

Ames, Iowa
April 10-11, 1952

The State Board of Education met in Beardshear Hall at the Iowa State College, Ames, Iowa, on Thursday and Friday, April 10 and 11, 1952.

PRESENT:

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

ABSENT:

None.

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

GENERAL OR MISCELLANEOUS

The following business was transacted on April 10, 1952, when the Board convened at 9 a. m.

RECESS - COMMITTEE MEETINGS. President Rider recessed the meeting and requested the Building and Business Committee and the Faculty Committee to proceed with committee business until 6:30 p. m., when the Board would reconvene in the Oak Room in the Memorial Union.

MEETING WITH DEANS - IOWA STATE COLLEGE. At 6:30 p. m., in the Oak Room in the Memorial Union, the deans of the Divisions and the Graduate College of the Iowa State College and a representative of the Institute for Atomic Research met with the Board and each reported about the progress, the aims, and the

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needs of the Divisions.

The following business pertaining to general or miscellaneous matters was transacted on April 11, 1952:

APPROVAL OF MINUTES - MEETING HELD MARCH 6-7, 1952. On motion, the minutes of the meeting of the State Board of Education that was held on March 6-7, 1952, were corrected and approved.

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

State University	January and February, 1952
Iowa Braille and Sight-Saving School	January and February, 1952
State Sanatorium	February, 1952
Iowa State Teachers College	February and March, 1952
Iowa School for the Deaf	February and March, 1952

AMENDMENT TO MINUTES - NOVEMBER 29-30, 1951. Business Manager Platt reported that figures in the Atomic Energy Commission Supplement No. 8-7 to Contract No. W-7405-eng-82 were slightly different from those in the minutes of the meeting of the State Board of Education held on November 29-30, 1951, because the overhead payment was increased by \$176.60; and he recommended that the minute be amended.

On motion, the first paragraph of minute on page 144, November 29-30, 1951, minutes of the State Board of Education, entitled ATOMIC ENERGY COMMISSION - CONTRACT SUPPLEMENT, was amended to read as follows:

The Building and Business Committee recommended approval of Supplement No. 8-7 to Contract No. W-7405-eng-82 fixing the amount of overhead payment to the Iowa State College for the fiscal year 1949-1950 at \$227,176.60, that amount being approximately 31.56 per cent of the salaries and wages paid on the contract for the fiscal year 1949-1950. (Overhead advances for that year were made by the Atomic Energy Commission in the amount of \$275,000, necessitating a refund or credit in the amount of \$47,823.40 to be paid from Reserve for Future AEC Audits.)

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REPORT OF WAYS AND MEANS COMMITTEE - MEETING HELD APRIL 10, 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 on April 10, 1952, at 2:30 p. m., with all persons attending the Board meeting being present, with the exception of Mr. Hagemann.

The following business was transacted:

Financial Needs - Biennium 1953-1955. 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 Maucker presented the basic assumptions used in formulating the needs of the Iowa State Teachers College during the biennium 1953-1955, as follows:

Basic Assumptions

- A. General world situation - we are assuming, as did President Hancher, continuation of the cold war but no full-scale mobilization.
- B. Enrollment - we assume our enrollment will drop about 5 per cent next year, level off, and then return to present levels as follows:

	<u>Fall enrollment</u>	<u>Average for 3 quarters of academic year</u>	<u>Enrollment during summer preceding academic year</u>
1951-52	2350	2200	1400
1952-53	2250	2100	1235
1953-54	2250	2100	1290
1955-56	2350	2200	1350

- C. Income - income from student fees and miscellaneous sources is estimated to remain constant at about \$225,000.00. This is more than was budgeted for the current year but is about what we actually expect to receive in 1951-52. The 5% drop in enrollment next year and the increase in partial fee exemptions will be offset by the 10% increase in the fee itself, effective with the opening of the fall quarter in September, 1952.
- D. Undergraduate Curriculum - the "new curriculum" at the undergraduate level will become fully operative for the first time during the 1953-55 biennium. Heavier loads will be felt in student teaching as the increased requirement (12 cr. hrs.) becomes effective. Course loads are expected to continue to increase in the academic areas offering general education courses and to stand still or fall off somewhat in the special subject areas. Much stress will be placed on evaluation of the revised 4-year curriculum.
- E. The graduate program is expected to increase gradually during the 1953-55 biennium with perhaps 250 to 300 students seeking advanced

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degrees in the summer quarter and 60 to 90 during the academic year. Increased emphasis upon research is anticipated - by both students and staff.

- F. Inflation - initial estimates assume a constant price level. The implications of inflation (of perhaps as much as 10%) are indicated at the conclusion of this report.

In connection with the foregoing, President Maucker submitted statements of the financial needs of the Iowa State Teachers College for the biennium 1953-1955, as estimated at this time.

Financial Needs - Biennium 1953-1955 - Public Information Program. At the meeting held on March 5, 1952, the Ways and Means Committee discussed how best to make the public aware of the financial needs of the institutions, and the conditions at some of them because of inadequate financing.

Considerable time was devoted to deliberation about the need for a public information program so the people of the state may know what the State Board of Education and the institutions under its supervision are doing for the State and the need for adequate financing. James R. Jordan, assistant professor and head of Information Service at the State University, Neil Disque, associate director of Information Service at the Iowa State College, and George H. Holmes, director of Public Relations and Information Service at the Iowa State Teachers College, met with the Committee and entered into the discussions about the problems involved.

Mr. Rider moved that the Director of Information Service at the State University, the Iowa State College, the Iowa State Teachers College, and such Board members as Mr. Plock may appoint, be designated as a special committee to work out a short range and a long range public information program for the State Board of Education. The motion was seconded by Mr. Hamilton and passed.

Mr. Plock moved that the report of the Ways and Means Committee be approved and the action ratified. The motion was seconded by Mr. Hamilton and passed.

INTER-INSTITUTIONAL COMMITTEE ON EDUCATIONAL COORDINATION - REPORT. Provost Davis submitted the following report of the Inter-institutional Committee on Educational Coordination:

1952 Catalogue of the State University - Course Offerings. The Committee has reviewed the changes in course offering, 1952 catalogue of the State University of Iowa; and recommends that they be approved by the State Board of Education.

Courses in Foreign Trade and Foreign Service. The Inter-institutional Committee on Educational Coordination finds upon considerable investigation that the

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state institutions of higher learning are meeting the present needs of the state in regard to training for foreign service.

The program at the Iowa State College which we examined last fall should be, as reported to the Board on October 19, 1951, limited to the preparation of persons who work in industry or in such positions as agricultural attaché to governmental representatives abroad. The term "foreign service" as it is commonly understood in Washington, D. C., would not apply to this program. Preparation for that type of assignment is largely handled by institutions in Washington in cooperation with the State Department. Preliminary work for it can be and is being offered at the State University of Iowa.

This, together with the report submitted last October, the Committee believes covers the situation until such time as a change in the national picture might make it necessary to review the matter.

On motion, the report of the Inter-institutional Committee on Educational Coordination was approved.

REPORT OF BUSINESS MANAGERS COMMITTEE ON COORDINATION - MEETING HELD JANUARY 9, 1952. Business Manager Ambrose submitted the following report:

The Business Officers of the State Board of Education met with the Ways and Means Committee of the Board at 2:00 P.M. on January 9, 1952. Chairman Plock of the Ways and Means Committee stated that the meeting was called for the purpose of discussing necessary changes and improvements in the form of the Blue Book and also the report of the State Auditor. After considerable discussion with the Ways and Means Committee, it appeared there was lack of uniformity in the Blue Book, particularly in the matter of adjustments. Chairman Plock therefore referred this back to the Business Managers Committee with the request that it meet immediately and try to arrive at a uniform method of showing adjustments to cash balances. He further instructed the Committee members to confer with their Presidents and Superintendents and report back to the Ways and Means Committee recommendations for the respective institutions as to the amount of working funds to be authorized by the Board.

Chairman Ambrose therefore called a meeting of the Business Officers Committee at 4:00 P.M., January 9, 1952. Present were Ambrose, Platt, Jennings, Wynn, Geasland, Overbeay and Gernetzky. Differences in methods used to set up the adjustments in the various institutions were discussed and agreement was reached as to the items to be included in adjustments and the form to be employed in the Blue Book. The following is an outline of the form to be followed in the adjustment schedules for Operating Funds - General Funds, Repairs, Replacements and Alterations Funds and Plant Funds. Some minor deviations may be required because of peculiarities of individual institutions, but in general this form will provide uniformity.

Adjustments

Operating Funds - General

A. Additions

1. Accounts Receivable
2. *Due from State Treasurer to date of report
3. Investments
4. Other (detail items)

B. Deductions

1. **Orders and contracts in process
2. ***Authorized reserves,
 - a. For working fund
 - b. For claims
 - c. For future audits
 - d. For other purposes as authorized
3. Other operating commitments

* Including uncashed warrants

** Encumbrances

*** May be set up only after Board authorization

Plant Funds

A. Additions

1. *Undrawn allocations in hands of State Treasurer
2. Undrawn borrowings

B. Deductions

1. Balance due on outstanding contracts
 - a. State
 - b. Borrowings
 - c. Other

(Omit notes payable)

* Allocations by Budget and Financial Control Committee,
not total appropriations

R, R. and A. Funds

A. Additions

1. Due from State Treasurer to date of report

B. Deductions

1. Orders and contracts in process

The matter of reserves for working funds was discussed at great length. It was the consensus that working funds should be reserved to the extent of approximately 1/12 of the institution's salary budget. However, no action

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was taken on this matter pending a discussion by the individual business officers with their Chief Executives. A later report on this matter will be presented to the Ways and Means Committee.

Meeting adjourned at 11:00 P.M.

On motion, the report and recommendations of the Business Managers Committee on Coordination was referred to the Ways and Means Committee for consideration and recommendations to the Board.

REPORT OF BUSINESS MANAGERS COMMITTEE ON COORDINATION - MEETING HELD MARCH 5, 1952. Business Manager Ambrose submitted the following report:

The Business Officers of the Board of Education Institutions met at 9:00 A.M., March 5 at the Fort Des Moines Hotel, Des Moines, Iowa.

Present were:

Fred W. Ambrose, State University
B. H. Platt and Mr. Marks, Iowa State College
P. C. Jennings, Iowa State Teachers College
C. E. Geasland, Iowa School for the Deaf
M. D. Wynn, State Sanatorium
D. W. Overbeay, Iowa Braille and Sight-Saving School
Carl Gernetzky, Member, Finance Committee

The minutes of the meeting with the State Auditors' representatives, Mr. Bolsem and Mr. Jones on February 14, were reviewed and the following recommendations were formulated:

1. Relative to vouchers.
 - a - That a standard form of voucher be developed for use at all institutions and that this standard form be inaugurated at each institution when new printing is ordered.
 - b - That notarized affidavits on vouchers be not required unless required by law.
 - c - That a signed certification (not notarized) on vouchers be secured whenever possible. Whenever such signatures are not secured, other auditable data should be attached to the voucher.
2. Relative to accounting systems.
 - a - It is recommended that the three smaller institutions adopt uniform accounting systems similar to that in use at the State Sanatorium and that the offer of the auditor to assist in installing such systems be accepted.
 - b - It is recommended that the Business Officers of the three larger institutions confer further with the auditor's office and attempt to bring the accounting systems into sufficient

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agreement to accomplish a uniform form and content of the annual reports.

In this effort, an attempt should be made to reconcile the auditor's report with the reports to the institutions, of recognizing the principle that the educational institutional accounting must be maintained on the basis of uniform practice as recommended in "Financial Reports for Colleges and Universities", compiled by the National Committee on Standard Reports for Institutions of Higher Education.

3. Relative to Blue Book.

The minutes of the January 9, 1952, meeting of the Business Managers Committee on Coordination, relative to adjustments to be reported in the Blue Book were reviewed and re-affirmed to be recommended for action by the State Board of Education.

4. Relative to Per Pupil Costs.

The formula to be used in computing per pupil costs was discussed.

(At the meeting held on March 6-7, 1952, Mr. Plock moved that the recommendations of the Business Managers Committee on Coordination relative to vouchers and uniform accounting, items 1 and 2 in the foregoing report, be approved and adopted; that actions taken previously 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.)

REPORT OF BUSINESS MANAGERS COMMITTEE ON COORDINATION - MEETING HELD APRIL 10, 1952. Mr. Platt submitted the following report:

The Business Managers Committee on Coordination met in the Memorial Union at the Iowa State College, Ames, Iowa, at 7:30 p. m., April 10, 1952.

Present: Business Managers Ambrose, Platt, Jennings and Wynn, and Superintendent Overbeay, and Mr. Gernetzky.

Per Pupil Costs. The matter of computation of per student costs was discussed. It was the consensus of the Committee that no formula of a simple type could be adopted which would provide an accurate unit cost. If the only function of an institution were teaching, the computation of unit costs would be relatively simple. However, since all of the institutions engage in activities of a public service nature, some adjustment in cost must be made to reduce the total to a figure representing costs related to instruction. It was further the consensus

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of the Committee that, since these computations are to be verified by the State Auditor and the State Comptroller, it would be desirable to provide a means of determining the costs and the enrollment figures from the published reports of the institutions.

Accordingly, the following formula for computing the cost per student was adopted for recommendation to the State Board of Education:

$$\text{Cost Per Student} \quad == \quad \frac{\text{Expenditures for teaching programs}}{\text{Equivalent full time enrollment}}$$

The numerator, Expenditures for Teaching Programs, shall be the total educational and general expenditures of the institution based on its annual report less:

- a. Research expenditures separately budgeted and reported.
- b. Extension expenditures separately budgeted and reported.
- c. Organized public services separately budgeted and reported.
- d. Correspondence studies separately budgeted and reported.
- e. Repairs, replacements and alterations.
- f. Heat, light, power and water sales by Physical Plant Department.

The denominator, Equivalent Full Time Enrollment, consists of the sum of the credit hours for which performance is recorded at the end of each quarter, semester and summer term divided by 30 for the semester plan or 45 for the quarterly plan.

In connection with the foregoing report about per pupil costs, Mr. Ambrose stated that representatives of the State Auditor and the State Comptroller would meet again with the Finance Committee and the Business Managers Committee on Coordination about the formula to be used in computing per pupil or unit costs.

REPORT OF REGISTRARS COMMITTEE ON COORDINATION - MEETING HELD MARCH 11, 1952.

Mr. Dancer submitted the following report of Marshall R. Beard, chairman of the Registrars Committee on Coordination:

The Registrars Committee on Coordination met in Cedar Rapids, Iowa, on March 11, 1952, and organized in compliance with a resolution of the State Board of Education adopted February 8-9, 1951.

On the basis of seniority, Marshall R. Beard, Iowa State Teachers College, was elected chairman for this fiscal year; Ted McCarrel, State University of Iowa, for 1952-1953; and Arthur Gowan, Iowa State College, for 1953-1954.

Statistical Reports. A study of comparable statistical reports is under way.

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AMERICAN COUNCIL ON EDUCATION - ANNUAL MEETING - DELEGATES. On motion, Mrs. Archie, Mr. Hamilton, Mr. Rupe, Mr. Stevens, Mr. Dancer and Mr. Gernetzky were appointed delegates to the 35th annual meeting of the American Council on Education to be held in the Palmer Hotel, Chicago, Illinois, on May 2-3, 1952; and Secretary Dancer was requested to ask the Executive Council of Iowa to authorize payment of traveling expenses.

GROUP LIFE INSURANCE - BIDS. Secretary Dancer reported that bids for group life insurance for the employees of the Iowa State College and the Iowa State Teachers College would be received and opened in the office of the State Board of Education in Des Moines, Iowa, at 2 p. m., April 17, 1952.

GOVERNOR'S LAY LEADERSHIP CONFERENCE ON EDUCATION. President Hancher stated that the Governor's Lay Leadership Conference on Education would be held at the State University of Iowa, Iowa City, Iowa, on April 29-30, 1952.

COAL FOR 1952-1953. All matters relative to the purchasing of coal for the year 1952-1953 were referred to the Finance Committee, with the understanding that contracts shall be awarded subject to approval by the Building and Business Committee.

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

NEXT MEETING. The next meeting of the State Board of Education will be held at the Iowa School for the Deaf, Council Bluffs, Iowa, on Thursday and Friday, May 22 and 23, 1952.

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IOWA SCHOOL FOR THE DEAF

The following business pertaining to the Iowa School for the Deaf was transacted on April 11, 1952:

BUSINESS MANAGER'S DWELLING - PUBLIC HEARING. Secretary Dancer reported that a public hearing was held at the Iowa School for the Deaf, Council Bluffs, Iowa, at 1 p. m., April 3, 1952, with the following people present:

L. E. Berg, Superintendent of the Iowa School for the Deaf
C. E. Geasland, Business Manager of the Iowa School for the Deaf
C. Elmer Falk, Route #2, Council Bluffs, Iowa
Thomas J. Keleher, 218 Logan Street, Council Bluffs, Iowa
Fred Andersen, Andersen Construction Company, Council Bluffs, Iowa

that Mr. Falk appeared at the hearing to express his feeling that it was more important to spend money for educational needs than for housing, and he filed a letter mailed by him to the editor of the Nonpareil and stated he would let that be the basis of his feeling about the proposed construction; that Mr. Keleher stated he was of the opinion that teacher salaries should be considered before all other expenditures; and that Mr. Andersen made no comment.

BUSINESS MANAGER'S DWELLING - BIDS. The Building and Business Committee submitted the following report:

Proposals for the construction of the Business Manager's Dwelling were opened in the Office of the Superintendent of the Iowa School for the Deaf, Council Bluffs, Iowa, at 2 p. m., April 3, 1952, in the presence of:

L. E. Berg, Superintendent
C. E. Geasland, Business Manager
Dorcas Axtell, Secretary to the Superintendent

The following is a tabulation of the bids that were received and opened:

<u>Bidder</u>	<u>Certified</u>	<u>General</u>	<u>Plumbing</u>	<u>Electric</u>	<u>Total</u>
	<u>Check</u>	<u>Construction</u>	<u>& Heating</u>		
Mickey & Reed Constr. Co.	\$ 904.12	\$13,353.48	\$3,887.00	\$742.00	\$18,082.48*
Alfred Hansen	869.70	13,549.00	3,259.00	588.00	17,396.00
Andersen Construction Co.	950.00	14,118.00	3,887.00	588.00	18,593.00

*The total of these three contract figures is \$17,982.48 although the total given by the bidder was \$18,082.48.

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Upon the recommendation of the Building and Business Committee, all bids were rejected because the total of the three low bids exceeded the estimated cost.

BUSINESS MANAGER'S DWELLING. Upon the recommendation of the Building and Business Committee, Superintendent Berg was authorized to proceed with the construction of the Business Manager's Dwelling, using School personnel and day labor, subject to approval by the Budget and Financial Control Committee.

BUDGET FOR 1952-1953. Upon the recommendation of Superintendent Berg, concurred in by the Finance Committee and the Ways and Means Committee, the budget of the Iowa School for the Deaf for the year 1952-1953 was adopted, and the Finance Committee was authorized to approve minor changes and adjustments. (See Volume 16, Budgets.)

USE OF FACILITIES - 1954 MEETING OF VOLTA SPEECH ASSOCIATION FOR THE DEAF. On motion, Superintendent Berg was authorized to extend an invitation to the Volta Speech Association for the Deaf, Washington, D. C., to hold its Summer Meeting for a week in 1954 at the Iowa School for the Deaf.

OUT OF STATE PUPIL - BARBARA SCHULTZ. At the meeting of the State Board of Education on September 13-14, 1951, the request of the American Foundation for the Blind to accept Barbara Schultz, Long Beach, Long Island, New York, in the Deaf-Blind Department of the Iowa School for the Deaf on a trial basis, to determine if the child could benefit from training in the School, was granted with the understanding that the charge would be \$150.00 for a period of approximately 75 days.

Superintendent Berg submitted the following letter dated April 8, 1952, from Mrs. Mortimer Schultz, mother of Barbara:

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It has been a great pleasure and privilege for us to have been able to visit the school and to observe Barbara. We find her greatly improved in all respects; her progress has been phenomenal. We feel that this exploratory period has been a turning point in her life. This, we know, can be attributed only to the enlightened and advanced modern methods used at Iowa in teaching children with multiple handicaps. We speak from experience with other schools.

In light of the encouraging progress under Miss Talbot, we would be most grateful if the exploratory period for Barbara could be extended to the end of the school term, thus enabling her to continue uninterruptedly this upward trend in her learning.

Since the prognosis for Barbara is so favorable at this time, and because of the increasingly improved program outlined for next year under your direction, we are most anxious for Barbara to be a full time student for the coming year at the Iowa School for the Deaf. We feel that the I.S.D. has been of the greatest help and service to Barbara and to us. Up to the time of her enrollment at your school, we had very little hope for the future. Your understanding and willingness to help evaluate Barbara has opened a whole new life for our child. We sincerely hope that it will be possible for her to continue at Iowa.

Superintendent Berg recommended that the request of the parents be granted, and that the exploratory period for Barbara Schultz be continued for the balance of the academic year and that she be enrolled for the academic year 1952-1953.

Mr. Munger moved:

1. That Barbara Schultz be permitted to continue her training in the Deaf-Blind Department for the balance of the academic year, April 23, 1952, to May 29, 1952, inclusive, and that \$162.00 be charged for tuition and maintenance for that period.

2. That Barbara Schultz be enrolled in the Deaf-Blind Department for the academic year 1952-1953 on a full time regular pupil basis, the charge for tuition and maintenance to be \$2,500.00 for the academic year, payable in two equal parts in advance at the beginning of each of the two semesters.

The motion was seconded by Mr. Hagemann and passed.

RETIREMENT - HARRY L. WELTY. President Rider reported that in executive session the Board had reviewed previous actions of the State Board of Education, the Finance Committee, and Superintendent Berg regarding the retirement of Harry L. Welty at the close of the academic year 1949-1950, his re-employment

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on a year to year basis in the Deaf-Blind Department, and his not being re-employed for the year 1952-1953; and that it was the consensus that all actions were consistent with the policy regarding the retirement of employees that was adopted by the State Board of Education at a meeting held on February 8, 1949.

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STATE UNIVERSITY OF IOWA

The following business pertaining to the State University of Iowa was transacted on April 11, 1952:

DEATH. President Hancher reported the death on March 22, 1952, of Dr. Beth Lucy Wellman, professor in the Iowa Child Welfare Research Station. Dr. Wellman served the State University continuously, except for one year, since 1921.

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

Dr. Edgar S. Brintnall as associate professor of Clinical Surgery in the Department of Surgery, College of Medicine, effective as of March 1, 1952. Dr. Brintnall has accepted an appointment with the Veterans Administration Hospital.

James F. McRaith, assistant professor in the Department of Marketing, College of Commerce, effective as of March 1, 1952. Professor McRaith is on duty with the Navy, and has requested that he be released from his position.

Dr. Charles F. Smayda, assistant professor in the Department of Operative Dentistry and Dental Anatomy, College of Dentistry, effective August 1, 1952.

Dr. Gordon S. Christiansen, assistant research professor in the Department of Ophthalmology, College of Medicine, effective September 30, 1952.

Dr. John A. Hutch, instructor in the Department of Urology in the College of Medicine, effective as of March 15, 1952. Dr. Hutch has accepted a position in California.

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

Dr. A. C. Trowbridge, professor in the Department of Geology, College of Liberal Arts, for the academic year 1952-1953 without salary or insurance. He will be associated with the Gulf Research and Development Company at Houston, Texas.

Dr. William Heckscher, professor in the Department of Art, College of Liberal Arts, for the academic year 1952-1953 without salary. He will accept an appointment as a Guggenheim fellow.

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Percy Bordwell, professor in the College of Law, for the academic year 1952-1953 without salary. He will teach at Rutgers University.

Dr. Ralph G. Janes, associate professor in the Department of Anatomy, College of Medicine, for the period from September 1, 1952, through May 31, 1953, without salary. He has arranged to be a visiting lecturer at St. Thomas' Hospital Medical School in London.

Vincent Nowlis, associate professor in the Iowa Child Welfare Research Station, leave extended for the fiscal year 1952-1953 with the understanding that it might be extended until September 1, 1953, without salary or insurance.

Lee W. Cochran, executive assistant and director of Audio-Visual Instruction, Extension Service, for the period from March 16, 1952, to April 12, 1952, without salary or insurance. He will be serving with the Federal Government.

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

Dr. Edgar S. Brintnall, clinical associate professor in the Department of Surgery, College of Medicine, without salary or tenure, to be effective during his appointment at the Veterans Administration Hospital in Iowa City, Iowa.

Dave McCuskey, head wrestling coach and associate professor in the Department of Athletics and the Department of Physical Education for Men, College of Liberal Arts, indefinite, at a salary of \$6,200.00 nine months' basis, payable \$2,900.00 from Liberal Arts and \$3,300.00 from Athletics, plus insurance programs pro-rated, effective with the 1952 summer session. During the summer session the Board in Control of Athletics will provide funds for the salary of Mr. McCuskey.

Dr. Willard V. Ergenbright, clinical assistant professor in the Department of Orthopedic Surgery, College of Medicine, without salary or tenure, effective during his appointment at the Veterans Administration Hospital in Iowa City, Iowa.

Dr. Gwilyn S. Lodwick, Jr., clinical assistant professor in the Department of Radiology, College of Medicine, without salary or tenure, effective during his appointment at the Veterans Administration Hospital in Iowa City, Iowa.

Dr. Reinhold Benesch, assistant professor in the Department of Biochemistry, College of Medicine, for three years at a salary of \$5,000.00 plus insurance programs, effective July 1, 1952.

Dr. Robert A. Utterback, assistant professor in the Department of Neurology, College of Medicine, for three years, effective January 1, 1953, at a salary of \$5,400.00 (P+50%) plus insurance premiums, twelve months' basis.

Dr. Roger I. Lienke, assistant professor in the Department of Pediatrics, College of Medicine, for three years, effective July 1, 1952, at a salary of \$6,000.00 (P+50%) plus insurance premiums, twelve months' basis.

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Dr. John Russell Napier, visiting assistant professor in the Department of Anatomy, College of Medicine, for the period from September 1, 1952, through May 31, 1953, at a salary of \$5,062.50 (\$562.50 per month) for the period, without retirement annuity and group insurance, payable from the allocation for Dr. Janes.

Dr. Maurice W. Van Allen, clinical associate in the Department of Neurology, College of Medicine, without salary or tenure, effective during the period he is attached to the Veterans Administration Hospital in Iowa City, Iowa.

Dr. Albert E. Holcomb, instructor in Oral Diagnosis, Roentgenology, and Infirmary Practice, College of Dentistry, effective as of April 1, 1952, at a salary of \$6,000.00 a year, plus insurance programs, twelve months' basis, payable from the allocation for Dr. Duane W. Lovett. This appointment is for the balance of the current year and for 1952-1953.

Dr. William E. Nickell, research associate (temporary) in the Department of Physics, College of Liberal Arts, at a salary of \$5,000.00 a year, payable from Atomic Energy Commission Contract AT(11-1)-72, Project No. 3, effective for the period March 16, 1952, to June 30, 1952. This is an extension of Dr. Nickell's appointment.

Archie Kodros, assistant football coach in the Department of Athletics, for one year (starting time to be fixed at a later date), at a salary of \$6,500.00 a year without insurance but including OASI, twelve months' basis, payable from Athletic Department funds.

SALARY ADJUSTMENT. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the salary of Mrs. Sara C. Washeim, assistant professor and administrative assistant in the College of Nursing, was increased from \$5,500.00 to \$6,000.00 a year, plus insurance premiums, twelve months' basis, effective as of March 1, 1952. As of that date, the salary of Mrs. Washeim is to be transferred from the College of Nursing Budget to the Kellogg Foundation Grant budget, and this entire increase for the balance of the year will be paid from that grant.

EXECUTIVE SESSION. President Rider reported that in executive session the following business was transacted:

Medical Deanship - Report. President Hancher reported recent developments about the deanship of the College of Medicine.

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Dental Deanship - Report. President Hancher reported about the progress being made to secure a dean for the College of Dentistry upon the retirement of Dr. A. W. Bryan as dean.

Television - Equipment and Space for Teaching. President Hancher submitted the Report of the Sub-committee on Teaching and Training in Television of the Committee on the Communications Center, dated March 28, 1952, copies of which had been mailed to the members of the Board, and he recommended:

First, that Plan 1, as follows, be approved:

The first plan provides for a continuation of the teaching program now under way, but with the introduction of adequate equipment.

(1) It provides, as well, for teaching television production and related research in other areas than speech and dramatic arts, such as education, journalism, engineering, etc.

(2) It provides, also, for the production of films which may be used by television stations for broadcasting purposes. A sound camera is the major item of expense.

Second, that \$21,700.00 be allocated from Budget Account 1925, Supplemental for Supplies and Instruction, for the purchase of more equipment for the teaching of television. This equipment is needed to augment facilities and equipment now on hand for the teaching of courses which have been given for some time.

Third, that \$30,000.00 be allocated from Fund B, the appropriation made for repairs, replacements and alterations, for altering and remodeling the north wing of the Old Library Annex for a long range teaching and training program for television personnel. If necessary, this space can be used for an indefinite future period, although the very long range campus plan places it in some future unit of the Communications Center, as yet neither designed nor requested.

On motion, the recommendations were approved and adopted and the Finance Committee was authorized to allocate funds as indicated.

On motion, the actions taken in executive session were ratified.

COLLEGE OF MEDICINE - MEDICAL SERVICE PLAN IMPLEMENTATION (MEDICAL COMPENSATION PLAN) - AMENDMENT. Upon the recommendation of President Hancher and the Executive Committee of the College of Medicine, and with the approval of the Faculty Committee, paragraph four (4) of Section seven (7), page four (4), of the Medical Service Plan Implementation (Medical Compensation Plan), which reads as follows:

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"For participating doctors who have been members of the medical staff for less than a full fiscal year the annual adjustment in the distribution of net operating income shall be to the extent of their full months of service divided by twelve (12)."

was amended to read:

"In the case of any participating doctor who has been a member of the medical staff for less than a full fiscal year, his distribution of net operating income shall bear the same relation to annual net operating income that the base salary paid to him bears to his annual base salary rate."

VETERANS ADMINISTRATION - AUDIT BY GENERAL ACCOUNTING OFFICE - CLAIM.

President Hancher stated that in connection with the claim of the Veterans Administration for overpayment to the State University of Iowa of approximately \$356,000.00, as a result of an audit by the General Accounting Office, P. G. Frasier, chief of the Vocational Rehabilitation and Education Division of the Veterans Administration Center, Des Moines, Iowa, had written on April 1, 1952, as follows: (See Board minutes of September 13-14, 1951.)

"A final determination has now been made in regard to the G.A.O. informal inquiry. The following statement from a letter of March 11, 1952, from the Director, Training Facilities Service for Vocational Rehabilitation and Education, VA Central Office, Washington, D. C., is quoted for your information:

'It is recommended that no further action be taken either in respect to the G.A.O. audit or with negotiations for adjustment. Officials of the institution should, therefore, be advised that a reply to the G.A.O. will be issued by Central Office in objection to the procedural provisions of the audit. It should be clearly understood, however, that this action on the part of the VA to defend the prior contracts may in no way be construed as a final and irrevocable approval by the VA, and that such action is without prejudice to whatever audits the G.A.O. or the VA might in the future undertake covering the same contract periods.'

"The matter of the release of funds withheld because of the audit has been presented to Central Office by the Finance Office of this Center. It is anticipated that Central Office will direct the release of those funds."

REPORT OF BUILDING AND BUSINESS COMMITTEE - DANFORTH CHAPEL. Mr. Rupe, chairman of the Building and Business Committee submitted the following report:

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F. W. Ambrose, Business Manager, and George R. Parizek, Assistant Superintendent of the Division of Planning and Construction, both of the State University of Iowa, met in the Old Capitol at the State University, Iowa City, Iowa, at 2 p. m., Tuesday, March 11, 1952.

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

Danforth Chapel - Public Hearing. Mr. George R. Parizek, Assistant Superintendent of the Division of Planning and Construction, Physical Plant Department, reported that a public hearing was held as advertised in his office at 1 p. m., Tuesday, March 11, 1952, for the purpose of hearing objections to the plans, specifications, and contract forms for the construction of Danforth Chapel; and that no objections were filed and no objectors appeared.

Danforth Chapel - Bids. At 2 p. m., Mr. Ambrose, Business Manager of the State University, opened and read the bids for the construction of Danforth Chapel, as follows:

General Construction

<u>Bidder</u>	<u>Bid Check</u>	<u>Base Bid</u>
R. H. Wildman Iowa City, Iowa	\$1,165.00	\$22,980.00
M. D. McCreedy Constr. Co. Iowa City, Iowa	2,000.00	34,500.00
Morehead Construction Co. Cedar Rapids, Iowa	1,700.00	33,565.00
Lippert Brothers Boone, Iowa	2,000.00	34,795.00
Wilbert Frantz Constr. Co. Iowa City, Iowa	1,490.00	29,732.00

Heating Contract

Boyd and Rummelhart Iowa City, Iowa	265.00	5,213.27
Carstens Brothers Ackley, Iowa	200.00	2,946.00

Electrical Contract

Robbins Electric Co. Moline, Illinois	175.00	2,800.00
Russell Electric Co. Iowa City, Iowa	140.00	2,728.00
Heinze Electric Cedar Rapids, Iowa	110.00	2,183.00

All bids were referred to Mr. Dancer of the Board of Education with recommendation for award of contracts.

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Mr. Dancer by telephone authorized the return of all certified Bid Checks excepting the following:

<u>Contractor</u>	<u>Contract</u>	<u>Bid Check</u>
R. H. Wildman Iowa City, Iowa	General Constr.	\$1,165.00
Carstens Brothers Ackley, Iowa	Heating	200.00
Heinze Electric Cedar Rapids, Iowa	Electrical	110.00

On motion, the report was approved and actions ratified.

DANFORTH CHAPEL - AWARDING OF CONTRACTS. Secretary Dancer reported that on March 14, 1952, by letter, he had polled the members of the Building and Business Committee on the recommendation that the contracts for the construction of Danforth Chapel be awarded to the low bidders, as follows:

	<u>Contract Price</u>
General contract to R. H. Wildman, Iowa City, Iowa	\$ 22,980.00
Heating contract to Carstens Brothers, Ackley, Iowa	2,946.00
Electrical contract to Heinze Electric Company, Cedar Rapids, Ia.	<u>2,183.00</u>
Total of three contracts	\$ 28,109.00

that Mrs. Kyseth, Mr. Munger, Mr. Rupe, and Mr. Stevens, members of the Building and Business Committee, had approved the recommendation; that on March 27, 1952, he had reported the results of the poll and the awarding of contracts to F. W. Ambrose, Business Manager of the State University; and that he had signed the contracts as secretary of the State Board of Education.

On motion, the report was approved and the actions ratified.

DANFORTH CHAPEL - FINANCING. The Building and Business Committee reported that it had authorized the expenditure of the following funds for the construction of Danforth Chapel:

Gift from the Danforth Foundation	\$10,000.00
Allocation from a larger gift made years ago by citizens of Iowa City for a chapel	<u>18,109.00</u>
	\$28,109.00

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

REPORT OF BUILDING AND BUSINESS COMMITTEE - MEMORIAL UNION SERVICES - TUNNEL PIPING REPAIRS. The Building and Business Committee submitted the following report:

Superintendent George L. Horner and Chief Engineer George R. Parizek, both of the Physical Plant Department of the State University of Iowa, met in the Old Capitol at the State University of Iowa, Iowa City, Iowa, at 2 p. m., Thursday, March 27, 1952.

The following business pertaining to the State University was transacted:

Memorial Union Services - Tunnel Piping Repairs - Public Hearing. Mr. George L. Horner 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, March 27, 1952, for the purpose of hearing objections to the plans, specifications and contract forms for the construction of Tunnel Piping Repairs; that present at the hearing were Mr. Horner and members of the office staff; and that no objections were filed and no objectors appeared.

Memorial Union Services - Tunnel Piping Repairs - Bids. At 2:00 P. M., the following bids for construction of Tunnel Piping Repairs were opened:

<u>Bidder</u>	<u>Bid Check</u>	<u>Base Bid</u>	<u>Alt. #1</u>
Carstens Brothers Ackley, Iowa	\$3,000.00	\$39,437.00	Add \$6,600.00
Boyd & Rummelhart Plbg. & Htg. Co. Iowa City, Iowa	3,000.00	52,178.00	Add 6,622.72

Memorial Union Services - Tunnel Piping Repairs - Recommendation for Award of Contract. It was recommended that the contract for Tunnel Piping Repairs be awarded to the low bidders, Carstens Brothers, on the basis of their base bid of \$39,437.00, plus Alternate No. 1, \$6,600.00, making a total contract price of \$46,037.00. The estimated cost of the work was \$60,000.00.

MEMORIAL UNION SERVICES - TUNNEL PIPING REPAIRS - CONTRACTS. Upon the recommendation of the Building and Business Committee, the contract for the Memorial Union Services - Tunnel Piping Repairs was awarded to the low bidder, Carstens Brothers, Ackley, Iowa, on the basis of that firm's bid, as follows:

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Base bid	\$39,437.00
Alternate No. 1, add	<u>6,600.00</u>
Contract price	\$46,037.00

and the secretary was authorized to execute a contract when a satisfactory surety bond has been filed. (At the meeting held on January 10-11, 1942, the estimated cost of this project was reported as \$60,000.00, and payment was authorized from Memorial Union Funds.)

WOMEN'S PHYSICAL EDUCATION BUILDING - ELECTRICAL CONTRACT - CHANGE ORDER.

Upon the recommendation of the Building and Business Committee, the Superintendent of the Division of Planning and Construction, Physical Plant Department of the State University, was authorized to issue Change Order No. 1 to the contract with the Davenport Electric Contract Company, contractor for the electrical work in the Women's Physical Education Building (Women's Gymnasium), covering the installation of light and switch openings in the old part of the Women's Gymnasium Corridor so as to conform with the new work at an addition of \$81.73 to the contract price.

PURCHASE OF PROPERTY - MILLER ESTATE. Business Manager Ambrose reported that the radio towers for Station WSUI are located on property leased by the State University from the Miller Estate, the first lease for five years having been authorized by the State Board of Education at a meeting held on October 7, 1938, and since extended for two five-year periods, or until sometime in September, 1953, and he suggested that the property be purchased to avoid moving or rebuilding the tower in case the lease could not be extended.

Upon the recommendation of the Building and Business Committee, Business Manager Ambrose was authorized to have the property now leased from the Miller Estate appraised and report back to the Board.

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EASEMENT FOR ELECTRIC LINES - IOWA-ILLINOIS GAS AND ELECTRIC COMPANY. Mr. Hagemann, a member of the Building and Business Committee, moved that Business Manager Ambrose be authorized to negotiate with the Iowa-Illinois Gas and Electric Company about granting it a new easement along the edge of the golf course property and eliminating the present easement across the property, with the understanding that the State University of Iowa would be authorized to pay from Athletic Funds the actual cost not exceeding \$10,000.00 for moving the electric lines, and to report a recommendation back to the Board.

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

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

Nay: None.

The chairman declared the motion passed.

EASEMENT FOR GAS MAIN - IOWA-ILLINOIS GAS AND ELECTRIC COMPANY. Business Manager Ambrose submitted the application of the Iowa-Illinois Gas and Electric Company for an easement for a gas main over the extension of Ronalds Street and thence South along the river to the end of North Capitol Street, and stated that the consideration offered was \$1.00 a rod.

Mr. Hagemann moved that Business Manager Ambrose be authorized to negotiate with the Iowa-Illinois Gas and Electric Company for an easement as requested in its application for a price of \$2.00 a rod. The motion was seconded by Mr. Munger and, on roll call, the vote was as follows:

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

Nay: None.

The chairman declared the motion passed.

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LEASE - CANCELLATION. Business Manager Ambrose reported that the lease with Robert L. and Margaret C. Flora for the Mentzer farm house had been cancelled, effective as of April 1, 1952.

STADIUM REPAIRS. The Building and Business Committee reported that the Board in Control of Athletics, State University of Iowa, had employed Holabird and Root and Burgee, Chicago, Illinois, as architects and engineers to investigate and recommend the necessary structural repairs to the Stadium.

Upon the recommendation of the Building and Business Committee, the Business Manager was authorized to have plans and specifications prepared by the Division of Planning and Construction for the necessary repairs to the Stadium, and the Secretary was authorized to publish an advertisement for bids, payment to be made from Athletic Funds.

FARM LEASE. Business Manager Ambrose recommended that, because construction of the new golf course will not be started this year, the farm land be leased.

It was moved that the Mentzer, Lewis and Beranek farms, consisting of approximately 260 acres, be leased to Harold and June J. McGinnis at a rental of \$2,700.00 for the period from April 15, 1952, to March 1, 1953. The motion was seconded and, on roll call, the vote was as follows:

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

Nay: None,

The chairman declared the motion passed.

DEAN HOUSE PRE-SCHOOL ALTERATIONS - BIDS. Secretary Dancer reported that bids for the Dean House Pre-School Alterations would be received and opened at the State University of Iowa, Iowa City, Iowa, at 2 p.m., April 18, 1952.

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HOSPITAL ALTERATIONS (TOWER) - BIDS. Secretary Dancer reported that bids for the Hospital Alterations (Tower) would be received and opened at the State University of Iowa, Iowa City, Iowa, at 2 p. m., April 29, 1952.

TENANT PROPERTY LEASE. It was moved that Business Manager Ambrose be authorized to execute a lease with William D. and Kay Lampard for the second floor apartment at 22 East Bloomington Street, Iowa City, Iowa, for the period from August 1, 1952, to August 31, 1953, at a rental of \$50.00 a month. The motion was seconded and, on roll call, the vote was as follows:

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

Nay: None.

The chairman declared the motion passed.

CALHOUN COUNTY FARM - LEASE. It was moved that the 40-acre tract known as the Calhoun County Farm be leased to O. E. Van Horn and wife for the period from March 1, 1952, to February 28, 1953, at an annual cash rental of \$200.00 payable in advance, and that the Secretary of the State Board of Education be authorized to sign the lease. The motion was seconded and, on roll call, the vote was as follows:

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

Nay: None.

The chairman declared the motion passed.

CALHOUN COUNTY FARM - SALE. The Finance Committee was requested to investigate the possibility of selling the Calhoun County Farm.

DISPOSAL OF PROPERTY - OLD SHOPS BUILDING AND STORAGE GARAGE AND METAL GARAGE DOORS. The Building and Business Committee reported that on April 3, 1952,

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at 2 p. m., George L. Horner and Harry Hatcher, of the Division of Planning and Construction of the Physical Plant Department, State University of Iowa, met in the Office of the Division of Planning and Construction and received and opened bids as follows:

<u>Name of Bidder</u>	<u>Disposal of Old Shops Building and Storage Garage</u>	<u>Metal Garage Doors</u>
Larew Company, Iowa City	\$767.00	\$153.00
D. N. Brown, Iowa City	306.00	---
Phillip W. Willis, Iowa City	725.00	300.00
Joe Conway, Iowa City	366.00	326.00

Upon the recommendation of the Building and Business Committee the following bids were accepted:

Bid of Larew Company, Iowa City, Iowa, \$767.00 for the disposal of the Old Shops Building and Storage Garage.

Bid of Joe Conway, Iowa City, Iowa, \$326.00 for the Metal Garage Doors.

ESTATE OF SYLVESTER C. WILLIAMS - ATTORNEY'S FEE. Secretary Dancer presented copy of a General Statement of Services rendered in the Matter of the Estate of Sylvester C. Williams, deceased, by Eskil C. Carlson, Attorney, for which he was asking the Court to allow him a fee of \$5,000.00. It was the consensus that what a reasonable fee would be should be left to the Court to decide.

DR. W. R. COTHERN - CRITICISM OF UNIVERSITY HOSPITAL. Secretary Dancer submitted the file of correspondence containing letters of complaint about University Hospital addressed to Gerhard Hartman, Superintendent of the University Hospital, the Attorney General of Iowa, William S. Beardsley, Governor, and the State Board of Education, by Dr. W. R. Cothorn, 323 Clay Street, Waterloo, Iowa.

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STATE SANATORIUM

The following business pertaining to the State Sanatorium was transacted on April 11, 1952:

SALARY INCREASE. Upon the recommendation of Superintendent Spear and with the approval of the Faculty Committee, the salary of Dr. Mary Godfrey Horan, pathologist, was increased from \$5,400.00 a year to \$5,700.00 a year, plus full maintenance, effective as of March 1, 1952.

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IOWA STATE COLLEGE

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

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

George Semeniuk, associate professor of Botany and Plant Pathology, effective May 10, 1952, to accept a position as plant pathologist at the South Dakota State College, Brookings, S. D.

Philip A. Miller, assistant professor of Agronomy, effective April 15, 1952, to accept a position at North Carolina State College.

James W. Fitts, assistant professor of Agronomy, effective May 21, 1952, to accept a position at North Carolina State College.

A. L. Brown, county extension director, Kossuth County, Agricultural Extension Service, effective June 30, 1952, to farm for himself.

Augustus S. Ayers, associate in the Institute for Atomic Research, effective April 30, 1952, to accept a position with the Film Research Department, Dupont Company, Buffalo, New York.

Fred M. Mullen, project leader, WOI-TV (Ford Foundation), effective April 14, 1952, to enter military service.

DEATH. President Friley reported the following deaths:

Donald Townswick, assistant accountant, Institute for Atomic Research, January 29, 1952.

Andrew Maitland, instructor in the Department of Mechanical Engineering, April 7, 1952.

PROMOTIONS, SALARY INCREASE AND TRANSFER. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following promotions, salary increase, and transfer were made:

Richard K. Frevert, from professor of Agricultural Engineering, at a salary of \$7,500 (\$3,400 Agr., \$4,100 AES), twelve months' basis, to professor of Agricultural Engineering and assistant director of the Agricultural Experiment Station, in Charge of Outlying Farms, at a salary of \$8,400 (\$1,400

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Agr., \$4,200 AES, \$2,800 Agr. Ext.), twelve months' basis, plus annuity, effective as of April 1, 1952. He will fill the vacancy left when George M. Browning became associate director of the Agricultural Experiment Station.

Harry E. Heath, from assistant professor of Technical Journalism and Researcher in TV News, WOI-TV, at a salary of \$6,000 (\$3,000 Agr., \$3,000 WOI-TV), to Researcher in TV News, WOI-TV, at a salary of \$6,000, to be paid from the Ford Foundation Grant, twelve months' basis, plus annuity, effective from April 1, 1952, to June 30, 1952.

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

Harlan E. Geiger, state older youth leader, Agricultural Extension Service, for the period from June 27, 1952, through August 31, 1952, in order that he may complete residence work at Harvard University toward the doctorate.

W. Robert Parks, associate professor of History and Government and Economics and Sociology, for the period from May 1, 1952, through June 30, 1952, to accept an appointment as consultant to the Program Planning Staff in the Office of the Secretary of the Interior.

APPOINTMENT. Upon the recommendation of President Friley and with the approval of the Faculty Committee, John R. Webb was appointed assistant professor of Agronomy (Soils), Agricultural Experiment Station, at a salary of \$5,000, twelve months' basis, plus annuity, effective as of April 1, 1952.

DEAN - DIVISION OF VETERINARY MEDICINE. President Friley recommended that Dr. I. A. Merchant, professor and head of the Department of Veterinary Hygiene, be appointed dean of the Division of Veterinary Medicine at a salary of \$10,500 a year, twelve months' basis, effective July 1, 1952, when Dr. H. D. Bergman will retire as dean.

Mr. Munger moved that the appointment be made as recommended. The motion was seconded by Mr. Stevens and passed.

BUDGET FOR 1952-1953. President Friley submitted the preliminary budget summaries for 1952-1953.

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Mr. Plock stated that the Ways and Means Committee had reviewed the 1952-1953 budget summaries, and he moved that the total of the proposed budget be reduced by \$175,000 to provide funds to complete the Electrical Engineering Building and the equipment for the Agronomy Building; and that the Finance Committee be authorized to approve changes and adjustments which would bring the budget for the year 1952-1953 within a total of \$9,977,297.00.

The motion was seconded by Mr. Munger and passed.

ADMISSION REQUIREMENTS - DIVISION OF ENGINEERING. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the mathematics entrance requirements for the freshman year in the Division of Engineering, as shown on page 77 of the current catalog, were changed to read as follows, effective June 15, 1952:

Division of Engineering. One and one-half units of algebra and one unit of plane geometry are required.

Provost Davis stated that the Interinstitutional Committee on Educational Coordination had approved the change.

FEES - SUMMER WORKSHOPS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following registration and tuition fees were established for the 1952 special workshops in the Division of Home Economics:

	Registration Fee	Non-resident Tuition
One-week workshop	\$10.00	\$10.00
Two-weeks workshop	15.00	15.00
Three-weeks workshop	18.00	20.00

MEMORANDUM OF UNDERSTANDING - NORTHERN IOWA EXPERIMENTAL ASSOCIATION. President Friley submitted the following Memorandum of Understanding relative to continu-

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ation of the research and demonstrational program in crop production and soil management typical of the Clarion-Webster soil area of northern Iowa:

THIS AGREEMENT, made and entered into this 1st day of March, 1952, by and between the Northern Iowa Agricultural Experimental Association, a corporation not for pecuniary profit, hereinafter called the ASSOCIATION, and the Iowa State College of Agriculture and Mechanic Arts through the Iowa Agricultural Experiment Station, hereinafter called the STATION.

PURPOSE:

It is the mutual desire of the Station and Association to enter into a cooperative agreement to support a research and demonstration program in order to develop and demonstrate better crop production and soil management practices typical to conditions of Clarion-Webster soil area of Northern Iowa. It is the belief of the parties hereto that this research will be to the benefit of the people of Iowa.

AGREEMENT:

The contracting parties agree as follows:

I. The Association agrees:

- A. To permit use by Station of portions of farm owned by Association and described as follows: W 1/2 of NE 1/4 and the south (10) ten acres of the SE 1/4 of the NE 1/4 of Section 28, Twp. 94, N, R25 W in Hancock County, Iowa, less tract sold to town of Kanawha. It is expected that the specific areas to be used will vary from year to year, therefore the Association will be provided with a list of the land needs of the research men each year by February 1. Insofar as possible the necessary land will be made available.
- B. To provide such other physical facilities for the proper conduct of the work as may be mutually agreed upon.
- C. To provide such pieces of equipment as are needed for proper conduct of the research work as mutually agreed upon.
- D. To cooperate with the Station in the development of plans, recommendations and procedures necessary to properly carry out purposes of this agreement.
- E. The Board of Directors will act for the Association in all matters of policy and will designate a representative to conduct such matters of operation as may be necessary to carry out the terms of this agreement.

II. The Station agrees:

- A. That the Associate Director of the Station will represent and act for the Station in administration of this agreement with

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power to act to carry out terms and conditions of this agreement. For integration of the research at the farm the Botany and Plant Pathology Department of the Station will continue to assume major responsibility.

- B. In case the association is unable to provide land and machinery as aforesaid for conducting the research without charge, the Station will pay to the Association an amount mutually agreed upon for rental of land and machinery.
- C. That it will make available the services of such qualified personnel as are required to properly plan and carry out the objectives of this agreement.
- D. That it will provide moneys for the conduct of the research program to such extent as funds are made legally available to it.

III. It is mutually understood and agreed as follows:

- A. The work under this Memorandum of Understanding shall be initiated in accordance with a suitable work outline mutually agreed upon, subject, however to such minor modifications as may be necessary for the efficient prosecution of the work.
- B. An Advisory Committee shall be set up consisting of the Board of Directors of the Association and five members of the Iowa State College staff including the County Extension Director of the county in which the farm is located.
- C. Said Advisory Committee shall give guidance and advice relative to type of research activities to be carried out on said tract or tracts of land.
- D. In the past the Association has made grants-in-aid for support of research work. Nothing contained in this agreement shall call for or prohibit such grants in the future.
- E. Crops or products resulting from research by Station on land used under this agreement are property of Station and may be disposed of at its discretion.
- F. The Station has no connection with or interest in any service work the Association or its affiliate may carry on to serve its members. The advice and counsel of the Station personnel shall be available upon request to the Association on the same basis as such Station advice and counsel is available to all groups, associations, or individuals of the State of Iowa.
- G. It is anticipated that the Association will provide buildings or other capital improvements on its farm as it feels desirable. If it is unable to so furnish capital improvements

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requested by the Station, it will grant permission for the Station to erect same. Any such buildings or other capital improvements furnished from Station funds shall remain property of the Station and adequate compensation shall be paid the Station (recognizing depreciation) by the Association upon sale of farm or termination of this agreement.

- IV. Information developed in connection with the investigations on said tract or tracts shall be published by the Station as soon as feasible. Due credit will be given by the Station to the Association for its cooperation in these studies.
- V. This agreement shall be effective for a term of ten years. It may be extended, terminated, revised or amended as is mutually agreed, any or all such changes must be in writing.

Executed this _____ day of _____, 1952

It was moved that the foregoing memorandum of understanding be approved.

The motion was seconded and on roll call the vote was as follows:

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

Nay: None.

The chairman declared the motion passed.

REPORT OF BUILDING AND BUSINESS COMMITTEE - SUB-COMMITTEE MEETING APRIL 8, 1952.

The Building and Business Committee submitted the following report of a sub-committee:

A meeting of a sub-committee of the Building and Business Committee was held in the President's Conference Room in Beardshear Hall at the Iowa State College, Ames, Iowa, at 2 p. m., April 8, 1952.

Present: Mr. Rupe, member of the Building and Business Committee; President Friley, Business Manager Platt, Superintendent of Physical Plant Schaefer, Mechanical Engineer Schworm, Architect FitzPatrick, and Associate Professor Curry, all of the Iowa State College.

Mr. Rupe was chairman of the meeting and Mr. Platt acted as secretary.

Addition to Veterinary Isolation Barn - Genetics Building Addition - Public Hearing. Business Manager Platt reported that at 1 p.m., April 8, 1952, as advertised, a public hearing was held in the Office of the Business Manager of the Iowa State College, Ames, Iowa, concerning the plans and specifications and the contract documents of the proposed Addition to the Veterinary Isolation Barn and the Genetics Building Addition; that Business Manager Platt and

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Superintendent of Physical Plant Schaefer were present at the public hearing; and that no objections were filed and no objectors appeared.

Addition to Veterinary Isolation Barn - Bids. The following bids received for the construction of the Addition to the Veterinary Isolation Barn were opened and read:

<u>Bidder</u>	<u>Cert. Check</u>	<u>Base Bid</u>	<u>Alt. #1A Base Bid</u>
<u>General Construction</u>			
Ringland-Johnson, Inc., Des Moines, Iowa	\$750.00	\$12,542.00	\$12,198.00
Richard K. Bliss, Ames, Iowa	645.00	12,868.00	12,532.00
Lovejoy Construction Company, Des Moines, Iowa	700.00	13,408.00	13,108.00
James Thompson and Sons, Ames, Iowa	750.00	13,740.00	13,490.00

Heating, Ventilating & Plumbing

Puffett Plumbing Company, Ames, Iowa	\$175.00	\$ 3,379.00
Palmer Plumbing Company, Ames, Iowa	225.00	4,436.00
Clare VanVoorhis Plumbing & Heating, Ames, Iowa	250.00	4,959.00

Electric Wiring

Nelson Electric Company, Ames, Iowa	\$ 30.00	\$ 599.50
Brammer Electric, Fort Dodge, Iowa	35.00	695.00
Glass Electric Company, Perry, Iowa	50.00	970.00
Munn Electric Company, Ames, Iowa	56.00	1,120.00

Genetics Building Addition - Bids. The following bids received for the construction of the Genetics Building Addition were opened and read:

<u>Bidder</u>	<u>Certified Check</u>	<u>Base Bid</u>
<u>General Construction</u>		
Thompson and Sons, Ames, Iowa	\$3,500	\$67,500
Spencer Construction Company, Spencer, Iowa	3,700	69,438
Olson Construction Company, Lincoln, Nebraska	7,500	72,567
Lovejoy Construction Company, Des Moines, Iowa	3,750	73,230
Ringland-Johnson Company, Des Moines, Iowa	4,200	78,972
Weitz Company, Inc., Des Moines, Iowa	5,000	85,150
<u>Plumbing and Heating</u>		
Natkin and Company, Omaha, Nebraska*	2,500	21,350*
Puffett Plumbing Company, Ames, Iowa	1,150	22,351
Palmer Plumbing Company, Ames, Iowa	1,575	31,695
<u>Electric Wiring</u>		
Brammer Electric, Fort Dodge, Iowa	615	12,262
Fitz Electric Company, Dallas Center, Iowa	845	16,873
Glass Electric Company, Perry, Iowa	1,000	19,733

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Air Conditioning

	<u>Certified Check</u>	<u>Base Bid</u>
Iowa Sheet Metal Contractors, Inc., Des Moines, Iowa	\$1,250	\$20,585
Conditioned Air Corporation, Des Moines, Iowa	1,200	20,950
Corn States Metal Fabricators, Des Moines, Iowa	1,079	21,850
Natkin and Company, Omaha, Nebraska*	*	22,420*
York Products, Inc., Des Moines, Iowa	125**	22,879
Backman Sheet Metal Works, Des Moines, Iowa	1,425	24,159
		Alternate, deduct \$430 for compressor substitution.

*Natkin and Company bid was conditioned on the award of both plumbing and heating and air conditioning contracts.

**Check for incorrect amount.

Mr. Rupe announced that the bids would be analyzed and considered and that action would be taken by the State Board of Education at the meeting to be held on April 11, 1952.

ADDITION TO VETERINARY ISOLATION BARN - CONTRACTS. Upon the recommendation of the Building and Business Committee the contracts for the construction of the Addition to the Veterinary Isolation Barn were awarded, as follows, and the secretary of the State Board of Education was authorized to sign the contracts when satisfactory surety bonds have been filed:

General construction contract to Ringland-Johnson, Inc., Des Moines, Iowa, on the basis of that firm's base bid Alt. IA, contract price	\$12,198.00
Plumbing and heating contract to Puffett Plumbing Company, Ames, Iowa, on the basis of that firm's base bid, contract price	3,379.00
Electric wiring contract to Nelson Electric Company, Ames, Iowa, on the basis of that firm's base bid, contract price	<u>599.50</u>
Total of three contracts	\$16,176.50

ADDITION TO VETERINARY ISOLATION BARN - FINANCING. Upon the recommendation of the Building and Business Committee, financing the cost of the construction of the Addition to the Veterinary Isolation Barn was authorized from the following funds:

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Associated Serum Producers Fund	\$ 5,000.00
Veterinary Research Equipment Fund	2,000.00
Overhead on veterinary contracts	6,700.00
Contingency Fund	<u>2,476.50</u>
	\$ 16,176.50

GENETICS BUILDING ADDITION - CONTRACTS. Upon the recommendation of the Building and Business Committee the contracts for the construction of the Genetics Building Addition were awarded to the low bidders* as follows, and the secretary of the State Board of Education was authorized to sign the contracts when satisfactory surety bonds have been filed:

General construction contract to James Thompson and Sons, Ames, Iowa, on the basis of that firm's base bid, contract price	\$67,500.00
Plumbing and heating contract to Puffett Plumbing Company, Ames, Iowa, on the basis of that firm's base bid, contract price *	22,351.00
Electric wiring contract to Brammer Electric Company, Fort Dodge, Iowa, on the basis of that firm's base bid, contract price *	12,262.00
Air conditioning contract to Iowa Sheet Metal Contractors, Inc., Des Moines, Iowa, on the basis of that firm's base bid, contract price *	<u>20,585.00</u>
Total of four contracts	\$122,698.00

*The mechanical contracts are to be paid by the Atomic Energy Commission, and the awarding of those contracts is subject to approval by that commission.

GENETICS BUILDING ADDITION - FINANCING. The cost of the Genetics Building Addition is to be divided between the Iowa State College and the Atomic Energy Commission and, upon the recommendation of the Building and Business Committee, financing was authorized from the following funds:

Iowa State College portion:	
General contract	\$67,500.00
Physical Plant Department	
Steam, electrical, water and sewer services	3,900.00
Inspection and supervision	<u>2,600.00</u>
	\$74,000.00*

*Of the \$74,000.00, \$24,000.00 has already been set aside and \$50,000.00 will be advanced from Overhead balances and recovered as the contract progresses.

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Financing:

Salary savings resulting from transfer of personnel to Atomic Energy Commission contract	\$27,000.00
Overhead earned and to be earned	<u>47,000.00</u>
	\$74,000.00
Atomic Energy Commission portion: Mechanical contracts	\$55,198.00

POWER PLANT ALTERATIONS AND ADDITIONS - TURBO-GENERATOR UNIT NO. 2 - SURFACE CONDENSER - ERECTION - ACCEPTANCE. The Building and Business Committee reported that on April 4, 1952, E. F. Behrens, of the Brown Engineering Company, Ben W. Schaefer, Superintendent, and W. E. Nichols, Design Engineer, of the Physical Plant Department of Iowa State College, made a final inspection and test of the following installations of the Power Plant Alterations and Additions and found that the contractors had completed the work in accordance with the plans and specifications and contract documents:

Division XV, Turbo-generator Unit No. 2, furnished by the Worthington Pump and Machinery Corporation.

Division XVI, Surface Condenser, furnished by the Condenser Service and Engineering Company.

Divisions XVA and XVIA, equipment erection, by the Fuel Economy Engineering Company.

Upon the recommendation of the Building and Business Committee, Turbo-generator Unit No. 2, Division XV, Surface Condenser, Division XVI, and Equipment Erection, Divisions XVA and XVIA, of the Power Plant Alterations and Additions, were accepted from the contractors as of this date, April 11, 1952, and payment of the final estimates in accordance with Chapter 573, 1950 Code of Iowa, was authorized,

CONTRACT - NORTHWESTERN BELL TELEPHONE COMPANY - JOINT USE OF POLES. Upon the recommendation of the Building and Business Committee, Business Manager Platt was authorized to negotiate a contract with the Northwestern Bell

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Telephone which would supersede the contract dated August 4, 1937, relative to the joint use of poles owned by the Iowa State College on Beech Avenue, with the understanding that the contract will be submitted to the State Board of Education for approval.

WATER SUPPLY WELL NO. 8 - ACTION RESCINDED. Upon the recommendation of the Building and Business Committee, the action taken on March 7, 1952, authorizing the preparation of plans and specifications for the development of an additional well for the campus water supply, Water Supply Well No. 8, estimated to cost \$20,000.00 was rescinded.

REACTIVATION OF WATER SUPPLY WELL NO. 5. Upon the recommendation of the Building and Business Committee, the proposal of the Thorpe Well Company to pump out and reactivate Water Supply Well No. 5 was accepted; and payment of the cost of the project, estimated at not to exceed \$4,000, from funds for Repairs, Replacements and Alterations was authorized.

AGRONOMY BUILDING - PLUMBING AND HEATING CONTRACT - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, authority was given to execute Change Order #9 to the contract with Natkin and Company for the installation of plumbing and heating in the Agronomy Building, covering the substitution of one convector in place of the two convectors now installed in Room 156 in order to provide more desk room, at an addition of \$139.55 to the contract price.

ELECTRIC SYSTEM - RECONSTRUCTION OF FARM LINE. The Building and Business Committee reported that on April 10, 1952, it had authorized the Physical Plant Department to prepare plans and specifications for the Reconstruction of Farm Line, a part of the electric system of the Iowa State College, and reported that the cost of the project is estimated at \$10,000, payment to be made from

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funds appropriated for Repairs, Replacements and Alterations, 54th General Assembly. (See Board minutes of June 27-28, 1951, regarding the allocation of funds.)

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

SEWAGE DISPOSAL PLANT - CITY OF AMES - IOWA STATE COLLEGE. The Building and Business Committee reported that Business Manager Platt had submitted the following informative report dated April 8, 1952, of the first year's operation of the Sewage Disposal Plant and the tentative allocation of construction costs on the basis of measurement of flow as provided by the contract dated June 3, 1947, between the City of Ames, Iowa, and the State Board of Education: (See Board minutes of June 30 and July 1, 1947.)

Under Senate Joint Resolution 11, 52nd General Assembly, the State Board of Education was authorized to enter into an agreement with the City of Ames for the construction of a joint disposal plant and outlet sewers. Joint Resolution 11 provided that the College's share of the cost of the project was to equal "a sum which bears the same ratio to the total cost of said system and plant as the use or sewage load imposed on said system and plant by State owned property within said City bears to its total use or sewage load, not to exceed a total of \$200,000."

The Board entered into a contract with the City of Ames under date of June 3, 1947, as authorized by S. J. R. 11. (See Board minutes of June 30 and July 1, 1947.) Engineering surveys made in 1943 indicated that the proportion of sewage flow from the College was about 30% of the total flow.

The City proceeded with plans and started construction of the outlet sewers. In January, 1949, bids were received on the plant itself. Based on these bids, plus the cost of outlet sewers, the total cost was estimated as follows:

Outlet sewers	\$ 158,230
Disposal plant	1,094,970
Total, including engineering and contingencies	<u>\$1,253,200</u>
College share, estimated 30%	\$ 375,000
College funds available	<u>200,000</u>
Additional required	\$ 175,000

Request was made to the 53rd General Assembly for \$176,000 which was required to meet the above deficiency and, upon the granting of an appropriation

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by the 53rd General Assembly (Chapter 311, S. J. R. 7), the City proceeded to enter into contracts for the plant. Construction was completed and the plant placed in operation about January, 1951.

The contract between the Board and the City provides that the record of actual flow during the first year of operation of the plant shall be the basis for final division of costs. Flow meter records submitted to us by the City indicate that the College flow was approximately 46% of the total for the year beginning in February, 1951. On this basis the distribution of final costs would be as follows:

Outlet sewers	\$ 161,963
Disposal Plant	957,932
Engineering	36,838
Inspection	12,124
Legal expense	2,700
Miscellaneous construction, roads, fences, power	15,382
Land, right-of-way and easements	<u>16,641</u>
Total cost*	\$1,203,580
College share, 46%	\$ 557,647
College funds advanced	<u>376,000</u>
Deficiency	\$ 181,647

*A small gauging station is still to be built on Skunk River near plant outlet.

Two things must be done by the College to verify the above figures:

1. An audit to determine that all expenditures were in accordance with the contract between the Board and the City.
2. Calibration and check of the flow meters to determine if the flow records presented by the City are correct.

Assuming the cost statement and the flow records are correct, there is an obligation under the contract to pay to the City of Ames the balance as indicated above.

BEEF CATTLE NUTRITION RESEARCH LABORATORY - PLANS AND SPECIFICATIONS. The Building and Business Committee submitted the following recommendations which it had approved:

1. That Horse Barn #3 be remodeled for use as a beef cattle nutrition research laboratory at an estimated cost of \$75,000.00.
2. That the project proceed in two or three steps as funds become available. \$20,000 of sales income, Agricultural Experiment Station, was budgeted in 1951-1952, and additional amounts will be allocated in 1952-1953.

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3. That the Physical Plant Department be authorized to prepare plans and specifications.

On motion, the recommendations of the Building and Business Committee were approved and adopted.

POWER PLANT ALTERATIONS AND ADDITIONS - STEAM GENERATOR NO. 2, DIVISION XVIII. Secretary Dancer reported that bids for Steam Generator No. 2, Division XVIII, Power Plant Alterations and Additions, would be opened at 2 p. m., April 24, 1952, in Beardshear Hall, Iowa State College, Ames, Iowa.

PETITION - ACTIVITIES OF DAIRY INDUSTRY CREAMERY. At the meeting of the State Board of Education on October 19, 1951, the Building and Business Committee reported that on October 18, 1951, it had heard objections to the activities of the creamery operated by the Dairy Industry Department, and that the petitioning group would confer with the Dairy Industry Department to see if the objections could be eliminated.

Secretary Dancer submitted the following report dated March 18, 1952, of C. A. Iverson, head of the Department of Dairy Industry of the Iowa State College:

Following the meeting of State Board of Education at Iowa City in regard to business operations of the college creamery, we had two meetings with Messrs. Christensen, Joliff, Brunner and Scott. At the December meeting Professor Rosenberger and I met with them; in January, Professor Goss was also with us at the meeting. Out of these two meetings came the following agreements:

1. Before the opening of the 1952-1953 academic year in September, the College would remove the students now operating in Pammel Court both in milk and ice cream. The ice cream solicitation to be dropped and the milk business to be transferred to Mr. Trow or some other private party operating its own trucks.
2. The present premiums for quality now being paid to milk producers supplying milk to the College would be continued to these patrons. For any new patrons taken on, the quality premium would be ten cents per one hundred pounds of milk instead of forty cents.

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3. The matter of ice cream sales on the concentrated milk routes was the only point of difference not settled with complete agreement for both parties. We of the College insisted that ice cream sales were such an integral part of this new system of milk distribution that the discontinuance of such sales would invalidate the results of such routes.

On motion, the report was approved.

WOI-TV - EMPLOYMENT OF ATTORNEY - TAX CONSULTANT. At the meeting held on March 6-7, 1952, 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.

Secretary Dancer reported that on March 25, 1952, Robert L. Larson, Attorney General of Iowa, had written:

"I believe you will need a tax expert more than an attorney in this matter of the station's liability. If you want such a man, Mr. Marion Hirschburg of Ames, Iowa, is very capable and able, and I will be willing to appoint him as a legal counsel if and when an attorney is required.

"As a tax consultant you may employ him and pay him without my approval or action of the Executive Council. In case he needs to appear as an attorney for the State of Iowa, I will then request approval of his appointment."

CAPITAL IMPROVEMENT FUNDS. President Friley recommended that expenditures from Capital Improvement Funds be authorized, as follows:

Proposed Expenditures:

1. Electrical Engineering Auditorium	\$ 75,000.00
2. Agronomy Building equipment	100,000.00
3. Science Building	<u>1,025,000.00</u>
	\$1,200,000.00

Available Funds:

1. Capital Funds balance (approved for Science Building)	\$1,010,000.00
2. From contingent and equipment allocations and working fund: (General Fund)	
Contingent	\$ 50,000.00
Equipment	40,000.00
Working Fund	<u>100,000.00</u>
	190,000.00
	<u>\$1,200,000.00</u>

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Considerable time was devoted to discussing the recommendation and the most immediate needs for capital improvements, and plans for financing them.

On motion, the following plan for the expenditure of funds for capital improvements was adopted, subject to approval by the Budget and Financial Control Committee:

STATE BOARD OF EDUCATION PLAN FOR
CAPITAL IMPROVEMENTS AT IOWA STATE COLLEGE

1. Allocation of \$75,000 from General Funds of the Iowa State College to the Electrical Engineering Building Account to be used to: (1) Finish the Auditorium, (2) install an elevator, (3) purchase auditorium chairs, (4) paint unpainted areas.
2. Allocation of \$100,000 from General Funds of the Iowa State College for laboratory equipment and furniture for the Agronomy Building. (This sum, together with other sums previously provided will complete the equipment and furniture needs for the Agronomy Building.
3. Authorization to Physical Plant Department to proceed with preparation of plans for remodeling of Horse Barn No. 3 for use as a Beef, Cattle, and Sheep Nutrition Research Laboratory. Estimated cost \$75,000. It is proposed to do this in two or three steps as funds are available. \$20,000 of sales income of the Agricultural Experiment Station was budgeted in 1951-52. Additional amounts will be allocated in 1952-53. (See preceding action in these minutes.)

On this subject Dean Floyd Andre of the Division of Agriculture has made the following statement: "This building is to be remodeled and equipped for fundamental research work on beef and sheep nutrition and physiology. Emphasis will be on detailed metabolism and feed utilization studies with individual animals, basic to feed lot trials (on large groups). This in no way duplicates or takes the place of facilities needed (for beef cattle nutrition experiments) to replace the existing setup on Beech Avenue."

4. Request authorization by Interim Committee to readvertise for bids for Science Building Addition, estimated at \$1,000,000 to be paid from balances in state appropriations for capital improvements now credited to the College.
5. Request the Budget and Financial Control Committee to join with the Board of Education in a request to the 55th General Assembly for appropriations for the construction of:

Veterinary Diagnostic Laboratory, estimated at	\$400,000
Dairy Cattle Nutrition Laboratory, estimated at	\$250,000
Beef Cattle Nutrition Laboratory, estimated at	\$250,000

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IOWA STATE TEACHERS COLLEGE

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

RESIGNATION. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the resignation of David H. McCuskey, assistant professor of Physical Education for Men, was accepted effective at the close of the current spring quarter. Mr. McCuskey has accepted a position at the State University of Iowa.

TEACHER TRAINING PROGRAM. - INDEPENDENCE, IOWA. President Maucker reported that the final contract had been negotiated with the Board of Education of the Independent^s School District, Independence, Iowa, for student teaching services for the period from July 1, 1952, through June 30, 1953, and that it would be submitted to the Finance Committee for approval. (See Board minutes of March 6-7, 1952.)

NORTH HALL - PROGRESS REPORT. Business Manager Jennings reported that North Hall would be completed and occupied about May 1, 1952, although there would be no food service during the present quarter.

NORTH HALL - NAME. Mr. Rupe moved that the name of the new women's dormitory be changed from North Hall to Sadie B. Campbell Hall. The motion was seconded by Mrs. Kyseth and passed.

RESOLUTION - SADIE B. CAMPBELL. Mr. Munger moved that a resolution be prepared by the Secretary of the State Board of Education and submitted to the Board at the next meeting for adoption and presentation to Miss Sadie B. Campbell, who has been Dean of Women at the Iowa State Teachers College since September

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1,1929, and whose resignation effective June 30, 1952, was accepted at the March 6-7, 1952, Board meeting.

BUDGET FOR THE YEAR 1952-1953. President Maucker submitted the following summary of the proposed budget of the Iowa State Teachers College for the year 1952-1953:

Operating Statement
for
Educational and General Purposes

	<u>Budget</u> 1951-1952	<u>Actual</u> Operation July-Mar.	<u>Estimated</u> Operation 1951-1952	<u>Requested</u> Budget 1952-1953
Cash balance beginning of year	\$ 225,000.00	\$ 389,945.55	\$ 389,945.55	\$ 444,313.55
Plus:				
State appropriation	2,500,000.00	1,875,000.00	2,500,000.00	2,500,000.00
Student fees and other income	191,150.00	189,195.43	226,000.00	225,000.00
Veterans Administration contract	<u>25,000.00</u>	<u> </u>	<u>37,500.00</u>	<u>37,500.00</u>
Total of balance and income	<u>\$2,941,150.00</u>	<u>\$2,454,140.98</u>	<u>\$3,153,445.55</u>	<u>\$3,206,813.55</u>
Expenditures:				
Administrative staff salaries	\$ 132,804.00	\$ 94,983.62	\$ 128,432.00	\$ 135,716.00
Clerical staff salaries	176,680.00	120,571.18	165,000.00	186,540.00
General office expense	81,150.00	44,540.75	70,000.00	80,000.00
Special bureaus	23,700.00	15,155.58	23,700.00	29,300.00
Instructional staff salaries	1,418,126.00	1,059,143.92	1,408,000.00	1,473,704.00
Instructional supplies, equipment	161,950.00	74,727.25	156,000.00	145,000.00
Library service	81,532.00	49,966.58	73,000.00	85,558.00
Operation of plant	430,880.00	308,169.14	410,000.00	448,893.00
Extension service and Radio	71,238.00	44,604.89	65,000.00	65,264.00
College share - OASI	60,000.00	36,137.27	60,000.00	60,000.00
Group life insurance				12,000.00
Contingency fund	70,940.00			25,000.00
Total expenditures	<u>\$2,709,000.00</u>	<u>\$1,848,000.18</u>	<u>\$2,559,132.00</u>	<u>\$2,746,975.00</u>
Cash balance	<u>\$ 232,150.00</u>	<u>\$ 606,140.80</u>	<u>\$ 594,313.55</u>	<u>\$ 459,838.55</u>
Less:				
Working Fund		<u>\$ 150,100.00</u>	<u>\$ 150,000.00</u>	
Adjusted free cash balance		<u>\$ 456,140.80</u>	<u>\$ 444,313.55</u>	

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After discussing the foregoing summary it was the consensus that President Maucker should prepare the detailed budget for the year 1952-1953 within a total of not to exceed \$2,780,000.00.

SEVENTY-FIFTH ANNIVERSARY - FOUNDERS DAY. President Maucker stated that the Seventy-Fifth Anniversary, 1876-1951, of the Iowa State Teachers College would be celebrated on Founders Day, May 1, 1952, and he presented a program of events.

It was President Rider's request that as many Board members attend the Founders Day Celebration as is possible.

CAMPUS PLANNING. President Maucker reported the progress being made in the investigation of firms doing campus planning work.

POWER PLANT EXPANSION - DIVISIONS V, VIII, XI AND XII - ACCEPTANCE OF WORK. The Building and Business Committee reported that the Brown Engineering Company had inspected the work under the contracts for the following divisions of the Power Plant Expansion, and had reported that the contractors had completed the work in accordance with the plans and specifications and contract documents:

<u>Division</u>	<u>Contractor</u>
V, Induced draft cooling tower	Faville-LaVally Corporation
VIII, Boiler feed pumps	Byron-Jackson Company
XI, Ash handling system	Beaumont-Birch Company
XII, Piping and equipment erection	Winger Construction Company

Upon the recommendation of the Building and Business Committee, Divisions V, VIII, XI and XII were accepted from the contractors indicated in the foregoing as of this date, April 11, 1952, and payment of the final estimates in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

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HEATING TUNNEL EXTENSIONS - DIVISION XV-A, PIPING AND INSULATION - ACCEPTANCE.

The Building and Business Committee reported that the Brown Engineering Company had inspected the piping and insulation, Division XV-A, Heating Tunnel Extensions, and had found that the V. J. Hagan Company had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the piping and insulation, Division XV-A, Heating Tunnel Extensions, was accepted from the V. J. Hagan Company as of this date, April 11, 1952, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

HEATING TUNNEL EXTENSIONS - DIVISION XV, CONSTRUCTION OF TUNNEL - CHANGE ORDER.

Upon the recommendation of the Building and Business Committee, Change Order No. 3, providing for a deduction of \$35.43 from the contract price for Division XV, Heating Tunnel Extensions, Jens Olesen and Sons Company, contractor, was authorized.

RENTAL PROPERTY. President Maucker reported that a residence on the campus, the old isolation house, was vacated by Reverend Harold E. Hearnhard on March 31, 1952.

NORTH HALL - GENERAL CONSTRUCTION - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, Change Order No. 15 to the contract with the Wildes Construction Company for the general construction of North Hall, dormitory for women, covering the following was approved:

Furnish and install 3 plaster panels in dining room,	add	\$ 47.50
Furnish and install wood frames for 15 metal ironing board cases,	add	<u>142.50</u>
Total addition to contract price		\$190.00

April 10-11, 1952 - Iowa State Teachers College

ACCOUNTING SYSTEM - REPORT. Business Manager Jennings discussed the recommendations of the State Auditor regarding the accounting system at the Iowa State Teachers College, and stated that work is progressing toward more uniformity with the systems at the other institutions.

CAPITAL IMPROVEMENT FUNDS. President Maucker reported that the 54th General Assembly had appropriated \$57,000.00 for the construction of a sewer and bridge at the Iowa State Teachers College, and that there would be a balance of \$19,734.30 in the fund after the completion of those two projects.

President Maucker recommended that the balance of \$19,734.30 in the appropriation made by the 54th General Assembly for a sewer and a bridge at the Iowa State Teachers College be made available for previously approved capital improvement projects. On motion, the recommendation was adopted, subject to approval by the Budget and Financial Control Committee and the consent of the Governor and the State Comptroller.

CAMPUS LABORATORY SCHOOL - LOCKERS - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, E. E. Cole, Superintendent of Buildings and Grounds, was authorized to prepare plans and specifications for lockers for the Campus Laboratory School, the cost of the lockers being estimated at \$6,000.

CAMPUS LABORATORY SCHOOL - KITCHEN EQUIPMENT - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, Tinsley, Higgins and Lighter, Architects, were authorized to prepare plans and specifications for kitchen equipment for the Campus Laboratory School, the cost of the equipment being estimated at \$30,000.00.

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USE OF COLLEGE FACILITIES - INTERNATIONAL GRASSLAND CONFERENCE. President Maucker reported that the Iowa State Teachers College had been requested to house in dormitories about sixty people from Europe who will be attending the International Grassland Conference about September 1st. The granting of the request for housing in the dormitories during the International Grassland Conference was left to the discretion of President Maucker.

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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 April 11, 1952:

ELECTRICITY - INTERCHANGE POWER AGREEMENT - CITY OF VINTON, IOWA. Mr. Rupe, chairman of the Building and Business Committee, submitted the following Interchange Power Agreement between the City of Vinton, Iowa, and the State Board of Education, and stated that the agreement had been approved and signed by the officials of the City of Vinton:

THIS AGREEMENT made and entered into this 11th day of April, 1952, by and between the City of Vinton, Iowa, hereinafter referred to as the City, and the Iowa State Board of Education on behalf of the Iowa Braille and Sight-Saving School, hereinafter referred to as the "School".

WITNESSETH: That in consideration of the mutual covenants and agreements herein contained, the parties hereto contract and agree with each other as follows: Namely,

1. The City agrees to sell and deliver to the School electric energy at its prevailing rate in effect during the month of billing.
2. The School agrees to sell and deliver to the City energy at a flat rate of 0.85 cents per kilowatt hour.
3. The electric generating system of the School and the City system will be paralleled at the 2400 volt bus in the School's plant. The amount of energy consumed by the School from the City system or generated by the School and delivered to the City system will be determined by the difference between the School's plant generation and the actual electrical requirements of the School. The quantity of heating steam required by the School will control the electrical generation in its plant. The School agrees that its generating plant will be shut down for a minimum period between 10:00 p.m. and 6:00 a.m. daily. In addition, the School reserves the right to shut down its generating equipment during the summer months or at other times when steam demands for heating are relatively low. During these shut-down periods all required electrical energy will be purchased from the City.
4. Energy to be supplied and delivered under this contract shall be what is commonly known as alternating current, 3 phase, 60 cycle, nominal 2400 volts and shall be measured at the School's switchboard. All electrical energy generated at the Power Plant of the School will be produced by steam which is eventually used for heating and the turbine will be controlled by a back pressure governor.

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5. The School agrees to install, own and maintain the necessary metering equipment in its power plant. It shall also install, own and maintain the necessary circuit protective equipment at its plant. The metering equipment shall consist of a zero center watt meter for indicating and recording the instantaneous rate and direction of power flow. The metering equipment shall also include two ratchet type kilowatt hour meters to determine the total power furnished to the School on one meter and delivered by the School to the City on the other.
6. Meters shall be read by a representative of the City and the School regularly each month and bills for energy furnished hereunder shall be rendered monthly.
7. Each meter used in determining the amount of electric energy supplied hereunder shall by comparison with accurate standards be tested and calibrated by the City at intervals of not to exceed 12 months. If a meter shall be found incorrect or inaccurate, it shall be restored to an accurate condition or a new meter shall be substituted. The cost of such corrections or substitutions shall be borne by the School.
8. The City shall have the right to request that a special meter test be made at any time. If any test made at the City's request discloses that the meter tested is registering correctly or within 2 percent of normal, the City shall bear the expense of such test.
9. The results of all such tests and calibrations shall be open to examination to both parties and a report of each test shall be furnished immediately to each party. Any meter tested and found to be not more than 2 percent above or below normal shall be considered to be correct and accurate insofar as correction of billing is concerned. If, as a result of any test, any meter is found to register in excess of 2 percent either above or below normal, then the readings of such meters previously taken for billing purposes shall be corrected according to the percentage of inaccuracy so found, but no such corrections shall extend beyond 90 days previous to the day on which inaccuracy is discovered by such tests.
10. For any period that a meter is found to have failed to register, it shall be assumed that the electric energy delivered during said period is the same as that for a period of like operation to be agreed by the parties hereto during which such meter was in service and operating.
11. The parties hereto agree to construct their facilities involved in this agreement in accordance with specifications at least equal to those provided by the National Electrical Code of the National Board of Fire Underwriters.

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12. Each party will give all necessary permission to the other to enable the agents of the other party to carry out this Agreement, and will give each other the right by their duly authorized agents and employees to enter the premises of the other at all reasonable times for the purposes of reading or checking meters; for inspecting, testing, repairing, renewing or exchanging any or all of its equipment which may be located on the property of the other; or performing any other work incident to rendering the service hereby contracted for.
13. The parties hereto shall not be liable by reason of failure to deliver, or to receive electric energy, it being the intention of each party to relieve the other of the obligation to supply energy or to receive and pay for energy when, as a result of any of the above mentioned causes, either party may be unable to deliver or use in whole or in part the electric energy herein contracted to be delivered or received. Both parties shall nevertheless be prompt and diligent in removing and overcoming the cause or causes of said interruption.
14. The electric energy supplied under this agreement is supplied upon the express conditions that after it passes the line equipment of either party, or other point of delivery, it becomes the property of the other party and the first party shall not be liable for loss or damage to any person or property whatsoever, resulting directly or indirectly from the use, misuse, or presence of the said electric energy on the other party's premises, or elsewhere, after it passes the point of delivery, except where such loss or damage shall be shown to have been occasioned by negligence of the City or School, their agents or employees.
15. This agreement shall become effective on the date of completion of installation and placing in operation of the proposed new steam turbine generating unit to be purchased by the School. This date will be on or about January 1, 1953. The contract shall remain in effect until January 1, 1956 and shall continue thereafter from year to year unless and until at least six months prior to the expiration of the third year, or any subsequent year; either party shall notify the other in writing of its desire to terminate the agreement at the expiration of the said year.
16. It is further understood and agreed that this contract shall be binding upon, and inure to the benefits of the successors, legal representatives and assigns of the respective parties hereto.

IN WITNESS WHEREOF: The parties hereto have caused this instrument to be executed by their respective authorized officials.

Upon the recommendation of the Building and Business Committee, the foregoing Interchange Power Agreement was approved and the Secretary of the State Board of Education was authorized to sign it.

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HEATING AND POWER PLANT - STEAM GENERATOR AND TURBINE GENERATOR - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the Finance Committee was authorized to approve the final plans and specifications prepared by the Brown Engineering Company for the Steam Generator and Turbine Generator; and, after approval of the project by the Budget and Financial Control Committee, the Secretary of the State Board of Education was authorized to publish the necessary notice of public hearing and advertisement for bids as soon as the Federal Government approves the project and allocates materials.

DRIVEWAYS, ROADS AND PARKING AREAS - ENGINEERING SERVICES - REPAIRS. Mr. Rupe, chairman of the Building and Business Committee, reported that help from the Iowa State College could not be secured at this time in connection with the preparation of plans and specifications for the driveways, roads, and parking areas at the Iowa Braille and Sight-Saving School.

Upon the recommendation of the Building and Business Committee, Superintendent Overbeay was authorized to have the necessary repairs made to the driveways, roads, and parking areas this summer, with the understanding that the preparation of an over-all plan would be deferred until more funds are available, subject to approval by the Budget and Financial Control Committee. (\$15,000 was appropriated by the 54th General Assembly for institutional roads at the Iowa Braille and Sight-Saving School.)

BUDGET FOR THE YEAR 1952-1953. Superintendent Overbeay submitted the detailed budget of the Iowa Braille and Sight-Saving School for the year 1952-1953 and, upon the recommendation of the Finance Committee, it was adopted with the understanding that the Finance Committee is authorized to make minor changes and adjustments that are necessary during the year. (See Budgets, Volume 16.)

Adjourned.

David A. Dancer
David A. Dancer, Secretary

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