of such estimated cost of teaching personnel and supplies for instruction in the case of any non-profit educational institution, no reduction shall be made by reason of any payments to such institution from state or municipal or other non-federal public funds, or from private endowments or gifts or other income from non-public sources:'

"Pursuant to regulations adopted by the Veterans' Administration following the enactment of this legislation, dealing with refunds, recomputations have been made by the college of the contracts involved and verified by the Veterans' Administration. Notwithstanding the express provision of the law above quoted, the Veterans' Administration still refused to accept a reclaim from the college of the cost of educating veterans paid by the college from sources derived from so-called non-instructional funds. College officials estimate that the amount involved in this disallowance is approximately \$50,000.00. The college has received, as a result of the legislation above referred to, between \$45,000.00 and \$50,000.00 on contracts entered into subsequent to the audit. In addition, it is estimated that the college will receive as a result of this legislation and adjustment and negotiation of the minor items involved between \$275,000.00 and \$300,000.00 on the contracts which were audited and are referred to above. The exact amount of this refund will depend upon a detailed computation as to the cost of instruction of each individual veteran involved running over a period of several years.

"It has been our opinion as attorneys in this matter that the college was entitled to a refund from the Veterans' Administration on these contracts which were audited of approximately \$350,000.00. It was our opinion that the college could proceed in the Court of Claims to establish its rights as a matter of law and collect the refunds actually due where such refunds had been denied because of arbitrary, illegal, unreasonable or capricious rulings of the official of the Veterans' Administration.

"We regret to say, however, that a decision of the United States Supreme Court handed down November 26, 1951, in the case of United States vs. Martin Wunderlich appears to establish the contrary view. A summary of this opinion is attached hereto as Exhibit 'A'.

"In view of this opinion we therefore recommend that the Board of Education authorize Iowa State College officials to compromise its claim for refund by accepting the basis for settlement proposed by the Veterans' Administration and eliminating reimbursement for expenditures from 'non-instructional funds'."

March 6-7, 1952 - General or miscellaneous

Mr. Stevens moved that the recommendation of Allen Whitfield, Attorney, be adopted and that the officials of the Iowa State College be authorized to settle with the Veterans' Administration on the basis of new computations eliminating reimbursement for expenditures from "non-instructional funds". The motion was seconded by Mr. Munger and passed with Mr. Plock voting "no". It was the consensus that the decision of the Veterans' Administration was arbitrary and in violation of Public Law 571.

Mr. Plock explained that his negative vote should not be interpreted as any criticism of the excellent work done by Mr. Whitfield, nor as showing a lack of faith in the soundness of his legal opinion and recommendation as a matter of good business; that it is based upon the belief that a larger issue is involved which is the issue of the relationship of the Federal Government, through one of its agencies, with the State of Iowa; and that further opposition should be made to the arbitrary action of the Veterans' Administration in attempting to deprive the State of Iowa of approximately \$50,000.00 justly due to the State, in violation of federal statutes.

RESOLUTION - KEOKUK TRADES AND LABOR ASSEMBLY. Mr. Dancer submitted the following resolution sent to the State Board of Education on January 5, 1952, by D. R. Morrill, Secretary of the Keokuk Trades and Labor Assembly, Keokuk, Iowa:

"WHEREAS, the State Schools of the State of Iowa do not provide short courses in Labor Education in the summer session of from one to three weeks,

"AND WHEREAS, there is a great need for such short courses during the summer sessions, now

"THEREFORE, BE IT RESOLVED that: the State Government of Iowa provide short courses in Labor Education for adults during the summer session.

"Resolution passed by the Keokuk Trades & Labor Assembly, Keokuk, Iowa, Jan. 2, 1952."

March 6-7, 1952 - General or miscellaneous

President Hancher stated that such a short course is being planned by the State University for the 1952 summer session; and Secretary Dancer was requested to transmit that information to the Keokuk Trades and Labor Assembly.

LEAVES OF ABSENCE. Mr. Hamilton reported that at the meeting on March 6, 1952, the Faculty Committee reviewed the following statements submitted by the presidents of the policy for granting leaves of absence at the State University, the Iowa State College, and the Iowa State Teachers College:

Leaves of Absence - State University of Iowa

1. There are twenty-nine persons presently on leave of absence without compensation. Of these, seven are on military leave, fifteen are on leave of absence from active faculty responsibility and seven are retired faculty members on leave of absence without salary.

2. Leaves of absence are granted for a specific purpose and only when it is possible to operate effectively in the absence of the applicant.

3. In general the limit of time for the leave of absence is one year, but this can be extended in special circumstances. Leaves of absence for military purposes, however, for persons on permanent tenure have extended beyond the one year term; usually this is renewed each year.

4. Persons who are considered for leaves usually are professors, associate professors, assistant professors or administrative officers of the University. Generally instructors and other personnel of the University, except those who are on a more-or-less permanent basis, (administrative personnel) are not subject to leaves of absence. The leaves are granted by the State Board of Education which, of course, reserves the right to refuse renewal when it is clear that a continuation of the leave of absence will not operate to the best interest of the University.

5. Except for military leaves, the purpose of leave is considered and is a determining factor in whether or not the recommendation for leave of absence will be approved by the President for recommendation to the Board.

6. In approving recommendations to be transmitted to the Board, the President on the advice of the Deans and others, considers whether or not the leave of absence will be a benefit to the individual and thus reflect to the credit of the University.

March 6-7, 1952 - General or miscellaneous

Leaves of Absence - Iowa State College

I. Total Number of Leaves, 1951-1952	59
1. Military Leaves	37
2. Government Projects	11
3. Projects in the Interest of National Defense	1
4. Graduate Work	6
5. Illness	2
6. Visiting Professorships in Other Institutions	2

II. A majority of the Leave of Absence requests are granted.

III. The maximum length of a leave is one fiscal year; many of them are for a shorter period.

IV. Consideration for leaves is given to all categories of the staff.

V. Decision as to a leave depends primarily upon the nature of the work to be done.

VI. In determining "V" careful consideration is given as to the benefits of such a leave to the individual and to the institution.

In regard to "I" it should be noted that all of the existing leaves except 10 are in the interest of the National Defense, or in assistance under the general provisions of Point Four.

Leaves of Absence - Iowa State Teachers College

1. Number of faculty members on leave of absence, without salary, as of March 1, 1952, classified in terms of the purpose for which the leave was taken and duration of leave:

Number on Leave, 1951-1952

<u>Purpose of Leave</u>	<u>For Full Academic Year</u>	<u>For Less than Full Year</u>
Military Service	7	0
Government Service (non-military)	1	0
Graduate Study	15	2
Travel and Rest	1	1
Family or Personal Illness	0	3
Totals	<u>24</u>	<u>6</u>

No staff members are on leave of absence with pay. As far as I know the college has no provision for such leaves.

March 6-7, 1952 - General or miscellaneous

2. Most leaves requested are granted. Military leaves are always granted, as required by law. Leaves for advanced study are encouraged and usually granted, although sometimes the timing of the leave is arranged at the convenience of the college. Leaves because of personal illness or serious illness of a relative for whom our staff member is responsible are usually requested on an emergency basis and are usually granted. Leaves for rest and travel are not often requested but if they can be arranged at the convenience of the college, they are usually granted.

In short, most leaves formally requested are granted, partially because faculty members counsel informally with department heads and Dean prior to submitting a formal request and are reasonable in making requests. The college administrators attempt to weigh the long-range benefits to the college against the short-run "loss" resulting from temporary replacements during the leave.

3. Leaves are ordinarily limited to one year; they are sometimes extended for an additional year. Military leaves are of indefinite length for duration of required service.
4. Any faculty member who is on a regular appointment (which ordinarily means he has served satisfactorily for three years on our staff) may be considered for a leave of absence for study or travel. Emergency leaves may be granted to any staff member.
5. As implied in #2 above, the work to be done during the leave is a major factor governing the granting of leaves other than emergency leaves.
6. Little, if any, objective evidence as to the benefits of leaves is available. I believe it to be the opinion of an overwhelming majority of the college faculty that both the individuals and the college (and thus the state) benefit substantially through increased effectiveness of staff members as a direct outcome of experiences while on leave. In addition, the college is able to attract and retain more capable staff members because of its liberal leave policy - without cost to the state other than the inconvenience of having to make temporary replacements. It is true that on the basis of increased training gained during leaves of absence, faculty members qualify for higher salaries at the college, presumably because their worth to the college has been enhanced by the training. This represents one of the generally accepted methods of upgrading staff in service.

NEXT MEETING. The next meeting of the State Board of Education will be held at the Iowa State College, Ames, Iowa, on Thursday and Friday, April 10 and 11, 1952.

March 6-7, 1952

IOWA SCHOOL FOR THE DEAF

The following business pertaining to the Iowa School for the Deaf was transacted on Thursday evening, March 6, 1952:

SCHEDULE OF TEACHER SALARIES AND MINIMUM QUALIFICATIONS. Mr. Hamilton submitted the following schedule of teacher salaries and minimum qualifications, effective September 1, 1952, as recommended by Superintendent Berg, and stated that it had been approved by the Faculty Committee:

<u>The Scale</u>		<u>Annually</u>	<u>Monthly</u>
Minimum	1 year of college without special training	\$2,000.00	\$222.22
	2 " " " " " "	2,100.00	233.33
	1 " " " and " "	2,200.00	244.44
	3 " " " without " "	2,200.00	244.44
	2 " " " and " "	2,300.00	255.55
	4 " " " without " "	2,300.00	255.55
	3 " " " and " "	2,400.00	266.66
	4 " " " and " "	2,500.00	277.77
	Median Uniform annual increments (0 to \$100)	2,900.00	322.22
	Maximum	3,100.00	344.44

Minimum Qualifications

Two years of undergraduate college training (60 Semester hours) including basic courses in education and special training to teach the deaf. In the case of vocational teachers, industrial arts training or experience shall be substituted for the special academic training to teach the deaf.

Procedure for Minimum educational requirements

Minimum educational requirements are to be completed within five years from date of appointment, that is, the completion of a minimum of one year of undergraduate college training which includes basic courses in education as determined by the School for the Deaf.

Special training (to teach the deaf) requirements of all teachers are to be completed within three years from date of appointment.

Credit for teaching experience

Ten years of teaching experience in a school for the deaf completed prior to September 1, 1952, may be substituted for each year of the minimum requirement of two years of undergraduate college training.

Trial period of work

Trial period of work in the Iowa School for the Deaf is three years.

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Teaching time

Teaching time in the Iowa School for the Deaf is six forty-five minute periods daily for 180 days per annum; that is, five days per week for 36 weeks.

Exceptional service

Salary in excess of \$2,900.00 per annum requires a rating of above average; that is, exceptional service.

Period of acceptance of Teacher contracts

Teacher contracts shall be tendered as soon as possible after January 1st each year with the provision of a 30 day period of acceptance by the Teacher.

Upon the recommendation of the Faculty Committee, the foregoing schedule of teacher salaries and minimum qualifications was approved, effective September 1, 1952.

FACULTY SALARY BUDGET - 1952-1953. Superintendent Berg, with the approval of the Faculty Committee, submitted a proposed faculty salary budget for the year 1952-1953, summarized as follows:

	<u>Cash Salary Budgeted 1951-1952</u>	<u>Cash Salary Used 1951-1952</u>	<u>Proposed Cash Increase 1952-1953</u>	<u>Proposed Cash Salary 1952-1953</u>
Academic Department				
Upper Division	\$ 54,833.00	\$ 53,048.00	\$ 300.00	\$ 53,348.00
Lower Division	55,210.00	53,530.00	2,750.00	56,280.00
Vocational Department	22,075.00	20,695.00	750.00	21,445.00
Total	<u>\$132,118.00</u>	<u>\$127,273.00</u>	<u>\$ 3,800.00</u>	<u>\$131,073.00</u>
Deaf-Blind Department				
Faculty	\$ 8,315.00	\$ 8,315.00	\$ 1,305.00	\$ 9,620.00
Housemothers	4,995.00	4,995.00	- 735.00	4,260.00
Total	<u>\$ 13,310.00</u>	<u>\$ 13,310.00</u>	<u>\$ 570.00</u>	<u>\$ 13,880.00</u>

Upon the recommendation of the Faculty Committee, the faculty salary budget was approved and Superintendent Berg was authorized to proceed with the preparation of the budget of the Iowa School for the Deaf for the year 1952-1953.

March 6-7, 1952 - Iowa School for the Deaf

IN-SERVICE TEACHER TRAINING PROGRAM - LOWER ACADEMIC DIVISION. The Faculty Committee reported that at the meeting on March 6, 1952, Superintendent Berg submitted a detailed outline of the In-Service Teacher Training course of study of the Iowa School for the Deaf for teachers in the Lower Academic Division.

Upon the recommendation of the Faculty Committee and Superintendent Berg, the In-Service Teacher Training course of study of the Iowa School for the Deaf for teachers in the Lower Academic Division, with Josephine Carr, principal of the Lower Academic Division, as instructor, was approved; and Superintendent Berg was authorized to request the State University of Iowa to accredit the course of instruction on an undergraduate basis, effective not later than during September, 1952.

BUSINESS MANAGER'S RESIDENCE - SITE. Mr. Rupe reported that at the meeting on March 6, 1952, the Building and Business Committee had approved the location in the area northwest of the Vocational School Building and south of the Garage as the site for the Business Manager's Residence. On motion, the report was approved and the action ratified.

BUSINESS MANAGER'S RESIDENCE - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the plans and specifications for the Business Manager's Residence were approved and the secretary of the State Board of Education was authorized to publish the necessary notice of public hearing and to advertise for bids. Mr. Rupe stated that the cost of the residence is estimated at \$14,000.00, to be paid from funds appropriated for Capital Improvements.

March 6-7, 1952 - Iowa School for the Deaf

DEAF-BLIND DEPARTMENT - FIRST SEMESTER REPORT. Superintendent Berg stated that the report of the Deaf-Blind Department for the semester that ended January 25, 1952, had been mailed to all Board members and other persons interested; and he called attention to the suggestions made by Mabel Talbot, supervising teacher, in order to get a better idea of which methods are most effective in making the children become more self-reliant and independent.

MEETING - IOWA SPEECH AND HEARING ASSOCIATION. Superintendent Berg reported that the Iowa Speech and Hearing Association will hold its Spring meeting at the Iowa School for the Deaf on May 3, 1952.

RESOLUTION - IOWA STATE FEDERATION OF LABOR. Secretary Dancer submitted the following resolution sent to the State Board of Education on February 18, 1952, by Earl J. Baum, Secretary-Treasurer, Iowa State Federation of Labor, Des Moines, Iowa:

"WHEREAS: In May of 1951, Lloyd Berg, Superintendent of the Iowa School for the Deaf, recommended to the State Board of Education that teachers William Moran and Lelia McQuern not be offered contract renewals for 1951-1952 school year; and

"WHEREAS: he recommended that teachers Ruth Robey and Beverly Peterson be offered only day to day employment; and

"WHEREAS: The Board of Education followed Lloyd Berg's recommendation; and

"WHEREAS: No reasonable explanation was ever given for the action against these teachers; and

"WHEREAS: These teachers were members, and three of them were officers of, an affiliated American Federation of Teachers local;

"NOW THEREFORE BE IT RESOLVED: That the General Executive Board of the Iowa State Federation of Labor hereby demands that Lloyd Berg resign as Superintendent of the Iowa School for the Deaf and that failing this resignation, Governor William S. Beardsley take whatever action is necessary to remove the said Lloyd Berg from his position; and

March 6-7, 1952 - Iowa School for the Deaf

"BE IT FURTHER RESOLVED: That copies of this resolution be forwarded to Governor William S. Beardsley, and to the Iowa State Board of Education.

"Approved by - Executive Board Iowa State Federation of Labor, February 17, 1952."

On motion, the resolution was received and placed on file; and the secretary was instructed to so advise Earl J. Baum, Secretary-Treasurer of the Iowa State Federation of Labor.

LETTER - IOWA STATE FEDERATION OF TEACHERS. Secretary Dancer submitted the following letter dated March 1, 1952, from O. J. Deeds, President of the Iowa State Federation of Teachers, Cedar Rapids, Iowa:

"The Executive Council of the Iowa State Federation of Teachers has voted unanimously to ask for the immediate replacement of Lloyd Berg, Superintendent of the Iowa School for the Deaf. This action is based on what we consider a campaign of discrimination against the officers of the only professional organization representing the teachers at the School for the Deaf.

"The Federation of Teachers specifically bases its complaint against the superintendent for his action in recommending the non-renewal of the contracts of William Moran and Lelia McQuern and employment on only a probationary basis of Ruth Robey and Beverly Peterson. Since all of the discharged teachers were members of the American Federation of Teachers, three of them being officers of that group, and since no other reason for the board's action was specified, the State Teachers group has concluded that Berg's recommendation to the Board was an attempt to destroy this professional organization of teachers devoted to bettering the standards of education for the handicapped children.

"The council feels that the standing of the school has slipped immeasurably under Mr. Berg's administration."

On motion, the letter was received and placed on file; and the secretary was instructed to so advise O. J. Deeds, President of the Iowa State Federation of Teachers.

March 6-7, 1952

STATE UNIVERSITY OF IOWA

The following business pertaining to the State University was transacted the evening of March 6, 1952:

VETERANS' ADMINISTRATION HOSPITAL - COLLEGE OF MEDICINE. Dr. Robert Hardin, assistant dean, Veterans Administration Affairs, in the College of Medicine, appeared before the Board and discussed the relation of the new Veterans' Administration Hospital to the College of Medicine and the advantages to be derived from this relationship by both units.

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

Professor A. C. Trowbridge, as head of the Department of Geology, College of Liberal Arts, effective July 1, 1952, one year prior to normal retirement. Professor Trowbridge will be placed on part-time service in the next fiscal year. He has served the State University of Iowa for 41 years.

Dr. Duane W. Lovett, professor in the Department of Oral Diagnosis, Roentgenology and Infirmary Practice, College of Dentistry, effective March 7, 1952. Dr. Lovett has accepted appointment as Chief of the Dental Service at the Veterans' Administration Hospital in Iowa City.

Dr. Judah Goldin, School of Religion, effective as of February 1, 1952. Dr. Goldin is to become Dean of the Teachers Institute and Seminary College of Jewish Studies at the Jewish Theological Seminary of America.

Dr. Walter M. Kirkendall, assistant professor in the Department of Internal Medicine, College of Medicine, effective as of January 7, 1952. Dr. Kirkendall has accepted an appointment at the Veterans' Administration Hospital in Iowa City.

Dr. Richard D. Eckhardt, associate in the Department of Internal Medicine, College of Medicine, effective as of January 7, 1952. Dr. Eckhardt has accepted an appointment at the Veterans' Administration Hospital in Iowa City.

March 6-7, 1952 - State University

APPOINTMENTS DECLINED - REPORT. President Hancher reported that Mr. Alton Kircher and Mr. Daniel Stavely accepted appointments at Washington State College and declined appointment to the athletic staff as assistant football coaches, Board in Control of Athletics, Inc.

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

Professor A. K. Miller as head of the Department of Geology, College of Liberal Arts, effective July 1, 1952, vice Professor A. C. Trowbridge, who elected to retire as head at the close of the current academic year. Professor Miller's salary will appear in the budget for 1952-1953, and will be approximately \$8,500.00 on a nine months' basis.

Dr. Henry B. Bull, professor (indefinite) and head of the Department of Biochemistry in the College of Medicine, effective July 1, 1952, at a salary of \$10,240.00, twelve months' basis plus insurance programs.

Dr. John H. Randall, professor (indefinite) and head of the Department of Obstetrics and Gynecology, College of Medicine, effective April 1, 1952, at a salary of \$10,240.00 (P+100%), plus insurance programs, twelve months' basis. This represents an increase of \$1,000.00 in the annual compensation, exclusive of the commutation fraction.

Dr. Charles Davidson May, professor (indefinite) and head of the Department of Pediatrics, College of Medicine, effective July 1, 1952, at a salary of \$10,240.00 (P+100%), plus premiums on retirement annuity and group disability and life insurance, twelve months' basis; vice Dr. P. C. Jeans, retired.

Dr. Duane W. Lovett, clinical professor in Oral Diagnosis, Roentgenology, and Infirmary Practice, College of Dentistry, without tenure or salary, effective March 7, 1952. In general, this appointment will continue while Dr. Lovett is assigned to the Veterans' Administration Hospital in Iowa City.

Dr. Kenneth Robert Cross, clinical associate professor for one year, Department of Pathology, College of Medicine, without salary or insurance, effective as of February 1, 1952. Dr. Cross has been appointed to the Veterans' Administration Hospital in Iowa City.

Dr. Bernard I. Lewis, assistant professor in the Department of Internal Medicine, College of Medicine, effective as of February 1, 1952, at a salary of \$5,400.00 (P+50%), plus insurance programs, twelve months' basis, payable from the allocation for Dr. Walter M. Kirkendall, resigned. This appointment is for the period from February 1, 1952 to June 30, 1954.

March 6-7, 1952 - State University

Dr. Charles B. Pittinger, associate in Pharmacology and Surgery, College of Medicine, at a salary of \$5,500.00 plus insurance programs, twelve months' basis, effective July 1, 1952, \$2,000.00 of the salary to be charged to Surgery salaries and \$3,500.00 to Pharmacology. This appointment will appear in the budget for 1952-1953.

Dr. Walter Spieth, research associate in the Department of Psychology, College of Liberal Arts, effective as of February 14, 1952, at a salary of \$444.44 per month for a period of seven months, payable from grants received.

Dr. Robert James Gorlin, instructor in the Department of Oral Pathology, College of Dentistry, effective as of February 1, 1952, at a salary of \$6,000.00 per year, twelve months' basis, plus premiums on retirement annuity, the salary to be paid from the balance accumulating in Item 4 of the Clinical Crown and Bridge Department budget and included in the 1952-1953 budget.

Chalmers Elliott, assistant varsity football coach, Department of Athletics, at a salary of \$7,000.00 a year, twelve months' basis, to be paid from funds of the Board in Control of Athletics, Inc., effective as of February 1, 1952.

Henry Piro, assistant football coach, Department of Athletics, effective March 15, 1952, for one year ending March 14, 1953, at a salary of \$6,000.00 a year, twelve months' basis, to be paid from funds of the Board in Control of Athletics, Inc.

CHANGES OF TITLES. On motion, the recommendation of President Hancher that the following changes in titles be made, in order to clarify the use of the title of Director in the State University, effective July 1, 1952, was referred to the Faculty Committee:

<u>Department</u>	<u>New</u>	<u>Old</u>
Hospital School for Severely Handicapped Children	Superintendent	Director
School of Journalism	Academic Director	Director
School of Religion	Academic Director	Director
School of Fine Arts	Academic Director	Director
School of Social Work	Academic Director	Director
Institute of Hydraulic Research	Administrative Director	Director
Institute (Change from Bureau) of Business and Economic Research	Administrative Director	Director
Iowa Child Welfare Research Station	Academic Director	Director
Summer Session	Administrative Director	Director

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<u>Department</u>	<u>New</u>	<u>Old</u>
Institute of Public Affairs	Administrative Director	Director
Correspondence Study	Coordinator	Director
Bureau of Audio-Visual Instruction	Manager	Director
Radio Stations	Manager	Director
Iowa Lakeside Laboratory	Coordinator	Director
Admission and Registration (Change from Registrar)	Administrative Director	Director
Student Counseling Office	Administrative Director	Director
Examinations and Testing Service	Coordinator	Director
University Personnel Service	Administrative Director	Director
Dormitories and Dining Services	General Manager	Director
Convocations and Public Events	Administrative Director	Director
Alumni Service	Administrative Director	Director
Information Service	Administrative Director	Head
Publications	Coordinator	Director

TUITION AND FEE REBATES. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the minutes of the meeting of the State Board of Education held on March 23, 1948, covering the certification of eligibility for rebate of tuition and fees, were amended to provide that this certification should be made by the Office of the President instead of by the Dean or Director of the College or Division in which the appointment is to be made.

ACADEMIC CREDIT FOR RESIDENTS AND INTERNS. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, medical residents, nutrition interns and occupational therapy interns are to be permitted to register for courses not to exceed twelve semester hours per semester or six semester hours during the eight weeks summer session.

MEDICAL SERVICE (COMPENSATION) PLAN - DEPARTMENT OF HYGIENE AND PREVENTIVE MEDICINE. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the Department of Hygiene and Preventive Medicine, College of Medicine, was authorized to be included in the Medical Compensation Plan, effective as of January 1, 1952.

March 6-7, 1952 - State University

DENTAL CONSULTATION PLAN - COLLEGE OF DENTISTRY. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, implementation of the following Dental Consultation Plan in the College of Dentistry was authorized.

DENTAL CONSULTATION PLAN

I. Purpose of the Plan

The purpose of this plan is to make available to patients who do not wish to use the facilities of the Dental Clinic for treatment but who desire opinions or diagnoses, the services of the members of the faculty of the College of Dentistry in obtaining such attention.

II. Eligibility of Patients for Consultation Service

- A. Patients referred by dental or medical practitioners.
- B. Patients who look to the services of experts in the dental field as desirable and voluntarily come for advice but not for treatment.
- C. Practitioners who submit material to any department of the College of Dentistry for opinion or diagnosis.

III. Participating Faculty Members

The members of the faculty of the College of Dentistry with the rank of Assistant Professor and above, other than those already participating in the Dental Service commutation fraction in the University Hospital, are authorized to participate in the Dental Consultation Plan.

IV. Operating Account

An account known as the Dental Consultation Fund shall be established and maintained in the University Business Office. Unexpended balances at the end of each year shall be carried forward to the following year. The University Business Office shall supply to the Dean of the College of Dentistry, a monthly statement of account showing receipts and expenditures.

V. Operating Expense

- A. Requisitions and/or vouchers shall be submitted on regular, approved forms. These shall be signed by the Head of the Department and Dean, or by the Dean signing in both places.
- B. There shall be no use of this Fund for salaries.

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C. This Fund may be used for the following purposes:

1. Expenses of operating the Dental Consultation Plan. These expenses may include doctors' liability insurance, travel and telephone expense connected with consultation, or other expenses arising from operation of the Plan.
2. Travel expense of dental faculty members incurred in attending professional meetings, research meetings and consultations with other college groups related to research or graduate work.
3. Limited purchase of instruments or materials used in promotion of research or graduate work.
4. The general University administrative overhead charged regularly by the University Business Office.

VI. Patients' Charges and Collections

Consultation charges, or adjustments thereof, shall be determined by the faculty member or members involved in consultation. Wherever possible, charges are to be collected by the consultant and delivered to the cashier of the Dental Infirmary who will report these receipts to the University business office under a separate account established for this Plan. Any charge not collected by the consultant will be reported in writing to the cashier of the Dental Infirmary, who will set up a charge on accounts receivable. Follow-up and collection of these charges will be in accordance with the regular approved practice of the Dental Infirmary.

RULES FOR ADMISSION - COLLEGE OF MEDICINE. Secretary Dancer reported that on January 14, 1952, Robert L. Larson, Attorney General of Iowa, approved the Rules for Admission to the College of Medicine presented to the State Board of Education at the meeting held on October 18, 19, and 20, 1951.

On motion, the Rules for Admission to the College of Medicine as set out in the minutes of the meeting the State Board of Education held on October 18, 19, and 20, 1951, and approved by the Attorney General of Iowa, on January 14, 1952, were adopted.

March 6-7, 1952 - State University

RULES FOR ADMISSION - COLLEGE OF DENTISTRY. Secretary Dancer reported that on January 14, 1952, Robert L. Larson, Attorney General of Iowa, approved the Rules for Admission to the College of Dentistry presented to the State Board of Education at the meeting held on November 29-30, 1951.

On motion, the Rules for Admission to the College of Dentistry as set out in the minutes of the meeting the State Board of Education held on November 29-30, 1951, and approved by the Attorney General of Iowa on January 14, 1952, were adopted.

RULES FOR ADMISSION - COLLEGE OF LAW. Secretary Dancer reported that on February 11, 1952, Robert L. Larson, Attorney General of Iowa, approved the Rules for Admission to the College of Law presented to the State Board of Education at the meeting held on January 10-11, 1952.

On motion, the Rules for Admission to the College of Law, as set out in the minutes of the meeting the State Board held on January 10-11, 1952, and approved by the Attorney General of Iowa on February 11, 1952, were adopted.

RULES FOR ADMISSION OF PATIENTS - PSYCHOPATHIC HOSPITAL. President Hancher submitted the Rules for the Admission of Patients to the State Psychopathic Hospital, and recommended that they be adopted.

It was moved that the proposed Rules for Admission of Patients to the State Psychopathic Hospital be submitted to the Attorney General of Iowa for approval, in accordance with Chapter 51, Acts of the 54th General Assembly. The motion was seconded and passed.

GENERAL REGULATIONS - STATE BACTERIOLOGICAL LABORATORY. President Hancher submitted the general regulations of the State Bacteriological Laboratory, and recommended that they be adopted.

March 6-7, 1952 - State University

It was moved that the General Regulations of the State Bacteriological Laboratory be submitted to the Attorney General of Iowa for approval, in accordance with Chapter 51, Acts of the 54th General Assembly. The motion was seconded and passed.

ADMISSION PROCEDURES AND POLICIES - HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN. President Hancher submitted the Admission Procedures and Policies of the Hospital-School for Severely Handicapped Children, and recommended that they be adopted.

It was moved that the Admission Procedures and Policies of the Hospital-School for Severely Handicapped Children be submitted to the Attorney General of Iowa for approval, in accordance with Chapter 51, Acts of the 54th General Assembly. The motion was seconded and passed.

CHANGES IN COURSE OFFERINGS - 1952 CATALOGUE. Upon the recommendation of President Hancher, and with the approval of the Faculty Committee, the proposed changes in course offerings for the 1952 catalogue of the State University of Iowa were referred to the Committee on Educational Co-ordination for consideration and report back to the Faculty Committee.

REPORT OF BUILDING AND BUSINESS COMMITTEE - MEETING HELD FEBRUARY 21, 1952.

The Building and Business Committee submitted the following report:

A meeting was held in the Old Capitol, State University of Iowa, Iowa City, Iowa, at 2 p.m., Thursday, February 21, 1952.

Present: Mr. Dancer of the Committee; Mr. Gernetzky of the Finance Committee; President Hancher, Business Manager Ambrose and Superintendent Horner, all of the State University.

Mr. Dancer presided, and Mr. Gernetzky acted as secretary of the meeting.

The following business pertaining to the State University of Iowa was transacted:

March 6-7, 1952 - State University

Children's Hospital Alterations - Public Hearing. Mr. Horner, Superintendent of the Division of Planning and Construction, Physical Plant Department, State University of Iowa, reported that a public hearing was held as advertised in his office at 1 p.m., Thursday, February 21, 1952, for the purpose of hearing objections to the plans, specifications and contract forms for the construction of Children's Hospital Alterations.

No objections were filed and no objectors appeared.

The report was accepted.

Children's Hospital Alterations - Bids. At 2 p.m., the following bids for construction of Children's Hospital Alterations were opened:

General Construction

<u>Bidder</u>	<u>Bid Check</u>	<u>Base Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>
R. H. Wildman Iowa City, Iowa	\$1,900.00	\$37,590.00	- \$ 664.00	- \$ 664.00
Wilbert Frantz Iowa City, Iowa	2,000.00	39,533.00	- 691.00	- 660.00
Morehead Construction Co. Cedar Rapids, Iowa	2,074.00	41,476.00	- 700.00	- 1,850.00

Plumbing, Heating and Ventilating

<u>Bidder</u>	<u>Bid Check</u>	<u>Base Bid</u>
Carstens Brothers, Ackley, Iowa	\$ 1,500.00	\$ 26,874.00
Boyd & Rummelhart Plumbing & Heating Co. Iowa City, Iowa	1,030.00	20,519.36

Electrical Construction

<u>Bidder</u>	<u>Bid Check</u>	<u>Base Bid</u>
Russell Electric Company Iowa City, Iowa	\$ 600.00	\$ 10,397.00
Robbins Electric Company Moline, Illinois	700.00	12,900.00

All bids were referred to officials of the University for analysis and recommendation for award of contracts.

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

March 6-7, 1952 - State University

CHILDREN'S HOSPITAL ALTERATIONS - AWARDING OF CONTRACTS. Upon the recommendation of the Building and Business Committee, the contracts for the alterations in the Children's Hospital were awarded to the low bidders, as follows:

<u>Contract</u>	<u>Bidder</u>	<u>Contract Price</u>
General construction	R. H. Wildman Company, Iowa City, Iowa	\$37,590.00
Electrical	Russell Electric Company, Iowa City, Iowa	10,397.00
Plumbing and heating	Boyd & Rummelhart, Iowa City, Iowa	20,519.36
	Total amount of contracts	\$68,506.36

and the secretary was authorized to execute the contracts when satisfactory surety bonds have been filed.

CHILDREN'S HOSPITAL ALTERATIONS - FINANCING. Upon the recommendation of the Building and Business Committee, the cost of the Children's Hospital Alterations is to be paid from the following funds available for that purpose:

Appropriation, 49th General Assembly	\$45,000.00
Florence Taylor bequest	9,638.37
Gloria B. Smyth bequest	497.80
University Fund for Repairs, Replacements and Alterations	6,685.10
Hospital Fund for Repairs, Replacements and Alterations	6,685.10
Total	\$ 68,506.37

LEASES - TENANT PROPERTIES. Mr. Munger moved that the Business Manager of the State University be authorized to execute leases for tenant properties, as follows:

<u>Property</u>	<u>Lessee</u>	<u>Period</u>	<u>Rent per Month</u>
Mentzer farm house	Robert L. and Margaret E. Flora	2/1-8/31/52	\$35.00
Hutcheson house	Forest and Ruth B. Evashevski	3/1-8/31/52	100.00
Grover house	John P. and Muriel S. Hummel	3/1-8/31/52	100.00, in- cluding utilities

The motion was seconded by Mr. Plock and on roll call the vote was as follows:

March 6-7, 1952 - State University

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

Nay: None.

Absent: Mrs. Kyseth and Mr. Rupe

The chairman declared the motion passed.

PHYSICAL EDUCATION BUILDING FOR WOMEN - PLUMBING AND HEATING - CHANGE ORDER.

Upon the recommendation of the Building and Business Committee, authority was granted for the execution of Change Order #1 to the contract with Carstens Brothers for the installation of plumbing and heating in the Physical Education Building for Women, for the following:

Remove radiators and cap openings where new building joins old	\$ 85.50
Change piping in old tunnel for new steam connection,	41.62
Addition to contract price	<u>\$127.12</u>

PHYSICAL EDUCATION BUILDING FOR WOMEN (WOMEN'S GYMNASIUM)- ACCEPTANCE. The Building and Business Committee reported that on February 18, 1952, representatives of the State University and of the contractors had inspected the Physical Education Building for Women and had 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 work indicated was accepted from the following contractors for the construction of the Physical Education Building for Women (Women's Gymnasium) as of this date, March 6, 1952, and payment of the final estimates in accordance with Chapter 573, 1950 Code of Iowa authorized:

General Construction	Morehead Construction Company
Plumbing, Heating and Ventilating	Carstens Brothers
Electrical	Davenport Electric Company
Temperature Control	Barber-Coleman

March 6-7, 1952 - State University

HOSPITAL ALTERATIONS (TOWER) - PLANS AND SPECIFICATIONS. Secretary Dancer reported that on March 5, 1952, the Budget and Financial Control Committee had approved the plans and specifications for the Hospital Alterations, Tower Project, and had authorized advertisement for bids.

Upon the recommendation of the Building and Business Committee, the plans and specifications for the Hospital Alterations (Tower) were approved and the secretary was authorized to publish the necessary notice of public hearing and the advertisement for bids.

PURCHASE OF PROPERTY - TAX CERTIFICATE. Secretary Dancer reported that on February 11, 1952, the Executive Council of Iowa approved the action taken by the State Board of Education on November 30, 1951, authorizing the purchase of three tax certificates at tax sale for about \$12.00, payment to be made from Tenant Property Funds.

DANFORTH CHAPEL - BIDS. The Building and Business Committee reported that bids for the construction of Danforth Chapel would be received at the State University, Iowa City, Iowa, at 2 p.m., March 11, 1952.

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The following business pertaining to the State University of Iowa was transacted on March 7, 1952:

BUDGET FOR 1952-1953. President Hancher submitted the following condensed summaries of the proposed budget of the State University for the year 1952-1953:

March 6-7, 1952 - State University

STATE UNIVERSITY OF IOWA

Fund A - Salaries, Support and Maintenance

	<u>1951-1952</u> Budget	<u>Proposed</u> 1952-1953 Budget
Income: State Appropriation	\$ 6,000,000.	\$ 6,000,000
Student Fees (net) (for 6600/6000)	1,275,000	1,040,000
V.A. "Cost of Instruction" (for 700/500)	297,000	150,000
U. S. Government Contracts	50,000	30,000
Other Income	100,000	100,000
From Unallocated Balances	<u>453,454</u>	<u>890,454</u>
Total	<u>\$8,175,454</u>	<u>\$8,210,454</u>
Expense: Administration	\$ 51,431	\$ 51,129
General Services	400,985	436,111
General Expense	129,843	134,951
Student Services	229,381	265,906
Research & Teaching	5,393,814	5,557,208
Extension Division	164,116	167,996
Libraries	408,013	408,348
Physical Plant	1,065,363	1,026,363
Supplemental-for instruction, supplies, etc.	402,478	232,442
Credits for lapses, est.	<u>(8,245,454)</u>	<u>(8,280,454)</u>
Total	<u>\$8,175,454</u>	<u>\$8,210,454</u>

General Operating Fund Balances

Unallocated balance estimated as of June 30, 1952	\$890,454
Transfer to 1952-53 Budget	<u>890,454</u>
Balance Estimated at End of Biennium 1951-53	<u>-0-</u>

Fund B - Repairs, Replacements & Alterations

	<u>1951-52</u>	<u>1952-53</u>
State Appropriation	\$ 300,000	\$ 300,000
<u>LAKESIDE LABCRATORY</u>		
	<u>1951-52</u>	<u>1952-53</u>
State Appropriation	\$ 3,000	\$ 3,000

March 6-7, 1952 - State University

UNIVERSITY HOSPITALS

Hospital-Fund A - Salaries, Support and Maintenance

	<u>1950-51 Budget</u>	<u>Proposed 1951-52 Budget</u>
<u>Income:</u> State Appropriation	\$3,466,628	\$3,466,628
Patient Fees	1,313,925	1,378,400
Other Income	12,000	10,200
Total	<u>\$4,792,553</u>	<u>\$4,855,228</u>
 <u>Expense:</u> Salaries and Wages	 \$3,117,743	 \$3,202,182
Other Expense	1,393,810	1,492,059
Contingency & Special Expense for Building, etc.	181,000	160,987
Total	<u>\$4,692,553</u>	<u>\$4,855,228</u>

Hospital-Fund B - Repairs, Replacements & Alterations

State Appropriation	<u>\$ 100,000</u>	<u>\$ 100,000</u>
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Hospital Operating Fund Balances

No balance estimated for June 30, 1952.

Psychopathic Hospital

<u>Income:</u> State Appropriation	\$ 312,000	\$ 312,000
Other Income	73,500	74,600
From Unallocated Balances	34,694	39,900
Total	<u>\$ 420,194</u>	<u>\$ 426,500</u>
 <u>Expense:</u> Salaries and Wages	 \$ 324,479	 \$ 333,000
General Expense	95,715	93,500
Total	<u>\$ 420,194</u>	<u>\$ 426,500</u>

Psychopathic Hospital Operating Fund Balances

Balance Estimated on June 30, 1952	\$ 79,331
Transfer to 1952-53 Budget	39,900
Balance Estimated June 30, 1953 - end of Biennium	<u>\$ 39,431</u>

March 6-7, 1952 - State University

<u>STATE BACTERIOLOGICAL LABORATORY</u>		(1950-1951)	(Proposed 1951-1952)
Income: State Appropriation		\$ 135,750	\$ 135,750
State Department of Health		(5,680)	7,100
Other Income		6,500	6,000
From Unallocated Balances		16,489	3,950
Total		<u>\$ 158,739</u>	<u>\$ 152,800</u>
Expense: Salaries		\$ 128,939	\$ 130,227
Wages of Temporary Employees		2,500	2,500
General Expense		27,300	20,073*
Total		<u>\$ 158,739</u>	<u>\$ 152,800</u>

* This is estimated to be \$40,000 below needed expenditures

State Laboratory Operating Fund Balances

Estimated Balance June 30, 1952	\$ 3,950
Transfer to 1952-1953 Budget	3,950
Estimated Balance, June 30, 1953 - end of Biennium	<u>\$ -0-</u>

HOSPITAL SCHOOL

Income: State Appropriation	\$ 95,000	\$ 95,000
Other Income		
From Unallocated Balances	7,743	4,968
Total	<u>\$ 102,743</u>	<u>\$ 99,968</u>
Expense: Salaries	\$ 75,733	\$ 80,368
Wages	1,250	850
General Expense	5,000	2,350
Rental of Space	5,000	5,000
Other Expense	15,760	11,400
Total	<u>\$ 102,743</u>	<u>\$ 99,968</u>

Hospital-School Operating Fund-Balance

Estimated Balance June 30, 1952	\$ 5,000
Transfer to 1952-1953 Budget	-4,968
Estimated Balance, June 30, 1952 - end of Biennium	<u>\$ 32</u>

Upon the recommendation of the Ways and Means Committee, the summarized budgets for 1952-1953 of the State University, Lakeside Laboratory, University Hospitals, Psychopathic Hospital, and Hospital-School for Severely Handicapped Children were approved, and President Hancher was authorized to proceed with the preparation of the detailed budget of the State University for the year 1952-1953 within the framework of the summaries, with the understanding that the Finance Committee is authorized to approve minor changes and adjustments.

March 6-7, 1952 - State University

BUDGET SUMMARY - STATE BACTERIOLOGICAL LABORATORY - ADDITIONAL FUNDS.

President Hancher stated that the income of the State Bacteriological Laboratory available for budgeting is \$40,000.00 below the estimate needed for expenditures, because of additional programs sponsored by the State Department of Health.

Mr. Plock moved that the budget summary of the State Bacteriological Laboratory be approved, and that the Budget and Financial Control Committee be requested to allocate \$40,000.00 from the General Contingent Fund, Chapter 37, 54th G. A., to the State Bacteriological Laboratory for the year 1952-1953 for the expense of additional programs sponsored by the State Department of Health. The motion was seconded by Mr. Rupe and passed.

HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - ADDITIONAL FUNDS. Mr. Plock moved that the Budget and Financial Control Committee be advised that the Hospital-School Building will be completed and ready for occupancy during the year 1952-1953, but that funds are not available to expand the program of the Hospital-School in the new building. The motion was seconded by Mr. Rupe and passed.

GOLF COURSE - ESTIMATES OF COST. The Building and Business Committee reported that Business Manager Ambrose had submitted the recommendation that a new golf course be constructed at the State University of Iowa, and that \$250,000 be allocated from funds of the Board in Control of Athletics, Inc., and set up in a special account to cover the cost of the project. The following estimates of the cost were presented: (See Board minutes of 9/13-14/51.)

March 6-7, 1952 - State University

New Golf Course

	Complete Course List "A" Trees Plan 5 Water	Complete Course List "B" Trees Plan 5A Water	Complete Course No trees Plan 5A Water	Complete Course No trees Plan 5B Water
Golf Course Proper:				
19 hole course	\$156,362.00	\$156,362.00	\$156,362.00	\$156,362.00
Test hole and water well	600.00	600.00	600.00	600.00
Water system	75,053.00	59,004.00	59,004.00	37,658.00
Sand in traps	8,030.00	8,030.00	8,030.00	8,030.00
Trees	96,793.00	48,506.00	--	--
Sub-total	<u>(\$336,838.00)</u>	<u>(\$272,500.00)</u>	<u>(\$223,996.00)</u>	<u>(\$202,650.00)</u>
Practice greens	18,479.00	18,479.00	18,479.00	18,479.00
Sand for above	872.00	872.00	872.00	872.00
Sub-total	<u>(\$19,351.00)</u>	<u>(\$19,351.00)</u>	<u>(\$19,351.00)</u>	<u>(\$19,351.00)</u>
TOTAL	\$356,189.00	\$291,853.00	\$243,347.00	\$222,001.00
		With List "B" Trees		48,506.00 <u>\$270,507.00</u>

Consideration of the recommendation was deferred until a future meeting, when the State University officials again will present it.

LEASE - MEMORIAL UNION - YOUNG WOMEN'S CHRISTIAN ASSOCIATION. Business Manager Ambrose submitted the following proposed lease and stated that it had been approved by the Building and Business Committee:

LEASE

THIS AGREEMENT, made and entered into by and between the State of Iowa for the use and benefit of the State University of Iowa, hereinafter referred to as the Lessor, and The Young Women's Christian Association of the State University of Iowa, a corporation, hereinafter known as the Lessee.

WITNESSETH: The Lessor does hereby lease and rent to the Lessee upon the terms and conditions as herein set forth the following described space, being that now occupied by the Lessee in the Iowa Memorial Union Building, located in Block 99, Iowa City, Iowa, to be used by the Lessee as an office

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and meeting place,

- (1) Conference Room and Office, and
- (2) West Office Room, both of which are used and occupied by the Y.W.C.A. at the present time.

The term of this lease shall be from July 1, 1950 to November 5, 1976, subject to termination provisions hereinafter specified.

The Lessor agrees to secure to the Lessee and its members, at all reasonable times, unobstructed access to the space referred to above for use for the activities of the Young Women's Christian Association, together with necessary utilities, repairs, and services, it being understood that the space to be occupied by the Lessee covers the same area as that covered by a lease bearing the date of November 6, 1926 by and between the same parties, which lease has since been canceled.

As a part of the terms of the lease herein, the Lessee places in the hands of the Lessor the sum of \$8500.00, which was received by the Lessee from the Lessor pursuant to the cancellation of the former lease of November 6, 1926, to be held by the Lessor in trust for the use and benefit of the Lessee and to be paid to the Lessee in event the Lease herein is terminated pursuant to the provisions hereinafter set out or at the time the lease expires. The Lessor, as Trustee for the Lessee in respect to the said \$8,500.00 is authorized and directed to invest said sum with other investment or trust funds of the University at interest, which interest shall be used by the Lessor as Trustee in payment of rent for use of the leased premises during the active period of this lease, it being understood that the interest derived from the \$8500.00 shall constitute the sole rent to be paid by the Lessee to the Lessor under this lease.

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Either the Lessor or the Lessee has the privilege of canceling this lease at any time before the expiration of said lease by a written notice delivered to the other party to this agreement twelve months before the termination date fixed in the notice.

If the lease is terminated by either the Lessor or the Lessee, the Lessee shall quit and leave the premises by the time specified in the notice, and the Lessor shall pay to the Lessee the principal sum of the trust in the amount of \$8500.00, and the trust shall be thereby terminated. Should the lease not be terminated until its expiration on November 5, 1976, the Lessor shall at that time pay to the Lessee the sum of \$8500.00.

When the time for the payment by the Lessor to the Lessee arrives, either through cancellation or expiration of this lease, the Lessee, in accepting said \$8500.00 from the Lessor, agrees to keep this money as a permanent fund, the earnings of which may be used for current activities or the principal may be used for or applied on the acquisition of permanent housing, and both principal and interest shall be limited in their use to the purposes of the Young Women's Christian Association in connection with the University of Iowa, and the community of Iowa City, Iowa.

Dated this _____ day of _____, 1952, at Iowa City, Iowa.

Mr. Munger moved that the foregoing lease be approved and entered into by and between the State University of Iowa and the Young Women's Christian Association, and that the Business Manager of the State University be authorized to sign it. The motion was seconded by Mr. Stevens and on roll call the vote was as follows:

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

Nay: None.

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Absent: Mrs. Kyseth and Mr. Rupe.

The chairman declared the motion passed.

LEASE - MEMORIAL UNION - YOUNG MEN'S CHRISTIAN ASSOCIATION. Business Manager Ambrose submitted the following proposed lease and stated that it had been approved by the Building and Business Committee:

LE A S E

THIS AGREEMENT, made and entered into by and between the State of Iowa for the use and benefit of the State University of Iowa, hereinafter referred to as the Lessor, and The Young Men's Christian Association of the State University of Iowa, a corporation, hereinafter known as the Lessee.

WITNESSETH: The Lessor does hereby lease and rent to the Lessee upon the terms and conditions as herein set forth the following described space, being that now occupied by the Lessee in the Iowa Memorial Union Building, located in Block 99, Iowa City, Iowa, to be used by the Lessee as an office and meeting place,

Northeast Office in Front Lobby, used and occupied by the Y. M. C. A. at the present time.

The term of this lease shall be from July 1, 1950 to August 11, 1975, subject to termination provisions hereinafter specified.

The Lessee agrees to pay rental on the space referred to at the rate of \$85.00 per year.

The Lessor agrees to secure to the Lessee and its members, at all reasonable times, unobstructed access to the space referred to above for use for the activities of the Young Men's Christian Association, together with necessary utilities, repairs, and services, it being understood that the space to be occupied by the Lessee covers a portion of the area covered by a lease bearing the date of August 11, 1925 by and between the same parties, which lease has since been canceled.

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As a part of the terms of the lease herein, the Lessee places in the hands of the Lessor the sum of \$12,030.00, which was received by the Lessee from the Lessor pursuant to the cancellation of the former lease of August 11, 1925, to be held by the Lessor in trust for the use and benefit of the Lessee and to be paid to the Lessee in event the Lease herein is terminated pursuant to the provisions hereinafter set out or at the time the lease expires. The Lessor, as Trustee for the Lessee in respect to the said \$12,030.00, is authorized and directed to invest said sum with other investment or trust funds of the University at interest, which interest shall be used by the Lessor as Trustee in payment of rent for use of the leased premises during the active period of this lease, and the balance over and above such rent payment shall be credited to the current activities account of the Lessee.

Either the Lessor or the Lessee has the privilege of canceling this lease at any time before the expiration of said lease by a written notice delivered to the other party to this agreement twelve months before the termination date fixed in the notice.

If the lease is terminated by either the Lessor or the Lessee, the Lessee shall quit and leave the premises by the time specified in the notice, and the Lessor shall pay to the Lessee the principal sum of the trust in the amount of \$12,030.00, and the trust shall be thereby terminated. Should the lease not be terminated until its expiration on August 11, 1975, the Lessor shall at that time pay to the Lessee the sum of \$12,030.00.

When the time for the payment by the Lessor to the Lessee arrives, either through cancellation or expiration of this lease, the Lessee, in accepting said \$12,030.00 from the Lessor, agrees to keep this money as a permanent fund, the earnings of which may be used for current activities or the principal may be

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used for or applied on the acquisition of permanent housing, and both principal and interest shall be limited in their use to the purposes of the Young Men's Christian Association in connection with the University of Iowa, and the community of Iowa City, Iowa.

Dated this ____ day of _____, 1952, at Iowa City, Iowa.

Mr. Munger moved that the foregoing lease be approved and entered into by and between the State University of Iowa and the Young Men's Christian Association, and that the Business Manager of the State University be authorized to sign it. The motion was seconded by Mr. Stevens and on roll call the vote was as follows:

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

Nay: None.

Absent: Mrs. Kyseth and Mr. Rupe.

The chairman declared the motion passed.

March 6-7, 1952

STATE SANATORIUM

The following business pertaining to the State Sanatorium was transacted on March 6, 1952:

REPORT OF FACULTY COMMITTEE - MEETING HELD FEBRUARY 14, 1952. The following report was submitted:

The Faculty Committee of the State Board of Education met in Beardshear Hall at the Iowa State College, Ames, Iowa, at 10 a.m., February 14, 1952:

Present: Mr. Hamilton, Mr. Hagemann, Mr. Plock, and Mr. Rider, members of the Committee; Mr. Dancer, secretary of the State Board of Education; President Friley, of the Iowa State College; President Hancher and Provost Davis, of the State University; President Maucker, of the Iowa State Teachers College; Superintendent Spear, of the State Sanatorium; and Superintendent Berg, of the Iowa School for the Deaf.

Mr. Hamilton, chairman, and Mr. Dancer, secretary of the meeting.

The following business pertaining to the State Sanatorium was transacted:

Conscientious Objectors. Superintendent Spear reported that he had been approached with suggestions that he consider the employment of conscientious objectors at the State Sanatorium as laborers, nurses, etc.

The Faculty Committee requested Dr. Spear to secure a written proposal about the employment of conscientious objectors from the parties interested and submit it to the State Board of Education at the March meeting.

On motion, the report of the Faculty Committee was approved.

CONSCIENTIOUS OBJECTORS. Superintendent Spear reported that he had secured from Reverend Swartzendruber, Wellman, Iowa, the proposal about the employment of conscientious objectors at the State Sanatorium, and that there was no need for such employees at this time.

Superintendent Spear was instructed to write to Reverend Swartzendruber and tell him that the State Sanatorium is interested in the employment of conscientious objectors, and that if the need for such employees arises in the future he would be advised of such need.

March 6-7, 1952 - State Sanatorium

"WONDER DRUGS" - REPORT. Superintendent Spear told about the newest of the "wonder drugs", and their use in connection with the treatment of tuberculosis.

FIRE PROTECTION - WATER SUPPLY SYSTEM - SANITARY SEWAGE SYSTEM - HOSPITAL WIRING - REQUEST FOR FUNDS. Secretary Dancer reported that at a meeting held on March 5, 1952, the Budget and Financial Control Committee had denied the request of the State Board of Education for an allocation of funds from the General Contingent Fund, as follows: (See Board minutes of January 10-11, 1952.)

Water System Improvements	\$ 82,500.00
Sanitary Sewage System	11,000.00
Hospital Wiring	40,000.00
Fire truck	4,000.00
	<u>\$137,500.00</u>

Mr. Munger moved that the request for an allocation of \$40,000.00 for re-wiring in the Hospital be re-submitted. The motion was seconded by Mr. Hamilton and passed.

March 6-7, 1952

IOWA STATE COLLEGE

The following business pertaining to the Iowa State College was transacted on March 7, 1952:

REPORT OF FACULTY COMMITTEE MEETING - FEBRUARY 14, 1952. The Faculty Committee submitted the following report:

The Faculty Committee of the State Board of Education met in Beardshear Hall at the Iowa State College, Ames, Iowa, at 10 a.m., February 14, 1952:

Present: Mr. Hamilton, Mr. Hagemann, Mr. Plock, and Mr. Rider, members of the Committee; Mr. Dancer, secretary of the State Board of Education; President Friley, of the Iowa State College; President Harcher and Provost Davis, of the State University; President Maucker, of the Iowa State Teachers College; Superintendent Spear, of the State Sanatorium; and Superintendent Berg, of the Iowa School for the Deaf.

Mr. Hamilton, chairman, and Mr. Dancer, secretary of the meeting.

The following business pertaining to the Iowa State College was transacted:

Resignations. Upon the recommendation of President Friley the following resignations were accepted:

. .O. R. Sweeney, professor of Chemical Engineering, effective as of December 31, 1951. Dr. Sweeney is retiring.

Robert A. Evans, chief accountant in the Business Office, effective February 23, 1952, to enter business for himself.

Loren D. Brown, county extension director, Poweshiek County, Agricultural Extension Service, effective as of January 31, 1952. He will farm.

Carl F. Miller, post-doctoral research associate, Institute for Atomic Research, effective as of December 31, 1952. He has accepted a position at the U. S. Naval Defense Laboratory, San Francisco, California.

Leave of Absence. Upon the recommendation of President Friley, a leave of absence without salary was granted to W. H. Lancelot, professor of Vocational Education, for the period February 1 through February 29, 1952, because of illness.

Salary Increases and Promotions. Upon the recommendation of President Friley, the following salary increases and promotions were made:

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Roger R. Yoerger, from instructor in Agricultural Engineering at a salary of \$4,400 (\$3,300 Agr.; \$1,100 Farm Service), twelve months' basis, to assistant professor of Agricultural Engineering and manager, Farm Service, at a salary of \$5,000 (\$1,250 Agr.; \$1,250 AES; \$2,500 Farm Service), twelve months' basis, plus annuity, effective as of January 16, 1952. Replacement for Jay Porterfield.

Raymond Craig, from accountant in the Business Office, at a salary of \$5,000 a year, twelve months' basis, to chief accountant in the Business Office, at a salary of \$5,300 a year, twelve months' basis, effective February 24, 1952. Replacement for R. A. Evans.

L.L. Lewis, chief engineer and associate professor, Radio Station WOI AM, FM, TV, salary increased from \$6,600 (\$3,376.66 AM; \$2,000 TV; \$600 Ford Foundation; \$623.34 ISRI), twelve months' basis, to \$7,000 (\$1,776.66 AM; \$4,000 TV; \$600 Ford Foundation; \$623.34 ISRI), twelve months' basis, plus annuity, effective as of February 1, 1952.

Edward Wegener, program and production manager (assistant professor), Radio Station WOI-TV, salary increased from \$5,500 (\$4,680.56 TV; \$519.44 ISRI; \$300 Ford Foundation) plus annuity, to \$6,000 (\$5,180.56 TV; \$519.44 ISRI; \$300 Ford Foundation), twelve months' basis, plus annuity, effective March 1, 1952.

Robert Mulhall, operations supervisor, Radio Station WOI-TV, salary increased from \$5,500 to \$6,000 a year, twelve months' basis, plus annuity, effective March 1, 1952.

Charles Guggenheim, producer, Radio Station WOI-TV, salary increased from \$5,500 to \$6,000 a year, twelve months' basis, effective March 1, 1952, through June 30, 1952, the entire increase to come from the Ford Foundation grant.

Merritt C. Ludwig, from project leader, Radio Station WOI-TV, at a salary of \$3,600 a year, twelve months' basis, to project supervisor, Radio Station WOI-TV, at a salary of \$7,000 a year, twelve months' basis, effective February 1, 1952, through June 30, 1952, the entire salary to come from the Ford Foundation grant. Replacement for Burton Paulu.

Appointments. Upon the recommendation of President Friley the following appointments were made:

A. Phillip Welch, associate professor of Ceramic Engineering, at a salary of \$6,900 (\$1,725 Cer.; \$5,175 EES), twelve months' basis, plus annuity, effective April 1, 1952. (Fills a vacancy.)

Fred Mullen, project leader and TV production assistant, Radio Station WOI-TV, at a salary of \$5,500 a year, twelve months' basis, effective February 15, 1952, through June 30, 1952, the entire salary to be paid from the Ford Foundation grant.

Richard F. Smith, designer, Radio Station WOI-TV, at a salary of \$5,500 a year, twelve months' basis, effective February 1, 1952 through June 30, 1952, the entire salary to be paid from the Ford Foundation grant.

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John L. Raddatz, cameraman and film editor, Radio Station WOI-TV, at a salary of \$5,000 a year, twelve months' basis, effective February 15, 1952, through June 30, 1952, the entire salary to be paid from the Ford Foundation grant.

Walter Beranek, conference leader, Radio Station WOI-TV, at a salary of \$5,000 a year, twelve months' basis, effective February 15, 1952, through June 30, 1952, the entire salary to be paid from the Ford Foundation grant.

James H. Davis, audience activities coordinator, Radio Station WOI-TV, at a salary of \$5,500 a year, twelve months' basis, effective February 15, 1952, through June 30, 1952, the entire salary to be paid from the Ford Foundation grant.

Helen LeBaron, dean of the Division of Home Economics, at a salary of \$10,000 a year, twelve months' basis, plus appropriate annuity, effective September 1, 1952.

Glenn Murphy, professor and head of the Department of Aeronautical Engineering and professor of Theoretical and Applied Mechanics, at a salary of \$9,500 a year, twelve months' basis, effective as of February 1, 1952. Mr. Murphy has been professor of Theoretical and Applied Mechanics, and there is no change in the salary as approved by the Board on January 11, 1952.

Robert Shayon, special consultant in TV, at a salary of \$500 a week for the period December 30, 1951, through March 1, 1952, the entire salary to be paid from the Ford Foundation grant. (This is continuation of appointment for three-month period only.)

Deaths. President Friley reported deaths, as follows:

Iva Brandt, professor of Textiles and Clothing, December 31, 1951.
J. R. Reid, paint foreman, Physical Plant Department, January 19, 1952.

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

RESIGNATIONS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the resignation of Marion E. Olson as county extension director in Cerro Gordo County, Agricultural Extension Service, was accepted effective March 10, 1952. Mr. Olson has accepted a position with the Office of Foreign Agricultural Relations, United States Department of Agriculture, Washington, D.C.

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SALARY INCREASE. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the salary of Robert Kern, assistant extension editor, Information Service, was increased from \$4,500 (\$2,250 Ext.; \$2,250 USDA) to \$5,200 (\$2,950 Ext.; \$2,250 USDA), twelve months' basis, effective as of March 1, 1952. He replaces Dean C. Wolf.

LEAVES OF ABSENCE. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following leaves of absence without pay were granted:

Mattie Pattison, professor of Home Economics Education, Division of Home Economics, for the period from March 16, 1952, through June 15, 1952, due to illness.

John B. McClelland, professor of Vocational Education, for the period from March 16, 1952, through July 15, 1952, to accept membership on a mission to Iraq under the auspices of UNESCO.

PROMOTION AND SALARY INCREASE. Upon the recommendation of President Friley and with the approval of the Faculty Committee, Alvin T. Goetsch was promoted from county extension director, East Pottawattamie County, at a salary of \$5,200 a year, twelve months' basis (Civil Service annuity), to district Extension supervisor, County Agricultural Program, Agricultural Extension Service, at a salary of \$5,700 a year, twelve months' basis (Civil Service annuity), effective April 1, 1952, to fill the vacancy created by the promotion of Maurice Soult.

DEATH. President Friley reported the death on February 23, 1952, of Nadine Catron, county extension home economist, Plymouth County, Iowa.

FEE - CIVIL ENGINEERING SUMMER CAMP. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the incidental fee for the six weeks Civil Engineering Summer Camp was reduced from \$21.00 to \$10.00.

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WOI-TV - EMPLOYMENT OF ATTORNEY. On motion, Secretary Dancer was instructed to request the Attorney General of Iowa to employ legal counsel to investigate the matter of tax liability in connection with income derived from the operation of the television station.

GROUP INSURANCE. See general section of these minutes for action taken relative to group insurance for employees.

WATER SUPPLY WELL NO. 8 - PLANS AND SPECIFICATIONS. The Building and Business Committee reported that it had authorized the preparation of plans and specifications for the development of an additional well for the campus water supply, Water Supply Well No. 8; and that the cost of the project is estimated at \$20,000.00, which would be paid from funds appropriated for repairs, replacements and alterations.

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

HOME MANAGEMENT DUPLEXES. -CHANGE ORDER. The Building and Business Committee reported that it had authorized Change Order #2 to the contract with James Thompson and Sons for the general construction of the Home Management Duplexes; and that the change order covers the plastering of ceilings of four recreation rooms and the hallways leading thereto and the omission of asphalt tile floor in four director's rooms, and provides for a net addition of \$586.00 to the contract price.

POWER PLANT ALTERATIONS AND ADDITIONS - CONVERSION OF STEAM GENERATOR NO. 5 - CHANGE ORDER. The Building and Business Committee reported that it had authorized Change Order #1 to the contract with the Fuel Economy Engineering Company for the Conversion of Steam Generator No. 5; and that the change order provides for furnishing and installing sixty-four water wall tube anchors

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and for necessary revisions in the structural steel framing at an addition of \$1,059.41 to the contract price.

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

POWER PLANT ALTERATIONS AND ADDITIONS - STEAM GENERATOR NO. 2 - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the final plans and specifications prepared by the Brown Engineering Company for Steam Generator No. 2 were approved and the secretary was authorized to publish the necessary notice of public hearing and to advertise for bids. The estimated cost of Steam Generator No. 2 is \$360,000.00, and payment is to be made from funds appropriated for repairs, replacements and alterations.

AMES LABORATORY, ATOMIC ENERGY COMMISSION - SUBCONTRACT FOR POWER. Business Manager Platt reported that, due to the expanding program of the Ames Laboratory of the Atomic Energy Commission and the anticipated heavy increase in power demands, it is desirable that a supplementary source of power be provided.

Upon the recommendation of the Building and Business Committee, Business Manager Platt was authorized to negotiate for a contract with the City of Ames which would provide that the City would furnish power for all or a portion of the requirements of the Ames Laboratory, the cost of which would be borne by the Atomic Energy Commission, with the understanding that the proposed contract would be in the form of a subcontract under the contract the Iowa State College has with the Atomic Energy Commission, designated as W-7405-eng-82; that it would commit the College to purchase only the re-

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quirements of the Ames Laboratory for the Atomic Energy Commission; and that it would be submitted to the State Board of Education for approval.

FRANCES A. SHELDEN LOAN FUND - OPINION OF ATTORNEY GENERAL. At the meeting on January 10-11, 1952, the secretary was asked to 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. Shelden Loan Fund.

Secretary Dancer reported that the Attorney General was of the opinion that the State Board of Education does not have the power to authorize the use of earnings on interest from the Frances A. Shelden Loan Fund for purposes other than designated by Parley Shelden.

UNITED STATES VETERANS' ADMINISTRATION - CLAIM OF IOWA STATE COLLEGE. The report and recommendation of Allen Whitfield, Attorney, is in the general section of these minutes.

ATOMIC ENERGY COMMISSION - CONTRACTS - REPORT OF ATTORNEY. Mr. Allen Whitfield, Attorney, Des Moines, reported about the status of payments on contracts the Iowa State College has with the Atomic Energy Commission.

ATOMIC ENERGY COMMISSION - CONTRACT SUPPLEMENTS. Mr. Rupe reported that at a meeting on March 6, 1952, the Building and Business Committee approved supplements to contracts with the Atomic Energy Commission, as follows:

1. Contract AT(11-1)-59, Project No. 2, Supplement No. 2, providing for partial termination of the work to be carried on under the contract due to the death of Professor R. R. Sealock, and reduction of contract funds by \$1,395.62.

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2. Contract AT(11-1)-59, Project No. 5, Supplement No. 1, providing for additional funds in the amount of \$2,050.66, and extending the contract from March 1, 1952, to June 15, 1952.
3. Contract W-7405-eng-82, Supplement 8-6, modifying Section 3, Article III by increasing the total funds allotted from \$10,845,486.00 to \$11,229,704.00.

Mr. Rupe moved that the aforementioned supplements to contracts with the Atomic Energy Commission be approved; that Charles E. Friley, President of the Iowa State College be authorized to sign them for and on behalf of the State Board of Education; and that the secretary of the State Board of Education be authorized to so certify. The motion was seconded by Mr. Munger and passed.

PAMMEL COURT - STUDENT VETERANS' COOPERATIVE STORE. The Building and Business Committee reported that Business Manager Platt had submitted the request of the Board of Directors of the Student Veterans' Cooperative Store that a concession be granted to some private operator to continue the Cooperative Store as a service and convenience to the residents of Pammel Court. The request was considered.

On motion, the request to grant a concession for the operation of a store at Pammel Court by a private operator was denied; and it was suggested that, if possible, arrangements be made with operators of private grocery stores in the City of Ames for truck service routes, such as are operated by dairies, laundries, and fuel oil companies, as a convenience to the residents of Pammel Court.

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BUDGET FOR 1952-1953. The recommendation that President Friley be authorized to proceed with the preparation of the detailed budget of the Iowa State College for the year 1952-1953 within the framework of the summary included in the reports about the financial needs of the Iowa State College, presented to the Ways and Means Committee on February 11, 1952, was considered.

Mr. Rupe moved that President Friley be requested to prepare summaries of the budget proposed for the year 1952-1953 and submit them to the Ways and Means Committee for consideration and recommendation to the Board. The motion was seconded by Mr. Hamilton and passed.

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IOWA STATE TEACHERS COLLEGE

The following business pertaining to the Iowa State Teachers College was transacted on March 7, 1952:

RESIGNATION. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the resignation of Sadie B. Campbell, Dean of Women, was accepted effective June 30, 1952.

1952 SUMMER SESSION SALARY BUDGET. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the 1952 Summer Session Salary Budget in the amount of \$161,193.67 was approved. President Maucker stated that due to some last minute changes the total is \$25.00 more than the total of the budget when reviewed and approved by the Finance Committee.

FEE - SPRINGBROOK PARK CONSERVATION CAMP. President Maucker stated that it is contemplated that there will be three sessions of the Springbrook Park Conservation Camp located near Guthrie Center, Iowa, during the summer 1952. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, a student fee of \$17.50 for each three weeks' session was authorized.

GROUP LIFE INSURANCE. The action taken regarding group life insurance appears in the general section of these minutes.

REPORT OF FACULTY COMMITTEE - MEETING HELD FEBRUARY 14, 1952. The following report was submitted:

The Faculty Committee of the State Board of Education met in Beardshear Hall at the Iowa State College, Ames, Iowa, at 10 a.m., February 14, 1952.

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Present: Mr. Hamilton, Mr. Hagemann, Mr. Plock, and Mr. Rider, members of the Committee; Mr. Dancer, secretary of the State Board of Education; President Friley, of the Iowa State College; President Hancher and Provost Davis, of the State University; President Maucker, of the Iowa State Teachers College; Superintendent Spear, of the State Sanatorium; and Superintendent Berg, of the Iowa School for the Deaf.

Mr. Hamilton chairman, and Mr. Dancer secretary of the meeting.

Teacher Training Program. - Independence, Iowa, School System. President Maucker submitted a proposal to enter into a contract for a trial period of three years with the Board of Education of the Independent School District, Independence, Iowa, to place students of the Iowa State Teachers College in the Independence School System as student teachers, and he outlined some of the conditions of the proposed contract.

President Maucker was authorized to continue negotiations with the Board of Education of the Independent School District, Independence, Iowa, and report to the State Board of Education at the March meeting.

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

TEACHER TRAINING PROGRAM - INDEPENDENCE, IOWA, SCHOOL SYSTEM. President Maucker reported that negotiations with the Board of Education of the Independent School District, Independence, Iowa, have proceeded satisfactorily toward the development of a plan on a three-year trial basis through which students from the College would be assigned to the Independence public schools for student **teaching during one college quarter of their junior or senior years,** and he submitted an outline of the plan.

The Iowa State Teachers College would furnish a coordinator of student teaching who would have supervisory responsibility for the Independence public schools in addition to his work on the student teaching program. The school district would reimburse the College for 25% of the coordinator's salary. The College would use 20% of the time of not more than 10 supervising teachers in the Independence schools, and would pay the district 20% of the salary of each

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such teacher. In addition, the College would spend the sum of \$500.00 for equipment and supplies considered necessary for the student teaching program. The cost of the program is estimated at \$10,000.00.

President Maucker, with the approval of the Faculty Committee, requested that he be authorized to enter into a contract with the Board of Education of the Independent School District, Independence, Iowa, for student teaching services, the formal contract to be approved in advance by the Finance Committee of the State Board of Education, and to govern the period from July 1, 1952, through June 30, 1953, when the situation would be reviewed and reported to the Board prior to the negotiation of a contract for the succeeding year.

On motion, President Maucker was authorized to enter into a contract with the Independent School District, Independence, Iowa, as outlined in the foregoing paragraphs.

FEE EXEMPTION SCHOLARSHIPS. President Maucker stated that a careful examination of the minutes of the State Board of Education reveals no complete statement of the pattern of Fee Exemption Scholarships.

Upon the recommendation of President Maucker, and with the approval of the Faculty Committee, the following general statement for the administration of Fee Exemption Scholarships at the Iowa State Teachers College was adopted:

1. The administration of the Iowa State Teachers College is authorized to grant up to 300 Fee Exemption Scholarships each fiscal year, valued at \$29 per quarter each and good for as many as 12 quarters for each student.
2. Recipients of these awards shall live in the college residence halls unless excused by the President.
3. Approximately 90% shall be awarded to graduates of the public high schools of Iowa of the previous year. Others may be granted to graduates of public junior colleges or other transfer students desiring to continue their preparation for teaching. Some may be granted to students of the college who have already demonstrated their probable success in teaching and who need assistance to continue their preparation.

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4. Awards shall be based on recorded scholastic achievement, personal qualities, and interest in teaching as well as evidence of financial need. Awards may be canceled as provided in college regulations for failure to maintain any of the above standards.
5. The President and such administrative officers as designated by him shall from time to time review and revise the specific standards for the granting and retaining of these awards, within the general framework described above.
6. This action shall rescind and replace all previous actions of the State Board of Education concerning Partial Fee Exemptions at the Iowa State Teachers College.

The foregoing statement represents for the most part the pattern as it has been followed for some years.

CAMPUS PLANNING. At the meeting held on January 10-11, 1952, Mr. Rupe was authorized to investigate and report the names and qualifications of firms who do campus planning.

Mr. Rupe stated that names of firms who do campus planning had been referred to President Maucker for review and recommendation to the Building and Business Committee.

DEPOSITORIES OF TREASURER. On motion, the Cedar Falls Trust and Savings Bank, Cedar Falls, Iowa, and the Merchants National Bank, Cedar Rapids, Iowa, were approved as depositories to be used by James L. Bailey, Treasurer, for funds belonging to the Iowa State Teachers College.

NORTH HALL DORMITORY - FOOD SERVICE AREA. Upon the recommendation of the Building and Business Committee, the Department of Buildings and Grounds of the Iowa State Teachers College was authorized to proceed with the installation of the necessary cupboards and shelving in the food service area of North Hall at an estimated cost of \$1,562.00, payment to be made from funds borrowed for the construction of the dormitory.

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NORTH HALL DORMITORY - PAINTING. Upon the recommendation of the Building and Business Committee, a contract for painting certain public lounges and areas of the new dormitory for women, North Hall, at a price of \$1,825.47, was awarded to Younker Brothers, Des Moines, Iowa, payment to be made from funds borrowed for the construction of the dormitory.

HEATING TUNNEL EXTENSIONS - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee, the following change orders to contracts for the construction of the Heating Tunnel Extensions were authorized:

Change Order #1, dated February 4, 1952, to V. J. Hagan Company, Sioux City, Iowa, contractor for Piping and Insulation, Heating Tunnel Extensions, Division 15A, providing for the installation of fiberglass insulation in lieu of magnesia, at a deduction of \$452.00 from the contract price.

Change Order #2, dated January 2, 1952, to Jens Olesen & Sons Construction Company, Waterloo, Iowa, for Heating Tunnel Extensions, Division 15, covering the relaying and rerouting of certain tile sewer lines and roof drains not included in the original contract, at an addition of \$149.48 to the contract price, payment to be made from RR & A Funds.

POWER PLANT EXPANSION - DIVISIONS 1, 2, 12 AND 14.- CHANGE ORDERS. Upon the recommendation of the Building and Business Committee, the following change orders to contracts for divisions of the Power Plant Expansion were authorized:

Change Order #5, dated February 8, 1952, to William Bros Boiler & Manufacturing Company, Minneapolis, Minnesota, contractor for the Steam Generator, Divisions 1 and 2, providing for relocating the overfire air fan in basement with miscellaneous changes to air piping, and furnishing one 12" Ashcroft 1077A steam gauge, at an addition of \$428.00 to the contract price, payment to be made from funds for repairs, replacements and alterations.

Change Orders to Winger Construction Company, Ottumwa, Iowa, contractor for Piping and Equipment Erection, Division 12, covering changes and additions during the progress of the work, as follows:

Change Order #4, dated November 7, 1951, add	\$ 944.42
Change Order #5, dated November 7, 1951, add	9,321.34
Change Order #7, dated December 28, 1951, add	1,237.30
Total addition to contract price	<u>\$11,503.06</u>

to be paid from funds for repairs, replacements and alterations.

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POWER PLANT EXPANSION - ENGINEERING SERVICES - INSPECTOR. The Building and Business Committee reported that effective October 1, 1951, the Brown Engineering Company placed a new inspector on the Power Plant Expansion work at a salary of \$400.00 a month, \$65.00 a month more than the \$335.00 a month the former inspector received, and that the Iowa State Teachers College was not notified of the change and the increased salary until February 22, 1952.

Upon the recommendation of the Building and Business Committee, authority was granted for payment of the salary of \$400.00 a month for an inspector of the Power Plant Expansion work effective as of February 22, 1952.

POWER PLANT EXPANSION - DIVISION 14, SECTION 1A, SWITCHGEAR - ACCEPTANCE. The Building and Business Committee stated that the following report had been received from the Brown Engineering Company:

"The 5kv switchgear, Division 14, Section 1A, Power Plant Expansion, installed by the Allis-Chalmers Manufacturing Company, Milwaukee, Wisconsin, was completed on approximately February 20, 1952, and the switchgear has been put in service. The complete installation has been inspected by us and has been found to be installed in accordance with the plans and specifications as approved by the State Board of Education and amended by Change Order No. 1, and we recommend that the contract for the 4160 volt metal clad switchgear be accepted."

Upon the recommendation of the Building and Business Committee, the 5kv Switchgear, Division 14, Section 1A, Power Plant Expansion, was accepted from the Allis-Chalmers Manufacturing Company, Milwaukee, Wisconsin, as of this date, March 7, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

NORTH CAMPUS SEWER. The Building and Business Committee reported that it was necessary to use stabilizing material for wet trenches on Campus Street and to install a 12" stub due west from the manhole across Campus Street to serve future expansion and connection from the campus to the North Campus Sewer without breaking the paving, at an additional cost of \$152.70.

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Upon the recommendation of the Building and Business Committee, authority was granted for payment to the City of Cedar Falls, Iowa, an additional \$152.70 for extra work in connection with the North Campus Sewer, payment to be made from the Capital Improvement Fund appropriated by the 54th General Assembly.

CAMPUS STREET BRIDGE - CONTRACT. The Building and Business Committee reported that the City of Cedar Falls, Iowa, had awarded a contract for the construction of the Campus Street Bridge, located at 21st and Campus Street, to Weldon Brothers, Iowa Falls, Iowa, at the low bid price of \$13,980.00 complete; and that the City of Cedar Falls, Iowa, had reported the estimated total cost of the project as follows:

Contract price	\$13,980.00
Plus:	
Incidentals, engineering, inspection, etc.	540.00
	<u>\$14,520.00</u>

On motion, the action of the City of Cedar Falls, Iowa, in awarding the contract for the Campus Street Bridge was approved, and authority was granted to pay the cost of the project, \$14,520.00, from the Capital Improvement Fund appropriated by the 54th General Assembly.

USE OF FACILITIES - COLLEGE STADIUM. President Maucker reported that, with the approval of the Finance Committee, the Cedar Falls Centennial Committee had been granted the use of the college stadium for the Centennial Pageant on the evenings of July 2, 3, and 4, 1952, with permission to charge admission.

Mr. Rupe moved that, in view of the fact that commitments have been made, the action of President Maucker granting the Cedar Falls Centennial Committee the use of the college stadium be approved, with the understanding that no further commitments be made to outside groups for the use of facilities when there are to be admission charges until the policy recommended for the use of facilities at the Iowa State Teachers College can be reviewed. The motion was seconded and passed.

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RENTAL PROPERTY. It was moved that Business Manager Jennings be authorized to rent the residence located at 1620 West 19th Street to Charles Billman at \$40.00 a month beginning February 1, 1952. The motion was seconded, and on roll call the vote was as follows:

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

Nay: None.

Absent: , Mr. Hagemann and Mrs. Kyseth.

The chairman declared the motion passed.

ADMISSION POLICY. Secretary Dancer reported that on January 14, 1952, Robert L. Larson, Attorney General of Iowa, approved the Admission Policy of the Iowa State Teachers College presented to the State Board of Education at the meeting held on October 18, 19, 20, 1951.

On motion, the Admission Policy of the Iowa State Teachers College as set out in the minutes of the meeting of the State Board of Education held on October 18, 19, 20, 1951, and approved by the Attorney General of Iowa on January 14, 1952, were adopted.

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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 March 6, 1952:

DRIVEWAYS, ROADS AND PARKING AREA - ENGINEERING SERVICES. The Building and Business Committee reported that it had not acted on the revised proposal of Norman Hatton, Architect and Engineer, for engineering services in connection with the layout for driveways, roads and parking area, but had authorized Superintendent Overbeay to explore the possibility of securing site planning services from the Iowa State College.

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

SUMMER SCHOOL FOR ADULT BLIND. Superintendent Overbeay reported that the Iowa Commission for the Blind had been granted permission to use the facilities of the Iowa Braille and Sight-Saving School for the Summer School for Adult Blind for a period of six weeks beginning June 10, 1952.

REGIONAL CONFERENCE. Superintendent Overbeay reported that the Regional Conference on "The Slow Learning Visually Handicapped Child" would be held at the Iowa Braille and Sight-Saving School on April 23-26, 1952.

Adjourned.


David A. Dancer, Secretary