Des Moines, Iowa
December 9 and 10, 1954

A meeting of the State Board of Education was held in the Board's office in the State Office Building in Des Moines, Iowa, on December 9 and 10, 1954.

PRESENT:
All sessions: Mrs. Archie, Mr. Fredricksen, Mr. Hagemann, Mr. Hamilton, Mr. Rider, and Mr. Stevens, members of the State Board of Education; President Hancher and Business Manager Jolliffe, of the State University; President Hilton, Provost Jensen, Dean Gaskill, and Business Manager Platt of the Iowa State College; Dean Nelson and Business Manager Jennings, of the Iowa State Teachers College; Superintendent Berg and Business Manager Geasland, of the Iowa School for the Deaf; Superintendent Spear and Business Manager Wynn, of the State Sanatorium.

December 9, only: Mr. Plock*, member of the State Board of Education, and Superintendent Overbeay, of the Iowa Braille and Sight-Saving School.

December 10, only: Mr. Strawman, member of the State Board of Education.

ABSENT:
All sessions: Mrs. Brooks, member of the State Board of Education; and President Maucker*, of the Iowa State Teachers College.

December 9, only: Mr. Strawman, member of the State Board of Education.

December 9, p.m., and December 10: Mr. Plock*, member of the State Board of Education.

December 10: Superintendent Overbeay, of the Iowa Braille and Sight-Saving School. (Under the plan adopted 10/14/54 his presence was not required the second day.)

*Excused.

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

GENERAL OR MISCELLANEOUS

The following business relating to general or miscellaneous matters was transacted on December 9, 1954, when the Board met at 10 a.m.:

IOWA STATE CONFERENCE ON EDUCATION. Mr. Plock stated that Provost Davis and he were consultants and President Maucker was chairman of one of the discussion groups at the Iowa State Conference on Education being held in the Savery Hotel.
December 9 and 10, 1954 - General or miscellaneous

and he asked that they be excused from attending sessions of the State Board of Education the afternoon of December 9th and on the 10th. The request was granted.

APPROVAL OF MINUTES - MEETING HELD OCTOBER 14-15, 1954. On motion, the minutes of the meeting of the State Board of Education that was held on October 14-15, 1954, were corrected and approved.

APPROVAL OF MINUTES - MEETING HELD NOVEMBER 4-5-6, 1954. On motion, the minutes of the meeting of the State Board of Education that was held on November 4, 5 and 6, 1954, were corrected and approved.

BUILDING AND BUSINESS COMMITTEE - PROCEDURES - CAPITAL IMPROVEMENTS. At the meeting held on October 15, 1954, Secretary Dancer reported that the Finance Committee had asked the Institute of Public Affairs to review matters pertaining to business and construction and to assist in drafting recommendations, and he submitted for study and consideration prior to the November meeting the initial report which makes recommendations covering capital improvements only. (See also Board minutes of June 8-9, 1954, and November 4, 5 and 6, 1954.)

Mrs. Archie moved that, in order to relieve the Building and Business Committee of some of the details involved in the construction of capital improvements and to revise and bring together in one minute the procedures to be followed in the construction of capital improvements, all previous actions of the State Board of Education which concern capital improvements be rescinded and that the following procedure be adopted:

CAPITAL IMPROVEMENTS

I. Definition. For purposes of this resolution, a capital improvement project is one which provides for construction, repairs, or improvements of buildings or grounds under charge of the State Board of Education except projects payable from Repairs, Replacements, Alterations or Equipment funds and Salaries, Support, Maintenance and Miscellaneous funds.
December 9 and 10, 1954 - General or miscellaneous

II. State Board of Education. Whenever a capital improvement project is proposed or undertaken at any institution under the control of the State Board of Education, the Board shall:

A. Approve the project and the estimated cost;
B. Approve a plan for the financing of the project through the use of appropriated funds or through other forms of financing;
C. Approve preliminary plans and a preliminary budget for the project;
D. Award the contract for architectural or engineering services;
E. Refer the project to the Finance Committee, with power to act;
F. Award contracts on the basis of bids reported by the Finance Committee;
G. Approve a final budget for the project;
H. Accept the completed project and authorize the final payment to the contractor in accordance with the provisions of Chapter 573 of the 1954 Code of Iowa.

III. Finance Committee. Whenever a capital improvement project is undertaken at any institution under the control of the State Board of Education, the Finance Committee is authorized and directed to:

A. Negotiate financing arrangements, other than appropriations, as directed by the State Board of Education, and report to the Board;
B. Approve final plans and specifications unless they are substantially different from the preliminary plans and specifications as approved by the Board, in which case the final plans and specifications will be submitted for Board approval;
C. Authorize advertising for bids and public hearings;
D. Hold public hearings, receive, open and analyze bids;
E. Recommend award of contracts, or rejection of bids;
F. Recommend alternative procedures if the bids are rejected;
G. Designate who shall act as clerk of the works after consultation with institution authorities and the architect;
H. Make all reports and secure all approvals as required by other governmental agencies;
I. Act on change orders as recommended by the architects and the institutions, provided they are within the total final budget approved by the Board, and do not exceed $5,000.00 each;
December 9-10, 1954 - General or miscellaneous

J. Recommend to the Board acceptance of the project and final payment to
   the contractor;

K. Record all actions in the minutes of the Finance Committee.

IV. Institutions. The institutions under the control of the State Board of
   Education are authorized to:
   A. Survey needs and recommend projects to the Board;
   B. Develop preliminary plans or sketches as directed by the Board. If
      architectural services are not available at an institution, the archi­
      tect appointed by the Board shall develop the preliminary plans;
   C. Furnish members of its staff to act as architect, engineer, or associ­
      ate architect or engineer if so designated by the Board;
   D. Act as clerk of the works if so designated by the Finance Committee.

The motion was seconded by Mr. Fredricksen and passed.

BUILDING AND BUSINESS COMMITTEE - FACULTY COMMITTEE - PROCEDURES. Secretary
Dancer reported that because of requests by members of the legislature for
reports and information the Institute of Public Affairs would be unable to
resume its study of procedures relating to Building and Business Committee
matters, other than capital improvements, and Faculty Committee matters until
late in January or February; and that the Institute would like to have an ex­
pression from the Board about which matters it would like to have reviewed first.

It was the consensus that the next report of the Institute of Public
Affairs should be about procedures relating to Faculty Committee business.

DORMITORY FINANCING - BANKERS LIFE COMPANY - INTEREST RATE. At the meeting held
on October 15, 1954, Mr. Hagemann reported that representatives of the agencies
financing the dormitory program felt that further study should be given to the
financing of the new women's dormitory at the State University before they would
make commitments. (See also Board minutes of November 4-5-6, 1954.)

President Hancher reported that on November 17, 1954, he and Mr. Jolliffe
and Mr. Dancer called upon Mr. Patrick and Mr. Gutshall of the Bankers Life
Company; that it seemed clear from the conversation that the firm is prepared to meet all of the financial requirements of the State University and of the other institutions; and that, although the interest rate was not discussed, Mr. Patrick had pointed out that a rate of 3-3/8% seemed fair to the Company. (That is the rate in the commitment dated October 29, 1954, for financing Westgate Hall and the Addition to Hillcrest Dormitory, which the Board has not yet accepted.)

Mr. Dancer stated that on November 29, 1954, he had sent Board members and executives the information he had secured regarding federal plans for financing; and from that information it seemed federal financing would be available only if private financing could not be secured at substantially the same level and that a differential in interest rate of at least 1/4% is required before a federal loan could be secured.

Upon the recommendation of Mr. Hagemann, President Hancher was authorized to discuss further with Mr. Patrick, of the Bankers Life Company, the interest rate and report back to the Board.

DORMITORY FINANCING. At the meeting held on March 18, 1954, it was reported that officials of the Valley Bank and Trust Company and the Bankers Trust Company, both of Des Moines, had visited with members of the Finance Committee and stated that their banks would be interested in participating in the dormitory loan program to the extent of their limitation for loans, as follows:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley Bank and Trust Company</td>
<td>$300,000</td>
</tr>
<tr>
<td>Bankers Trust Company</td>
<td>$550,000</td>
</tr>
</tbody>
</table>

and consideration of the report was deferred.

Whether additional short term loans for dormitory financing should be made in connection with the long term financing was discussed, and will be given additional consideration at a future meeting.
DEPOSITORY BANKS - DAILY BALANCES. In accordance with the request made at the November meeting Mr. Gernetzky submitted treasurers' reports showing the amount of escrow, the maximum daily balance, the minimum daily balance, and the average daily balance during the month of October, 1954, in the depository banks of the institutions.

Mr. Dancer stated that when officials of the Valley Bank and Trust Company and the Bankers Trust Company, both of Des Moines, Iowa, had discussed the dormitory financing program they had indicated they would be interested in having accounts carried in their banks.

Mr. Hagemann suggested that the treasurers of some of the institutions might want to open accounts in other banks, and that was discussed. The matter will be given further consideration at a future meeting.

GROUP LIFE AND DISABILITY INSURANCE - COST. Mr. Hagemann stated that he had received the reports he had requested from the institutions regarding the cost of group life and disability insurance, and upon his recommendation that item was dropped from the docket.

PROPOSED LEGISLATION. The report of proposed legislation which was submitted at the November 4-6, 1954, Board meeting was given further consideration and the following actions were taken:

Limitation of Expenditures - Reversion - Working Fund. Mr. Hamilton moved that the action taken on November 6, 1954, be rescinded and, in lieu thereof, request the legislature to legalize the drawing of state appropriations in monthly installments as needed, payable on the first of the month in advance upon certification by the institutions and the Finance Committee. The motion was seconded by Mr. Fredricksen and passed.

Categorical Appropriations. Mr. Hamilton moved that the legislature be requested to include equipment in the appropriation for salaries, support, maintenance and miscellaneous, rather than in the appropriation for repairs, replacements and alterations, as was done prior to the current biennium. The motion was seconded by Mr. Fredricksen and passed.
Statutory Budget Ceilings. Mrs. Archie moved that legislation be introduced to exempt the University Hospital from the statutory budget ceilings, and that no resistance be made to the statutory budget ceilings imposed on other institutions under the supervision of the Board, provided the language of the 56th General Assembly appropriation bills with respect to ceilings is no different from the language in the 55th General Assembly session laws with respect to ceilings. The motion was seconded by Mr. Fredricksen and passed.

Capital Appropriations - Policing by Budget and Financial Control Committee. On motion, the action taken on November 6, 1954, relative to the administrative and executive powers of the Budget and Financial Control Committee in connection with appropriations for capital purposes, was rescinded and the Board is to work out a new procedure with the Budget and Financial Control Committee which will eliminate the more unnecessary and duplicating approvals required to complete capital improvement projects. This will require changes in the language of the appropriation bills.

Board Members - Per Diem. Mrs. Archie moved that, in order to correct an oversight in the Code of Iowa of many years standing, legislation be introduced to legalize by a permanent statute the payment of per diem to members of the State Board of Education as is the case with other state boards and commissions. The motion was seconded by Mr. Hagemann and passed.

Institutional Road Maintenance. The recommendation that the law putting maintenance of "institutional roads" at the state educational institutions and the State Sanatorium under the jurisdiction of the Board be repealed and the responsibility for the maintenance of those roads be assigned to the State Highway Commission and the county boards of supervisors was referred to the Finance Committee for further study and consultation with other agencies involved and report back to the Board.

Deficiency Appropriation - Hospital School for Severely Handicapped Children. Mr. Hamilton moved that the 56th General Assembly be requested to make a deficiency appropriation of $23,054.68 for the purpose of completing the purchase of equipment originally planned to outfit the Hospital School for Severely Handicapped Children at Iowa City, Iowa. The motion was seconded by Mr. Hagemann and passed.

Change in Name - State Board of Education. Mr. Hamilton moved that the action taken on November 6, 1954, to change the name of the State Board of Education to State Board of Trustees, be rescinded and that, in lieu thereof, the 56th General Assembly be requested to change the name to the State Board of Regents. The motion was seconded by Mr. Stevens and passed, with Mrs. Archie voting "no".

Tuition Rates - Iowa State Teachers College Campus Laboratory School. The recommendation of the Finance Committee that legislation be introduced to repeal the law fixing the tuition rate of 50¢ per week at the Campus Laboratory School, Iowa State Teachers College, and to grant the State Board of Education authority to negotiate tuition rates with the school districts involved was approved.
De0e~ber 9-10, 1954 - General or miscellaneous

Tuition Payments - Students Residing on State Owned Land. Mr. Hagemann moved that the State Board of Education initiate legislation to exempt the Iowa Braille and Sight-Saving School, the Iowa School for the Deaf, and the State Sanatorium from the provisions of the law specifying that tuition payments shall be made to local school boards for the elementary or high school education of students residing on land owned by the State and under the control of the State Board of Education from institutional funds other than state appropriations. The motion was seconded by Mr. Fredricksen and passed.

Disposition of Dead Bodies for Medical Teaching and Research. It was the consensus that, in order to provide sufficient anatomical materials for medical teaching and research in Iowa, the sections in the Code relating to the disposition of dead bodies should be amended.

Licensing of Resident Doctors on Staffs of Hospitals in Iowa. In order to permit resident doctors to function in the hospitals of Iowa some changes should be made in the present Iowa licensure law, and it was the consensus that the State Board of Education would approve proposed changes being worked out by the Iowa State Medical Society and the various hospitals involved.

HOLIDAY POLICY. The Business Managers of the institutions outlined their recommendations about a proposed holiday policy and the various proposals were considered.

Mr. Hamilton moved that the following recommendation submitted by Business Manager Platt, of the Iowa State College, be adopted as the policy of the State University, the Iowa State College, and the Iowa State Teachers College, effective immediately:

That there be designated seven official holidays, six of these to include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day; and the seventh day to be at the pleasure of the administration and might include an additional day before or following any of the indicated days or might include two half days before or following any of the indicated days.

When any of the four holidays, New Year's Day, Memorial Day, Independence Day, and Christmas Day, fall on Saturday the Friday preceding would be declared the holiday. When any of these four holidays fall on Sunday, the Monday following would be declared a holiday.

When it is necessary for the best interests of the institution that an employee work on an official holiday, an equivalent holiday with pay is authorized.

The motion was seconded by Mr. Stevens and passed.
FACTOR MEMBERS - EXPERT WITNESSES. At the meeting held on October 15, 1954, the executives of the institutions concerned were requested to bring in recommendations which would govern the amount of time a faculty member might be released from his regular duties in order to testify as an expert witness.

President Hancher recommended that, since there seems to be no obvious answer to the problem involving the amount of time devoted by a faculty member to furnishing expert testimony, the item be dropped from the docket. On motion, the recommendation was adopted.

PURCHASING AGENTS COMMITTEE ON COORDINATION - REPORT. Business Manager Platt submitted the following report:

As directed by the State Board of Education at the meeting on November 5, 1954, I called a meeting of the Purchasing Agents of the six institutions. The meeting was held in Ames on November 19, 1954, with the following representatives of the institutions present:

- Ainsley Burks, Purchasing Agent, State University
- Milo D. Wynn, Business Manager, State Sanatorium
- D. W. Overbeay, Superintendent, Iowa Braille and Sight-Saving School
- L. L. Berry, Secretary and Treasurer, Iowa Braille and Sight-Saving School
- C. E. Geasland, Business Manager, Iowa School for the Deaf
- James Bailey, Assistant Business Manager, Iowa State Teachers College
- L. E. Sauvain, Purchasing Agent, Iowa State College
- D. H. Osterman, Assistant Purchasing Agent, Iowa State College (Ames Laboratory)
- O. V. Steil, Assistant Purchasing Agent, Iowa State College
- Carl Gernetzky, Chairman, Finance Committee
- B. H. Platt, Business Manager, Iowa State College

The Purchasing Agents and the officials of the six institutions organized their committee, electing Mr. Burks as chairman and Mr. Sauvain as secretary.

A detailed discussion took place of purchasing procedures in the various institutions and what improvements might be made in purchasing. In the discussion of procedures, the following received attention:

1. Possible standardization of specifications on staple items.
2. Possible use of standard government specifications on staple items.
3. Policies on solicitation of quotations, minor purchases without quotations, and the necessity of formal advertisement for bids in some cases.
4. Policies on release of information relative to low bidders.
In the discussion of improving purchasing practices and securing more advantageous prices, the following were discussed:

1. Consolidating the orders of all institutions for better quantity discounts on certain staple items.

2. "Board of Education" contracts for the annual needs of certain staple commodities.

3. Possibility of the use of "State Contracts", especially for the three smaller institutions.

4. Possibility of sales by the larger institutions to the smaller ones, when the large institutions can buy at favorable prices due to their larger needs.

5. Possible sales from the Iowa State College Bookstore to the other institutions of office supplies in particular.

6. Exchange of information on prices and sources for the benefit of the smaller institutions.

Some of these points will require further detailed study and comparison of prices now secured in order to determine just what benefits may be obtained.

For the immediate future, it was agreed that the following things would be undertaken:

The secretary of the committee will prepare a list of a number of standard items used by all of the institutions. This list will be circulated to the institutions, and each will indicate its recent experience as to prices secured. The secretary will then tabulate the replies to indicate quantities purchased, recent prices paid by each institution, sources of supply and other pertinent information. Such a comparison will be valuable since it will permit each purchasing official to check his own performance. It should also be extremely valuable to the smaller institutions since it will provide ready reference for sources of supply used by the other institutions and will serve as a guide to indicate whether the purchases in the small institutions are being made at prices which are really competitive.

It was also agreed that further information should be secured relative to "State contracts" and their availability to Board of Education institutions. Mr. Gernetzky is to investigate this with the secretary of the Executive Council.

The committee will meet again early in December as soon as the comparison sheets are ready and will make a rather detailed study of the comparative prices. Any purchase prices which appear to be out of line in this tabulation will be explored thoroughly by the committee and an effort made to assist the institution paying such prices to work out more favorable arrangements.

It was felt that this should be the first task of the committee and, from the information gained in this survey, a determination could be made as to which...
commodities might be pooled, placed on an annual contract basis (Board of Education contract), purchased under "State contracts", sold from one of the larger institutions to one of the smaller, or other procedure as deemed most beneficial.

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

IOWA JOINT COMMITTEE ON EDUCATIONAL TELEVISION - CHANNEL 11. Mr. Dancer reported that the Iowa Joint Committee on Educational Television had filed objections to the request of Station KCTV for the temporary allocation of educational television Channel 11.

BUDGET AND FINANCIAL CONTROL COMMITTEE - MEETING WITH BOARD. Mr. Hamilton reported that on December 8, 1954, the Budget and Financial Control Committee met with the Board in the Fort Des Moines Hotel and that the day was devoted to discussions about the legislative program of the Board and the requests for appropriations.

NEXT MEETING. The next meeting of the State Board of Education is scheduled to be held in the Board's office in Des Moines, Iowa, on January 13 and 14, 1954.
PROMOTION AND SALARY ADJUSTMENTS. Upon the recommendation of President Hancher, the following promotion and salary adjustments were made:

Dr. William A. Knoke, designated head of the Department of Marketing, College of Commerce, without change in rank, and salary for the academic year, nine months' basis, increased from $6,000 to $7,000, the increase to be payable from Line 4, Account A334.

Dr. James H. Culbertson, associate professor in the Department of Internal Medicine, College of Medicine, salary increased from $6,740 (P+80%) to $7,700 (P+80%) a year, plus insurance programs, twelve months' basis, effective as of December 1, 1954, the increase of $660 to be paid from line 15, Account A 510, Hodges, resigned.

CHANGE OF NAME. Upon the recommendation of President Hancher the name of the Department of Labor and Industrial Management, College of Commerce, was changed to the Department of Labor and Management.

BUDGET INCREASE - STATE BACTERIOLOGICAL LABORATORY. President Hancher recommended that to meet needs for increased expenses the budget of the State Bacteriological Laboratory be increased $659.35 for the year 1954-1955, from $229,338 to $229,997.35, the increase being available from balances on June 30, 1954, and he stated that the change would not increase the total budget ceiling for the biennium inasmuch as the first year of operation was actually at a level below the proposed increased budget. On motion, the recommendation was approved and the increase in the budget of the State Bacteriological Laboratory for the year 1954-1955 was authorized.

BUDGET, UNIVERSITY GENERAL HOSPITALS - CEILING INCREASE. President Hancher submitted a report regarding the operation of the University Hospitals during the first four months of the year 1954-1955 and recommended that the statutory budget ceiling established by Section 12, Chapter 6, Laws of the 55th General Assembly be increased an additional $110,000 for the biennium 1953-1955, in the manner provided by law, making a total budget for the biennium, as follows:
Ceiling established by Section 12, Chapter 6, 55th G. A. $10,442,600.00
Increase authorized January 14, 1954 225,000.00
Continuation of January 1954 increase in 1954-1955 budget 225,000.00
Increase authorized September 10, 1954 173,143.45
Proposed increase 110,660.94
$11,175,748.46

Mr. Strawman moved that the statutory ceiling established by Section 12 of Chapter 6 of the Laws of the 55th General Assembly upon the budget of total expenditures for the University General Hospitals for the Biennium 1953-1955 be increased to $11,175,748.46 with the understanding that a report is to be filed with the State Comptroller as provided by law. The motion was seconded by Mr. Hagemann and passed.

PSYCHOPATHIC HOSPITAL - TRANSFER OF FUNDS - BALANCE, APPROPRIATION 54th G.A.
At the meeting held on October 15, 1954, the request filed with the Governor and the State Comptroller to transfer $40,190.28, the balance in the appropriation made by the 54th General Assembly for Salaries, Support, Maintenance and Miscellaneous Purposes, Psychopathic Hospital, for the purpose of making repairs, replacements, alterations and purchasing equipment for the Psychopathic Hospital, was referred to Mr. Strawman. (See also Board minutes of July 8-9, 1954.)

Mr. Strawman reported that because of the death of Governor Beardsley he had not made arrangements for a conference but would request to have a discussion with State Comptroller Sarsfield and Governor Elthon prior to January 1, 1955, regarding the transfer of funds for the State Psychopathic Hospital.

LEGISLATIVE PROGRAM - CHILDREN'S COMMITTEE OF THE IOWA MENTAL HEALTH FORUM.
At 10:30 a.m., December 10, 1954, Dr. Frank E. Coburn appeared on behalf of the Children's Committee of the Iowa Mental Health Forum and outlined the program of that group, stating that the 56th General Assembly would be requested
December 9-10, 1954 - State University

to make an appropriation for a building of a 40-bed capacity, which later could be expanded to 60-bed, as a part of the State Psychopathic Hospital facilities, to be used for mentally disturbed children, 16 beds of which would be allocated for purposes of diagnosis and prescription of therapy.

President Rider expressed the appreciation of the Board to Dr. Coburn for explaining the program.

LEGISLATIVE PROGRAM - IOWA ASSOCIATION FOR RETARDED CHILDREN. Frank A. Stewart, Secretary, Dr. Reas Anneberg, and Leroy Peterson, Director of Special Education of the Cedar Rapids schools, appeared for the Iowa Association for Retarded Children and stated that the Association would sponsor legislation for the construction of an additional wing on the Hospital-School for Severely Handicapped Children to be used for residential diagnosis and research work for retarded children, and the necessity for such a program. President Rider thanked the men for the explanation to the Board of the program.

LEASE - TENANT PROPERTY. Mr. Hagemann moved that Business Manager Jolliffe be authorized to execute a lease with Anna Reeve for garage #3 at 22 East Bloomington Street at a rental of $5 a month for the period November 1, 1954, to February 1, 1955, and thereafter on a month-to-month basis until the property is needed by the State University. The motion was seconded and on roll call the vote was as follows:

Aye: Mrs. Archie, Mr. Fredrickson, Mr. Hagemann, Mr. Hamilton, Mr. Stevens, Mr. Strawman, and Mr. Rider.

Nay: None.

Absent: Mrs. Brooks and Mr. Plock

The chairman declared the motion passed.
December 9-10, 1954 - State University

GOLF COURSE - ACCEPTANCE. Business Manager Jolliffe stated that on October 26, 1954, Robert Bruce Harris, Architect, and representatives of the contractors inspected the Golf Course and reported that the Construction of Area "B" and the Grading, Seeding and Fertilizing of the Golf Course had been completed in accordance with the plans and specifications and contract documents.

Mr. Hagemann moved that the following golf course work be accepted from the contractors indicated as of this date, December 10, 1954, and that payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa, be authorized:

<table>
<thead>
<tr>
<th>Work</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of Area &quot;B&quot;</td>
<td>Maddox Construction Company</td>
</tr>
<tr>
<td>Grading, Seeding and Fertilizing</td>
<td>Barker Construction Company</td>
</tr>
</tbody>
</table>

The motion was seconded and passed.

MEDICAL RESEARCH CENTER - UTILITY IMPROVEMENTS, CONTRACT I, COLD WATER SERVICE. Secretary Dancer stated that on November 9, 1954, George L. Horner, Superintendent of the Division of Planning and Construction, State University of Iowa, had written that the work done under Contract I, Cold Water Service, Utility Improvements for the Medical Research Center, had been inspected by John Jenks for the University and Everett Snider for the contractor, and they found that the contractor, Boyd and Rummelhart Plumbing and Heating Company, had completed the work in accordance with the plans and specifications and contract documents and that as a result of a poll of the Building and Business Committee the work was accepted on November 15, 1954, and payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa, was authorized.

On motion, the report was approved and the action of the Building and Business Committee was ratified.
PARKLAWN - CHANGE ORDERS. Upon the recommendation of Business Manager Jolliffe the following change orders to contracts for the construction of Parklawn were authorized:

Change Order #1 dated November 9, 1954, to the contract with Carstens Brothers for plumbing and heating, covering the installation of 28 kitchen units with necessary fittings for water connections and 1½" chrome plated P traps with cleanout and necessary connections at a price of $89 per unit, or an addition of $2,492 to the contract price.

Change Order #5, dated November 10, 1954, to the contract with the Cedar Rapids Electric Supply Company for electrical work, covering the making of final connections to range, disposal, and refrigerator units in 28 apartments, and of closing and opening meter loops on meters in the transformer room, at an addition of $316.55 to the contract price.

OFFICE AND CLASSROOM BUILDING, BOARD IN CONTROL OF ATHLETICS - CHANGE ORDER.

Upon the recommendation of Business Manager Jolliffe, approval was given to Change Order #1, dated November 12, 1954, to the contract with the Minneapolis-Honeywell Regulator Company for temperature controls in the Office and Classroom Building, covering the omission of controls for roof fans, "Exhaust D" at a deduction of $153.00 from the contract price.

BOILER GENERATOR - BOILER #6 - ADDITIONAL WORK - CONTRACTS. Upon the recommendation of Business Manager Jolliffe, the State University was authorized to enter into contracts for additional work in connection with Boiler #6, Boiler Generator, as follows, subject to approval by the Budget and Financial Control Committee:

With the Robbins Electric Company to isolate, disconnect, move from existing location to crane-way the transformer and receive, move back to existing location, connect, phase out, and otherwise do all on site work at a contract price of $500.00.

With the Industrial Engineering Company of Davenport to rewind the transformer to the necessary characteristic at a contract price of $1,500.00.
CHEMISTRY BUILDING REPAIRS - FIRE DAMAGE - CHANGE ORDER - ALLOCATION OF FUNDS.

Secretary Dancer reported that a poll of the Building and Business Committee on November 23, 1954, had resulted in the following being approved and authorized, subject to approval by the Budget and Financial Control Committee:

1. Change Order #1, dated October 20, 1954, to the contract with Burger Construction Company for Mechanical and Electrical Work, Toilet Partitions and Painting, Chemistry Building Repairs (Fire Damage), covering sidewalk repairs and additional mechanical work at an addition of $2,388.00 to the contract price.

2. An allocation of $30,910.00 from the General Contingent Fund, Chapter 39, 55th General Assembly, to complete the Chemistry Building Repairs, with the understanding that a final report will be made and any unexpended balance after all invoices have been paid will be refunded. (The request was approved by the Budget and Financial Control Committee and on 11/23/54 the $30,910.00 was allocated.)

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

BUSINESS OFFICE - ALCOHOL PERMITS. On motion, which was seconded and passed, the following resolution was adopted:

BE IT RESOLVED THAT Elwin T. Jolliffe, Business Manager and Secretary of the State University of Iowa, be and he is hereby authorized and directed to execute on behalf of the State University of Iowa all applications, bonds, powers of attorney, and other instruments of writing to be submitted by the State University of Iowa in connection with permit or permits issued under Internal Revenue Code, Internal Revenue Laws and Regulations.

DORMITORY PROGRAM - PROPOSED CHANGES FOR FALL OF 1955, 1956, 1957 - RENTAL RATE

President Hancher submitted the following three-year plan for dormitories at the State University of Iowa, and recommended that the proposed projects and rental rates be approved and authority be granted to proceed with the plan subject, of course, to financing.
<table>
<thead>
<tr>
<th>Proposed Plans</th>
<th>Fall of 1955</th>
<th>Affected Students</th>
<th>Estimated Cost</th>
<th>Estimated Effect on Net Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expand Occupancy - Present Buildings</td>
<td></td>
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<tr>
<td>Quadrangle</td>
<td>+288</td>
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<td>47,000</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Currier</td>
<td>+251</td>
<td>79,500</td>
<td>40,300</td>
<td></td>
</tr>
<tr>
<td>2. Vacate Eastlawn (for Music)</td>
<td>1955</td>
<td>-84</td>
<td>-</td>
<td>-2,350</td>
</tr>
<tr>
<td>3. Convert Quad. to Board Dorm.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For 704 students</td>
<td>1955</td>
<td>(704)</td>
<td>400,000</td>
<td>43,650</td>
</tr>
<tr>
<td>For 250 students</td>
<td>1955</td>
<td>(250)</td>
<td>-</td>
<td>24,250</td>
</tr>
<tr>
<td>4. Hillcrest Addition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal occupancy</td>
<td>1956</td>
<td>262</td>
<td>875,000</td>
<td>22,000</td>
</tr>
<tr>
<td>Expanded &quot;</td>
<td>1956</td>
<td>125</td>
<td>40,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Dining for expansion &amp; add.</td>
<td>1956</td>
<td>(1066)</td>
<td>800,000</td>
<td>-</td>
</tr>
<tr>
<td>5. Houses removed for New Women's Dorm.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Houses, 1 Cottage</td>
<td>1955</td>
<td>-87</td>
<td>-</td>
<td>-12,300</td>
</tr>
<tr>
<td>2 &quot; 2 Cottages</td>
<td>1956</td>
<td>-71</td>
<td>-</td>
<td>-10,200</td>
</tr>
<tr>
<td>6. New Women's Dormitory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal Occupancy</td>
<td>1956</td>
<td>200</td>
<td>1,000,000</td>
<td>0</td>
</tr>
<tr>
<td>1957</td>
<td>400</td>
<td>1,900,000</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Expanded Occupancy</td>
<td>1956</td>
<td>100</td>
<td>31,250</td>
<td>0</td>
</tr>
<tr>
<td>1957</td>
<td>140</td>
<td>43,750</td>
<td>38,000</td>
<td></td>
</tr>
<tr>
<td>7. Convert Commons to Women's Dorm.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1955</td>
<td>157</td>
<td>13,000</td>
<td>-</td>
<td>5,000</td>
</tr>
<tr>
<td>8. Parklawn for: Married Students - South</td>
<td>1955</td>
<td>(28 married)</td>
<td>0</td>
<td>(11,650)</td>
</tr>
<tr>
<td>Cont. Study Center - North</td>
<td>1955</td>
<td>-</td>
<td>-</td>
<td>(13,500)</td>
</tr>
<tr>
<td>9. Change Quadrangle Rates to: Board &amp; Room - Multiples $620; Singles $685 (Room only to remain at present rates for 1955 only.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Increase Married Housing Rates by $5.00 per month effective June 1955.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Establish Parklawn rentals: Students - $60/mo. for utility apts. - $70/mo. for one bedroom apts. Staff - $70/mo. for utility apts. - $80/mo. for one bedroom apts. (with scheduled annual increments) Continuation Study Center - $13,500/year (net) from Educational Funds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Examplatory Notes  
Proposed Plans for Fall of 1955, 1956, 1957

1. **Expand Occupancy - Present Buildings**

   Rooms which are large enough to accommodate an extra student will be furnished with equipment for this purpose. Approximately 432 additional men and 251 additional women can be housed in this manner. Most of the cost is for equipment.

2. **Vacate Eastlawn**

   Eastlawn must be vacated as a dormitory in the event the appropriation is made to remodel the building for use as a music building. This would be at no cost to the dormitory system, but would increase the future annual net income of the system because this small unit operates at a loss each year.

3. **Convert Quadrangle to a Boarding Dormitory**

   This is a change from a non-boarding to a boarding dormitory, planned in two steps to permit an easier transition for present residents of the dormitory by allowing these men to continue for one additional year on a non-board basis. The cost includes an addition to the present structure in the southwest corner of the court and additional kitchen and dining equipment to provide feeding facilities for 954 men. Most of the present kitchen and dining space and equipment will be utilized.

4. **Hillcrest Addition**

   This project has already been approved by the Board, and contracts have been awarded and work started for normal occupancy of 262 men at a cost of $875,000. To provide for expanded occupancy of this unit for an additional 125 men will require additional equipment estimated to cost $40,000.

   With the new addition and the expanded occupancy, the present temporary dining facilities for 535 men will not be adequate to feed 1066 men. An expanded and permanent dining and kitchen area is necessary. The estimated cost of $800,000 includes a permanent addition to the structure, and the necessary additional kitchen and dining equipment.

5. **Houses Removed for New Women's Dormitory**

   These are the houses and cottages in the block south of Currier Hall, which is the proposed site for the new women's dormitory. One hundred and fifty-eight women are now housed in these temporary quarters. Removal of these buildings will take place as the space is needed for the new construction. It is expected that costs of removal will at least be offset by sale and salvage values.
December 9-10, 1954 - State University

6. **New Women's Dormitory**

This project has already been approved by the Board and plans are being developed for normal occupancy of 600 at a cost of $2,900,000, including feeding facilities. To provide for expanded occupancy of approximately 240 additional women will require an additional $75,000 for equipment. It is hoped that at least part of the facility will be ready to house 300 women by the fall of 1956.

7. **Convert Commons to Women's Dormitory**

Moving the Continuation Study Center to the north half of Parklawn will release this building for use as a dormitory for 157 women for the fall of 1955. The demand for space for women makes this move necessary, even though the operation of a unit this small will result in a net operating loss of $5,000 annually. The cost of $13,000 consists primarily of minor structural changes in the lounge and dining areas.

8. **Parklawn for:**

Married Students - South. This will provide 28 apartments for married students (or staff) and will be available for occupancy by the beginning of the second semester.

Continuation Study Center - North. The Continuation Study Center will be moved to make the Commons available for women students. The cost consists of equipment and a temporary conference building.

9. **Rates recommended for Quadrangle board and room are identical with rates in other boarding dormitories.**

10. **An increase of $5.00 per month in married housing rates is necessary to provide for local school tuition charges established by the 55th G. A.**

11. **Establish Parklawn Rentals**

The recommended rates are to be effective with the first tenants on or about February 1, 1955. With the increase of $5.00 per month applicable to all married housing in June 1955, this will provide net income sufficient to amortize the cost of Parklawn in about 29 years at 3-1/2% interest.

The annual charge, $13,500, to educational funds is to offset the loss of estimated net income which would be available for debt retirement if the north half of the building were occupied by married students.

Mr. Hagemann moved that items 1 to 8, inclusive, be approved and that President Hancher be authorized to review the program with Mr. Patrick of the Bankers Life Company and report back to the Board his attitude about the program's financing. The motion was seconded by Mr. Fredrickson and passed.
December 9-10, 1954 - State University

Mr. Hagemann moved that items 9, 10, and 11 of the three-year plan set out on the preceding page, establishing rental rates, be approved. The motion was seconded by Mrs. Archie and passed.

The following is a summary of the estimated effect of the plan for the Fall of 1955, 1956 and 1957, as submitted by President Hancher:

Explanatory Notes
Of Summary of Estimated Effect of Proposed Plans for Fall of 1955, 1956, 1957 which appears on following page.

Students Housed
These columns show the estimated total students housed in dormitories in each of the four years.

Debt
This column includes the borrowing for Parklawn under single housing in order to include all indebtedness in one place for relating total debt to single housing income. Because of the possibility of considerable variation in the factors of time and amounts, income from married housing is considered as the safety factor.

Net Income
The net income estimates represent the net amount available for debt service for each of the four years.

Debt Supportable from Net Income
The first column shows the amount of debt which could be supported from the net income if the principal amount were to be paid at the rate of 3-1/2% each year for 30 years. The second column shows the amount of debt which could be supported on an amortization basis. A comparison of these two columns with the "Debt" column indicates that a change to the amortization basis would be necessary in 1956-57.

Income Required to Service Debt
These columns show the amount of income required each year to finance the amounts shown in the "Debt" column. The first column is computed on the basis of principal repayments of 3-1/2% for 30 years and the second column is on the amortization basis.
STATE UNIVERSITY OF IOWA  
DORMITORIES

Summary of Estimated Effect of Proposed Plans for Fall of 1955, 1956, 1957

<table>
<thead>
<tr>
<th></th>
<th>Students Housed</th>
<th>Debt (30 yr. - 3 1/2%)</th>
<th>Net Income (30 yr. - 3 1/2%)</th>
<th>Income Required to Service Debt</th>
<th>Total</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
<td>% of Prin. Amortized</td>
<td>% of Prin. Amortized</td>
<td>% of Prin. Amortized</td>
<td>Men</td>
</tr>
<tr>
<td>Present Estimate 1954-55</td>
<td>1364</td>
<td>971</td>
<td>$1,369,000</td>
<td>$93,000</td>
<td>$1,662,000</td>
<td>$1,967,000</td>
</tr>
<tr>
<td>Estimated Totals 1955-56</td>
<td>1796</td>
<td>1208</td>
<td>1,887,500</td>
<td>192,000</td>
<td>3,111,000</td>
<td>3,787,000</td>
</tr>
<tr>
<td>Estimated Totals 1956-57</td>
<td>2183</td>
<td>1437</td>
<td>4,433,750</td>
<td>248,250</td>
<td>3,934,000</td>
<td>4,822,000</td>
</tr>
<tr>
<td>Estimated Totals 1957-58</td>
<td>2183</td>
<td>1977</td>
<td>6,177,500</td>
<td>311,250</td>
<td>4,356,000</td>
<td>5,981,000</td>
</tr>
</tbody>
</table>

Remarks: Assumes no increases in operating costs. Assumes 100% occupancy of expanded facilities. Debt principal payments in 1955, 1956, and 1957 included at average of $200,000/year. Assumes $475,000 of debt at 2-1/2% with no required principal payments.

MARRIED HOUSING

<table>
<thead>
<tr>
<th></th>
<th>Students Housed</th>
<th>Debt Basis</th>
<th>Net Income Basis</th>
<th>Income Required to Service Debt Basis</th>
<th>Total Debt Basis</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Estimate 1954-55</td>
<td>698</td>
<td>$64,000</td>
<td>$936,000</td>
<td>$1,177,000</td>
<td>$3,177,000</td>
<td>698</td>
</tr>
<tr>
<td>Estimated Totals 1955-56</td>
<td>726</td>
<td>130,000</td>
<td>1,902,000</td>
<td>2,390,000</td>
<td>4,592,000</td>
<td>726</td>
</tr>
<tr>
<td>Estimated Totals 1956-57</td>
<td>726</td>
<td>130,000</td>
<td>1,902,000</td>
<td>2,390,000</td>
<td>4,592,000</td>
<td>726</td>
</tr>
<tr>
<td>Estimated Totals 1957-58</td>
<td>726</td>
<td>190,000</td>
<td>1,932,000</td>
<td>2,390,000</td>
<td>4,622,000</td>
<td>726</td>
</tr>
</tbody>
</table>
December 9-10, 1954

STATE SANATORIUM

The following business relating to the State Sanatorium was transacted during the forenoon on December 9, 1954:

REPORT - MEETING OF BUDGET AND FINANCIAL CONTROL COMMITTEE. Superintendent Spear reported that the Budget and Financial Control Committee had visited the State Sanatorium on November 9, 1954.

WEST PORCH. Superintendent Spear requested authority to have the West Porch razed by the Labor force of the Sanatorium. He stated that it is a pavilion type patient housing structure which was built in 1908 at a cost of $9,409.86.

Mr. Plock moved that West Porch be razed as recommended, and the motion was seconded by Mrs. Archie and passed.

TRANSFER OF FUNDS. At the meeting of the Board held on June 8-9, 1954, the Finance Committee reported that it had been agreed that no request for the transfer of funds would be made at that time and, on motion which was seconded and passed, the action taken by the Board on March 19, 1954, was rescinded. (See Board minutes of March 19, 1954, and June 8-9, 1954.)

Business Manager Wynn submitted a statement showing that departmental requests for equipment and repairs totaled $36,925.60, and that the unencumbered balance in the appropriation for Repairs, Replacements, Alterations and Equipment amounted to only $8,209.24; and he recommended that the Finance Committee be authorized to file a request with the Governor and the State Comptroller for the transfer of $10,000.00 from the appropriation made for Salaries, Support, Maintenance and Miscellaneous Purposes to the fund for Repairs, Replacements, Alterations and Equipment.
December 9-10, 1954 - State Sanatorium

Business Manager Wynn was requested to bring in an itemized statement showing which of the items included in the list totaling $36,925.60 the $10,000.00 and the present unencumbered balance would be used for if the transfer were to be made.

EXECUTIVE SESSION. The Board resolved itself into executive session at 11:45 a.m., December 9, 1954. The Board arose from executive session at 12:15 p.m., and resumed regular business.
December 9-10, 1954

ICWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on December 10, 1954:

RESIGNATIONS. Upon the recommendation of President Hilton the following resignations were accepted:

Jean C. Hempstead, professor of General Engineering, effective as of November 16, 1954, to continue on permanent duty as major with the United States Air Forces, Air Academy, Lowry Air Base, Denver, Colorado.

Donald J. Johnson, county extension director of Hamilton County, Agricultural Extension Service, effective as of November 30, 1954, to accept a position with Lederle Laboratory Division, Pearl River, New York.

A. G. W. Cameron, assistant professor of Physics, effective as of June 15, 1954. Dr. Cameron accepted a position with the Atomic Energy Commission, Installation at Chalk River, Canada.

LEAVE OF ABSENCE. Upon the recommendation of President Hilton, Harry Heath, assistant professor of Technical Journalism, was granted a leave of absence without salary for the period January 1, 1955, through March 15, 1955, to continue work toward a Ph. D. degree.

SALARY INCREASES, PROMOTIONS AND TRANSFERS. Upon the recommendation of President Hilton the following salary increases, promotions and transfers were made:

M. S. Coover, associate dean of Engineering and professor of Electrical Engineering, salary increased from $10,500 ($2,100 EE; $8,400 E Adm.), twelve months' basis, plus annuity, to $11,000 ($2,100 EE; $8,900 E Adm.), twelve months' basis, plus annuity, effective January 1, 1955.

A. Gordon Ball, assistant professor of Economics and Sociology, salary increased from $5,600 ($3,900 Science; $1,700 AES), twelve months' basis, plus annuity, to $6,400 ($4,400 Science; $2,000 AES), twelve months' basis, plus annuity, effective January 1, 1955.

Ray E. Armstrong, assistant professor and manager of Ankeny Farm Service and College Farm Service, salary increased from $7,200 ($3,600 AFS; $3,600 CFS), twelve months' basis, plus annuity, to $8,000 ($4,000 AFS; $4,000 CFS), twelve months' basis, plus annuity, effective January 1, 1955.
Robert C. Mulhall, assistant professor, Operations Manager, AM FM TV, WOI, salary increased from $7,500 a year, twelve months' basis, plus annuity, to $8,250 a year, twelve months' basis, plus annuity, effective December 15, 1954.

J. Artie Browning, assistant professor of Botany, salary increased from $5,000 ($469 Science; $4,531 AES), twelve months' basis, plus annuity, to $6,000 (AES), twelve months' basis, plus annuity, effective as of December 1, 1954. (This adjustment made necessary because of Dr. Hooker's resignation.)

John C. McNee, from acting head of Circulation and assistant professor, College Library, at a salary of $4,800 a year, twelve months' basis, plus annuity, to head of Circulation and assistant professor, College Library, at a salary of $5,000 a year, twelve months' basis, plus annuity, effective January 1, 1955.

Benjamin F. Vance, assistant professor of Horticulture, Agricultural Extension Service, salary increased from $5,000 a year, twelve months' basis (Civil Service), to $5,600 a year, twelve months' basis (Civil Service), effective January 1, 1955.

Charles Donhowe, from assistant county extension director at large, Agricultural Extension Service, at a salary of $5,700 a year, twelve months' basis, (Civil Service), to district extension supervisor (assistant professor), Agricultural Extension Service, at a salary of $6,000 a year, twelve months' basis, (Civil Service), effective January 1, 1955, to fill a vacancy.

Robert M. Collins, assistant professor and counsellor, Agriculture Administration, salary increased from $5,200 a year, twelve months' basis, plus annuity, to $5,500 a year, twelve months' basis, plus annuity, effective January 1, 1955.

Louis N. Bass, assistant professor of Botany and Plant Pathology, Agricultural Extension Service, salary increased from $4,800 a year, twelve months' basis (Civil Service), to $5,200 a year, twelve months' basis (Civil Service) effective January 1, 1955.

Robert C. Fincham, assistant professor of Animal Husbandry (Dairy Husbandry Agricultural Extension Service, salary increased from $5,500 a year, twelve months' basis (Civil Service) to $5,700 a year, twelve months' basis (Civil Service), effective January 1, 1955.

David W. Staniforth, associate professor of Agronomy (Farm Crops) and Botany and Plant Pathology, Agricultural Experiment Station, salary increased from $5,700 ($1,913 Agronomy; $3,787 Botany), twelve months' basis, plus annuity, to $6,000 ($2,000 Agronomy; $4,000 Botany), twelve months' basis, plus annuity, effective as of December 1, 1954.

APPOINTMENTS. Upon the recommendation of President Hilton the following appointments were made:
December 9-10, 1954 - Iowa State College

Len R. Beath, assistant county extension director of Ringgold County, Agricultural Extension Service, at a salary of $6,000 a year, twelve months' basis (Civil Service), effective as of December 1, 1954.

Arthur W. Fort, post doctoral associate in Chemistry, Institute for Atomic Research, at a salary of $5,000 a year, twelve months' basis, effective as of November 18, 1954.

Charles F. Foreman, assistant professor of Animal Husbandry (Dairy Husbandry), at a salary of $6,500 ($4,875 Agr.; $1,625 AEC), twelve months' basis, plus annuity, effective January 1, 1955. Replacement for J. T. Miles.

Helene Dilger, county home economist, Mahaska County, Agricultural Extension Service, at a salary of $5,000 ($3,500 Extension; $1,500 County), twelve months' basis, (Civil Service), effective as of November 15, 1954.

Lloyd M. Reid, county extension director, Van Buren County, Agricultural Extension Service, at a salary of $6,000 ($5,000 Extension; $1,000 County), twelve months' basis, (Civil Service), effective as of December 1, 1954, to fill a vacancy.

Theodore W. Horner, assistant professor of Statistics, at a salary of $5,800 ($2,913 Science; $2,887 Stat. Lab'), twelve months' basis, plus annuity, effective as of July 1, 1953. (At the time the 1953-1954 budget was printed Mr. Horner's name was written into the budget, but, through an oversight, no formal appointment was processed through channels. The appointment is made at this time in order to officially establish Dr. Horner's status at the Iowa State College.)

DEATH. President Hilton reported the death on November 3, 1954, of W. R. Raymond, professor in the Department of English and Speech.

FEE CHANGES - PRIVATE MUSIC LESSONS. Upon the recommendation of President Hilton the following schedule of fees for private music lessons, effective September, 1955, was adopted:

Single lessons will be charged at the rate of $3.00
Voice - 10 lessons per quarter 25.00
Piano - 10 lessons per quarter 25.00
Piano - 10 lessons per quarter for children under high school age 20.00
Brass and Reed Instruments - 10 lessons per quarter 20.00
Harmony, class lessons per quarter 10.00
Violin - 10 lessons per quarter 25.00
Organ - 10 lessons per quarter 25.00
Violoncello - 10 lessons per quarter 25.00
Practice Room, one hour each day of the quarter 5.00
Organ Practice, one hour each day of the quarter 8.00
Conducting - class lessons per quarter (new) 5.00
December 9-10, 1954 - Iowa State College

REPORT - ADDITION TO SEED PROCESSING PLANT - VETERINARY DIAGNOSTIC LABORATORY.

Business Manager Platt submitted the following report:

The following persons representing the Building and Business Committee of the State Board of Education met in the Board Room, Beardshear Hall, Iowa State College, Ames, Iowa, at 2:00 p.m., Thursday, November 18, 1954:

Business Manager Platt, Superintendent Schaefer, Engineer Schworm, Professor Curry of the Agricultural Experiment Station, and Professors Packer and Benbrook of the Division of Veterinary Medicine, all of Iowa State College; Mr. Dougher, from the office of James A. Dougher, Architect; Mr. Gernetzky and Mr. Dancer of the Finance Committee of the State Board of Education.

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

Addition to Seed Processing Plant - Public Hearing. Mr. Platt reported that a public hearing was held in his office at 1:00 p.m., as advertised, for the purpose of hearing objections to the plans, specifications, and contract forms for Addition to Seed Processing Plant; that those present were Mr. Platt, Mr. Schaefer, Professor Curry, Mr. Gernetzky, Mr. Dougher, and Mr. Dancer; and that no objections were filed and no objectors appeared.

Addition to Seed Processing Plant - Bid Opening. The following bids for the Addition to the Seed Processing Plant were opened and read, and then turned over to officials of the College and the architects for analysis, evaluation and recommendation as to award of contracts:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Security</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. A. Klinger Company, Sioux City, Iowa</td>
<td>$ 5,000</td>
<td>$ 72,438</td>
</tr>
<tr>
<td>Ringland-Johnson Company, Des Moines, Iowa</td>
<td>$ 4,500</td>
<td>87,429</td>
</tr>
<tr>
<td>James Thompson &amp; Sons, Ames, Iowa</td>
<td>$ 3,600</td>
<td>69,200</td>
</tr>
</tbody>
</table>

No bids were received for Plumbing, Heating and Ventilation and Electrical Construction.

Addition to Seed Processing Plant - Return of Bid Check. The immediate return of the bid check of Ringland-Johnson Company was authorized. All other bid checks are to be held until after contract has been awarded, executed, and a bond furnished.

Veterinary Diagnostic Laboratory - Bid Opening. The following bids for the construction of the Veterinary Diagnostic Laboratory were opened and read and then turned over to officials of the College and the architects for analysis, evaluation and recommendation as to the awarding of contracts:
<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Security</th>
<th>Base Bid</th>
<th>Deductions</th>
<th>Additions</th>
<th>Other Makes of Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. L. Caron Company</td>
<td>$ 19,000</td>
<td>$356,998</td>
<td>1(a) -2515</td>
<td>2(a) +1362</td>
<td>3(a) Fenestra -7301</td>
</tr>
<tr>
<td>West Des Moines, Iowa</td>
<td></td>
<td></td>
<td>(b) -2250</td>
<td>(b) +8933</td>
<td>(b) Ceco -4344</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(c) -1286</td>
<td>(c) no bid</td>
<td>(c) Decatur St.+5761</td>
</tr>
<tr>
<td>Henkel Construction Co.,</td>
<td>20,000</td>
<td>372,500</td>
<td>1(a) -3300</td>
<td>2(a) +3350</td>
<td>none quoted</td>
</tr>
<tr>
<td>Mason City, Iowa</td>
<td></td>
<td></td>
<td>(b) -2300</td>
<td>(b) +10,286</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(c) -1286</td>
<td>(c) ---</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(d) ---</td>
<td>(d) ---</td>
<td></td>
</tr>
<tr>
<td>W. A. Klinger Company</td>
<td>25,000</td>
<td>346,389</td>
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<td>2(a) +2387</td>
<td>3(a) Detroit -7757</td>
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<td>Sioux City, Iowa</td>
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<td></td>
<td>(b) -2375</td>
<td>(b) +9825</td>
<td>(b) Ceco Al. -3775</td>
</tr>
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<td>(c) no bid</td>
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<td></td>
<td></td>
<td>(d) no bid</td>
<td>(d) no change</td>
<td></td>
</tr>
<tr>
<td>Langer &amp; Associates, Inc.</td>
<td>17,500</td>
<td>370,680</td>
<td>1(a) -3150</td>
<td>2(a) +3100</td>
<td>3(a) Ceco St. -5750</td>
</tr>
<tr>
<td>Des Moines, Iowa</td>
<td>2,500</td>
<td>368,180</td>
<td>(b) -3300</td>
<td>(b) +8750</td>
<td>(b) Federal St.-5000</td>
</tr>
<tr>
<td></td>
<td>20,000</td>
<td>370,680</td>
<td>(c) -225</td>
<td>(c) no bid</td>
<td>(c) Fenestra -5500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(d) no change</td>
<td>(d) no change</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lippert Bros., Inc.</td>
<td>19,000</td>
<td>363,058</td>
<td>1(a) -3222</td>
<td>2(a) +2215</td>
<td>3(a) Ceco St. -6000</td>
</tr>
<tr>
<td>Boone, Iowa</td>
<td></td>
<td></td>
<td>(b) -2250</td>
<td>(b) +10051</td>
<td>(b) Fenestra -5500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(c) -1303</td>
<td>(c) no bid</td>
<td>(c) Hapes -3600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(d) Federal -4200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(e) Marmot + 850</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(f) Cuppleg +1800</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(g) Tuptons -3000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(h) Ceco Al. -3000</td>
</tr>
</tbody>
</table>
Veterinary Diagnostic Laboratory - General Contract Work, cont.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Security</th>
<th>Base Bid</th>
<th>Alt. #1 Deductions</th>
<th>Alt. #2 Additions</th>
<th>Alt. #3 Other Makes of Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jens Olesen &amp; Sons Constr.</td>
<td>$18,000</td>
<td>$349,750</td>
<td>1(a) -3222</td>
<td>2(a) +1362</td>
<td>3(a) Fenestra -7751</td>
</tr>
<tr>
<td>Waterloo, Iowa</td>
<td></td>
<td></td>
<td>(b) -2300</td>
<td>(b) +10583</td>
<td>(b) Ceco -7417</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(c) -1275</td>
<td>(c) no bid</td>
<td>(c) Truscon -4200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(d) no bid</td>
<td>(d) Hapes -3600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(e) Ceco St.Al. -4469</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(f) Cupples Al. + 365</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(g) Decatur +6550</td>
</tr>
<tr>
<td>James Thompson &amp; Sons, Inc.</td>
<td>20,000</td>
<td>362,800</td>
<td>1(a) -2600</td>
<td>2(a) +2060</td>
<td>3(a) Ceco -4500</td>
</tr>
<tr>
<td>Ames, Iowa</td>
<td></td>
<td></td>
<td>(b) -2000</td>
<td>(b) +8950</td>
<td>(b) Hapes -3600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(c) -1500</td>
<td>(c) No bid</td>
<td>(c) Ceco Al. -3000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(d) + 300</td>
<td></td>
</tr>
</tbody>
</table>

Alt. 1(a) - Iowa Face Tile
Alt. 1(b) - Iowa Face Tile
Alt. 1(c) - Rock Lath

Alt. 2(a) - Asphalt Tile Floors
Alt. 2(b) - Terra Cotta Spandrels
Alt. 2(c) - Main (North) Entrance #101
Alt. 2(d) - Pump and Drive (Elevator)

Alt. 3 - Other Makes of Windows
## PLUMBING & HEATING CONTRACT
November 18, 1954

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Security</th>
<th>Base Bid</th>
<th>Alt. #1</th>
<th>Alt. #2</th>
<th>Alt. #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. J. Allen Plumbing &amp; Heating Co.</td>
<td>$4250</td>
<td>$84,000</td>
<td>+210</td>
<td>+315</td>
<td>-140</td>
</tr>
<tr>
<td>Des Moines, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Constructors, Inc.</td>
<td>4500</td>
<td>88,956</td>
<td>+163</td>
<td>+176</td>
<td>-133</td>
</tr>
<tr>
<td>Moline, Illinois</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natkin &amp; Co.</td>
<td>4500</td>
<td>78,745</td>
<td>+130</td>
<td>+157</td>
<td>-153</td>
</tr>
<tr>
<td>Omaha, Nebraska</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheid Plumbing &amp; Htg. Co.</td>
<td>4100</td>
<td>81,575</td>
<td>+300</td>
<td>+450</td>
<td>-450</td>
</tr>
<tr>
<td>Austin, Minn.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Van Dyck Plumbing &amp; Heating Co.</td>
<td>4400</td>
<td>86,900</td>
<td>+450</td>
<td>+600</td>
<td>-175</td>
</tr>
<tr>
<td>Des Moines, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wolin Plumbing &amp; Heating Co.</td>
<td>4000</td>
<td>78,699</td>
<td>+96</td>
<td>+90</td>
<td>-170</td>
</tr>
<tr>
<td>Des Moines, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alt. 1 - Connect certain Lab. equipment
2 - Connect certain Lab. equipment
3 - Cmit connections to sinks - Room 223

## ELECTRIC WIRING CONTRACT
November 18, 1954

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Security</th>
<th>Base Bid</th>
<th>Alt. #1</th>
<th>Alt. #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brammer Electric Company</td>
<td>$1500</td>
<td>$30,000</td>
<td>+50</td>
<td>+75</td>
</tr>
<tr>
<td>Marshalltown, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Des Moines, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitz Electric Company</td>
<td>1500</td>
<td>29,500</td>
<td>+180</td>
<td>+270</td>
</tr>
<tr>
<td>Dallas Center, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hub Electric Company</td>
<td>1500</td>
<td>29,495</td>
<td>+15</td>
<td>+25</td>
</tr>
<tr>
<td>Waterloo, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packard &amp; Jenison</td>
<td>1250</td>
<td>24,950</td>
<td>+25</td>
<td>+25</td>
</tr>
<tr>
<td>Belmond, Iowa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alt. 1 - Connect certain Lab. Equipment
2 - Connect certain Lab. Equipment
<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Security</th>
<th>Base Bid</th>
<th>Alt. #1</th>
<th>Alt. #2</th>
<th>Alt. #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton Manufacturing Co.</td>
<td>$ 2,500</td>
<td>$41,419.00</td>
<td>-$1,584.80</td>
<td>+$2,412.00</td>
<td>+$4,662.80</td>
</tr>
<tr>
<td>Two Rivers, Wisconsin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. H. Sheldon Co.</td>
<td>2,500</td>
<td>41,409.70</td>
<td>-1,548.00</td>
<td>+2,364.60</td>
<td>+4,545.30</td>
</tr>
<tr>
<td>Muskegon, Michigan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alt. 1 - Cmit 4 Sinks
Alt. 2 - Equip 2 Graduate Laboratories
Alt. 3 - Additions
Veterinary Diagnostic Laboratory - Public Hearing. Secretary Dancer reported that a public hearing about the Veterinary Diagnostic Laboratory was held earlier, on September 20, 1950, and that no objections were filed and no objectors appeared. (See Board minutes of October 19-20, 1950.)

Veterinary Diagnostic Laboratory - Bid Checks. All certified checks filed with bids for the construction of the Veterinary Diagnostic Laboratory were authorized to be returned except those filed by the two low bidders for each section of the project, and they are to be returned after contracts have been executed and satisfactory performance bonds filed.

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

VETERINARY DIAGNOSTIC LABORATORY - CONTRACTS AWARDED. Secretary Dancer reported that as a result of a poll taken on November 29, 1953, the Building and Business Committee had acted upon the recommendation of officials of the Iowa State College and James A. Dougher, Architect, and awarded contracts for the construction of the Veterinary Diagnostic Laboratory to the low bidders, as follows, subject to approval and the allocation of funds by the Budget and Financial Control Committee:

General construction contract to W. A. Klinger Company, Sioux City, Iowa, on the basis of that firm's bid, as follows: Base bid $346,387.00
Alt. 2a, add 2,387.00
Alt. 2d no change $348,774.00

Plumbing and heating contract, to Wolin Plumbing and Heating Company, Des Moines, Iowa, on the basis of that firm's bid, as follows:
Base bid $78,699.00
Alt. 1, add 96.00
Alt. 2, add 90.00 $ 78,885.00

Electric wiring contract, to Packard and Jenison, Belmond, Iowa, on the basis of that firm's bid, as follows:
Base bid, $ 24,950.00
Alt. 1, add 25.00
Alt. 2, add 25.00 $ 25,000.00

Laboratory Equipment, to E. H. Sheldon Manufacturing Company, Muskegon, Michigan, on the basis of that firm's bid, as follows:
Base bid $ 41,409.70
Alt. 2, add 2,364.60
Alt. 3, add 4,545.30 $ 48,319.60

Total of four contracts $500,978.60
On motion, which was seconded and passed, the report was approved and the action awarding the contracts for the construction of the Veterinary Diagnostic Laboratory was ratified.

VETERINARY DIAGNOSTIC LABORATORY - BUDGET - ALLOCATION OF FUNDS. Business Manager Platt submitted the following budget for the Veterinary Diagnostic Laboratory which was prepared November 20, 1954, on the basis of estimated costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contract, W. A. Klinger Company</td>
<td>$348,774.00</td>
</tr>
<tr>
<td>Plumbing &amp; Heating contract, Wein Plumbing &amp; Htg. Co.</td>
<td>78,885.00</td>
</tr>
<tr>
<td>Electric wiring, Packard and Jenison</td>
<td>25,000.00</td>
</tr>
<tr>
<td>Laboratory equipment, E.H. Sheldon Manufacturing Co.</td>
<td>48,319.60</td>
</tr>
<tr>
<td><strong>Total of four construction contracts</strong></td>
<td><strong>$500,978.60</strong></td>
</tr>
<tr>
<td>Architect Fees</td>
<td></td>
</tr>
<tr>
<td>5% x $500,980.60</td>
<td>25,049.03</td>
</tr>
<tr>
<td>Less credit, preliminary sketches</td>
<td>- 500.98</td>
</tr>
<tr>
<td>Less credit, previous plans</td>
<td>- 2,500.00</td>
</tr>
<tr>
<td><strong>Estimated cost of</strong></td>
<td></td>
</tr>
<tr>
<td>Supervision and inspection</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Builders risk insurance</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>12,500.00</td>
</tr>
<tr>
<td>Lighting fixtures and blinds</td>
<td>10,300.00</td>
</tr>
<tr>
<td><strong>Physical Plant Expense:</strong></td>
<td></td>
</tr>
<tr>
<td>Transformers</td>
<td>1,600.00</td>
</tr>
<tr>
<td>Landscaping and walks</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Contingencies</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

On motion, which was seconded and passed, the foregoing budget for the construction of the Veterinary Diagnostic Laboratory was approved and the secretary was authorized to file a request with the Budget and Financial Control Committee for the allocation of $559,426.55 for the Veterinary Diagnostic Laboratory from funds appropriated for that purpose by the 55th General Assembly.
December 9-10, 1954 - Iowa State College

ADDITION TO SEED PROCESSING LABORATORY (BEECH AVENUE TIE BARN) - BIDS REJECTED

Upon the recommendation of Business Manager Platt, bids received November 18, 1954, for the construction of the Addition to Seed Processing Laboratory were rejected, and authority was granted to revise the plans and readvertise for bids.

ADDITION TO SCIENCE BUILDING - CHANGE ORDER. Upon the recommendation of Business Manager Platt, approval was given to Change Order #3, dated November 10, 1954, to the contract with James Thompson and Sons for the addition to the Science Building, covering a deduction of $4,657.38 from the contract price for credits for face brick and finish hardware, subject to approval by the Budget and Financial Control Committee.

WESTGATE HALL - CHANGE ORDER. Upon the recommendation of Business Manager Platt, approval was given to Change Order #1, dated November 18, 1954, to the contract with James Thompson and Sons for the general construction of Westgate Hall, covering an addition of $700.00 to the contract price for furnishing and installing steel casement windows, as provided in the base bid, instead of aluminum awning windows as specified by Alternate 3, which was accepted.

AGREEMENT - CITY OF AMES - INTERCHANGE OF ELECTRIC AND WATER SERVICE. Business Manager Platt submitted the following agreement dated December 7, 1954, by and between the City of Ames, Iowa, and the State Board of Education for the interchange of electric and water service and he stated that, if approved, it would supersede three separate agreements now in effect:

This Agreement, made and entered into this 7th day of December, 1954, by and between the City of Ames, Iowa, a Municipal Corporation, hereinafter referred to as "City" and the State Board of Education of the State of Iowa, hereinafter referred to as the "Board";
WITNESSETH:

WHEREAS, the Board has under its control and jurisdiction the management and operation of the property of the institution commonly known as Iowa State College, said property being located in or adjacent to the corporate limits of the City of Ames, Iowa; and

WHEREAS at the present time the City and Iowa State College are maintaining separate electrical and water plants; and

WHEREAS, it is to the mutual benefit of the parties hereto that facilities be maintained for the exchange of emergency water service and electrical power between Iowa State College and the City of Ames, Iowa; and

WHEREAS, the necessary power lines have been constructed to provide electrical service to outlying properties of the Iowa State College which are metered at the Veterinary Research buildings, Horticulture farm, and the barn on Beech Avenue; and

WHEREAS, it is the desire of the parties hereto that there be an agreement as to the schedule of rates and charges for such emergency and normal water and electrical service to be paid to the party furnishing such service by the party receiving the same;

NOW, therefore, it is hereby stipulated and agreed by and between the City of Ames, Iowa, and the Iowa State Board of Education, as follows:

1) That each party hereto will furnish electrical or water service to the other party for emergency use at such times and under such conditions as will not interfere with the safe operation of its electric and water facilities or interfere with the furnishing of such service to its consumers or for its own use.

2) That the City will furnish normal electric service under this agreement to the above named College properties now connected to the distribution system of the City of Ames, Iowa.

3) That emergency or normal electrical service may be returned to the delivering party at times as mutually agreed upon between the City Manager or the Superintendent of the Electric Department and the Business Manager or Physical Plant Superintendent of the Iowa State College. It is further mutually agreed that it is the intent of this agreement that insofar as possible the exchange during an accounting period shall be on an equal kilowatt hour exchange.

4) That there shall be an accounting of the power furnished by either party to the other party on June 15th and December 15th of each year and that said payments for the accounting on the aforementioned dates shall be settled either by cash payment or exchange of power within 90 days from the date of the accounting.

5) That the schedule of rates and charges to be paid by either party hereto, for the amounts of service received from the party furnishing the greater amount during an accounting period shall be based on the City of Ames Power Rate schedule in effect at the time of the accounting for such service.
(6) That the accounting for water furnished by either party to the other party shall be on a monthly basis and effected by a cash settlement based upon the published water rate schedule of the City.

(7) That either party may cancel and annul this contract by notice given on an accounting date to be effective on the following accounting date.

(8) That nothing herein contained shall be so construed to render either party hereto liable to the other party for any damages for failure to furnish emergency service as provided herein.

(9) That this agreement will supersede all such agreements for interchange of electric and water service now in effect, except the agreements dated June 30, 1952, and September 26, 1947, relative to the furnishing of power for facilities operated by the Institute for Atomic Research of the College.

IN WITNESS whereof, we have hereunto signed and sealed this instrument this ______ day of December, 1954.

STATE BOARD OF EDUCATION
By ____________________, President
By ____________________, Secretary
CITY OF AMES, IOWA
________________________, Mayor
________________________, City Clerk

It was moved, seconded and passed, that the President and the Secretary of the State Board of Education be authorized to sign the foregoing agreement for the interchange of electric and water service, subject to approval by the Finance Committee.

MILITARY STABLES REMODELING. Mr. Strawman moved that the plans for remodeling and reconditioning the Military Stables for use by the Division of Veterinary Medicine be approved; that the cost of the project, estimated at $50,000.00, be paid from the appropriation made by the 55th General Assembly for Repairs, Replacements and Alterations; and that the Secretary of the State Board of Education be authorized to publish the necessary notice of public hearing and the advertisement for bids. The motion was seconded by Mr. Hagemann and passed.
December 9-10, 1954 - Iowa State College

BEF CATTLE NUTRITION BARN AND LABORATORY - PLANS AND SPECIFICATIONS. Mr. Hagemann moved that the plans and specifications prepared by Brooks-Borg, Architects, and Professor N. H. Curry, Associate Architect, for the Beef Cattle Nutrition Barn and Laboratory be approved, and that the Secretary of the State Board of Education be authorized to publish the necessary notice of public hearing and the advertisement for bids, subject to approval by the Budget and Financial Control Committee. The motion was seconded by Mr. Hamilton and passed.

NEW WELL, WELL HOUSE, AND PIPING (WELL NO. 8). The following resolution was submitted:

WHEREAS, the 55th General Assembly made an appropriation of $25,000 for a New Well, Well House, and Piping at the Iowa State College; and

WHEREAS, a part of the appropriation act, Section 3 of Chapter 7, 55th G. A., provides that before any of the funds appropriated shall be expended it shall be determined by the State Board of Education with the approval of the joint legislative Budget and Financial Control Committee that the expenditure shall be for the best interests of the state; now, therefore,

BE IT RESOLVED:

1. That the construction of a New Well, Well House, and Piping, estimated to cost $25,000, is for the best interests of the state.

2. That the plans and specifications prepared by the Physical Plant Department of the Iowa State College be approved, and that the Secretary of the State Board of Education be authorized to publish the necessary notice of public hearing and the advertisement for bids, subject to approval by the Budget and Financial Control Committee.

3. That the Budget and Financial Control Committee be requested to approve the project, the plans and specifications, and the publishing of an advertisement for bids.

Mr. Hagemann moved that the foregoing resolution be adopted. The motion was seconded by Mr. Strawman and passed.

ADDITION TO SCIENCE BUILDING - GENERAL CONSTRUCTION - ELECTRIC WIRING - ACCEPTANCE. Business Manager Platt stated that Tinsley, Higgins, Lighter & Lyon, Architects, had written on December 2, 1954, that the work done under the
contracts for the general construction and the electric wiring of the Addition to the Science Building had been completed in accordance with the plans and specifications and contract documents.

Mr. Hagemann moved that the following divisions of work, Addition to Science Building, be accepted from the contractors indicated as of this date, December 10, 1954, and that payment of the final estimates in accordance with the provisions of Chapter 573, 1954 Code of Iowa, be authorized:

<table>
<thead>
<tr>
<th>Division of Work</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>General construction</td>
<td>James Thompson &amp; Sons</td>
</tr>
<tr>
<td>Electric wiring</td>
<td>Brammer Electric Company</td>
</tr>
</tbody>
</table>

and the motion was seconded by Mr. Strawman and passed.

VACATION OF LAND - ARBOR STREET EXTENSION. Secretary Dancer reported that on October 18, 1954, the Executive Council of Iowa approved the action taken by the State Board of Education on May 14, 1954, to convey title to a plot of ground approximately 100' by 42' to the City of Ames, Iowa, for the purpose of opening and extending Arbor Street between Hyland and Sheldon Avenues. (See Board minutes of May 13-14, 1954.)

ANKENY FARM - TURKEY HOUSE. Upon the recommendation of Business Manager Platt authority was granted to remodel a portion of the Turkey House located on the Ankeny Farm, the remodeling work to consist of the installation of a concrete floor, insulation and wall lining, water and drainage system, wiring, pens, and partitions and to be done by Ankeny Farm Labor, force account, at an estimated cost of $5,000 to be paid from grants made by the Iowa Turkey Federation and the Committee for Agricultural Development.

ANKENY FARM - BUILDING 35 - CONTRACT FOR GAS. Mr. Hagemann moved that the
December 9-10, 1954 - Iowa State College

Business Manager of the Iowa State College be authorized, subject to approval by the Finance Committee, to execute a contract for the purchase of gas for heating Building 35 on the Ankeny Farm. The motion was seconded by Mr. Stevens and passed.

GUATEMALA TROPICAL RESEARCH CENTER. President Hilton submitted the following letter dated November 10, 1954, written to him by M. N. Hardesty, Acting President of the Institute of Inter-American Affairs, Foreign Operations Administration, Washington, D.C.:

"In accordance with the discussion which you have had with Keith Himebaugh and Wyman R. Stone concerning the future of the corn research work in Guatemala, the Institute of Inter-American Affairs of the Foreign Operations Administration plans to proceed in the following manner.

"First: To pay the salary of William C. Paddock or other suitable agronomist on the FOA rolls, subject to the usual clearances for FOA personnel, and to acceptance of the position.

"Second: To assign Mr. Paddock or other suitable agronomist to the staff of the Instituto Agropecuario Nacional in Guatemala where as staff agronomist he would be responsible for research with corn and other crops.

"Third: To accept from Iowa State College, equipment which has been used on the corn research project and to continue its use for that purpose.

"Fourth: To look to Iowa State College as a source of short term agricultural consultants, when special needs arise in this field in connection with our program in Guatemala.

"Fifth: To make available to Iowa State College and to other public institutions, the results of corn research in Guatemala in the form of information and experimental quantities of seed.

"I hope this procedure is in accordance with your understanding and I would be glad to learn from you whether you feel the plans we have made are satisfactory."

Mrs. Archie moved that the plan outlined in the foregoing letter, whereby the Institute of Inter-American Affairs of the Foreign Operations Administration would take over the operation of the Guatemala Tropical Research Center, be approved; and that the equipment owned by the Iowa State College and used on the
corn research project at the Center be transferred to the Institute of Inter-American Affairs and continue to be used for that purpose. The motion was seconded by Mr. Fredrickson and passed.

SHORT COURSE FOR FIREMEN - FACILITIES. President Hilton reported that people interested in the Short Course for Firemen at the Iowa State College have indicated a desire to construct a building on the campus which would provide needed facilities for the short course. It was the consensus that the Board's attitude would be favorable toward such a project.

LINDEN HALL - ARCHITECTURAL SERVICES - SUPPLEMENT TO CONTRACT. Business Manager Platt submitted a proposed supplement to the contract with James A. Dougher for architectural services for Linden Hall and, on motion by Mr. Hagemann, seconded by Mr. Strawman, action was deferred pending further negotiations.
The following business relating to the Iowa State Teachers College was transacted on December 10, 1954:

SALARY INCREASE. Upon the recommendation of Dean Nelson the salary of Dr. M.F. Smith, assistant professor in the Department of Languages, Speech and Literature, was increased from $4,800 to $5,150 for the academic year, effective at the beginning of the 1954-1955 winter quarter, in recognition of his successful completion of the requirements for the doctor's degree.

WORKSHOP IN RADIO ISOTOPTE TECHNIQUES FOR HIGH SCHOOL TEACHERS. Dean Nelson presented for the information of the Board the following description of the plan proposed by the Science Department for a two-week workshop as a part of the 1955 summer session.

There is a growing recognition that the adult population needs to be better informed concerning the peacetime uses of atomic energy and radioactive materials. One of the most pressing problems is that of educating high school teachers so they will neither shun the topic nor give their students erroneous notions of the difficulties involved in understanding. If this can be accomplished, general understanding will be furthered both for the present and for the future.

In the hope of making some small impact on this problem, Iowa State Teachers College is planning a radioisotope workshop for high school science teachers during the 1955 summer session. Attention will be given to some theoretical and practical aspects of radioactivity and to a demonstration of the possible uses of radioisotopes in high school teaching.

The workshop will be under the direction of Dr. J. W. Kercheval, Professor of Chemistry, who last summer attended a workshop on these matters at Oak Ridge and also spent five weeks at Laramie, Wyoming in a rather intensive study to supplement his previous knowledge of this field. He will be assisted by Dr. Willard Poppy and Dr. R. A. Rogers, both Professors of Physics. It is hoped that we may obtain a principal lecturer through the cooperation of the Atomic Energy Commission and a number of other specialists from SUI, ISC, and elsewhere.
December 9-10, 1954 - Iowa State Teachers College

Students at the junior-senior or graduate level will be admitted with preference given to teachers in Iowa high schools. Three quarter hours of credit may be earned in the two-week period and the usual fees will be charged. Not more than 24 students will be accepted because of limitations of space and equipment.

It is anticipated that in addition to the expense for our own faculty, perhaps $800 will be needed for outside speakers and other expense. It is planned to make contact with possible donors in order to provide fellowships of $20 to $50 each. Some additional equipment will be needed but aside from that provided through the allocation of funds to the Science Department, it is believed that much of it can be obtained on loan.

Tentative dates are June 13 to 25.

CONTRACT WITH AETNA CASUALTY AND SURETY COMPANY - AETNA DRIVETRAINER EQUIPMENT. Dean Nelson reported that a contract had been signed with the Aetna Casualty and Surety Company, after approval by the Finance Committee, and that installation of the equipment would begin December 13, 1954. (See Board minutes of November 5, 1954.)

HOLIDAY POLICY. On motion, which was seconded and passed, the Iowa State Teachers College was authorized to continue its policy of not paying hourly employees for holiday time during which they do not work. (See general section of these minutes for the general holiday policy adopted by the Board.)

CAMPUS LABORATORY SCHOOL - GENERAL CONSTRUCTION - CHANGE ORDER. Upon the recommendation of Business Manager Jennings, authority was granted to issue Change Order #3 to the contract with the Wildes Construction Company for the general construction of the Campus Laboratory School, covering a net addition of $27 to the contract price, subject to approval by the Budget and Financial Committee.
December 9-10, 1954 - Iowa State Teachers College

COMPLETION AND PAYMENT AND EQUIPPING CAMPUS LABORATORY SCHOOL, UNIT A - CABLE CONNECTION. Upon the recommendation of Business Manager Jennings, authority was granted to proceed with the installation of a primary electric cable connection between Unit "A" of the Campus Laboratory School and Unit "B" transformer rooms, at an estimated cost of $2,050, the work to be done by the Physical Plant Department, subject to the approval of the Budget and Financial Control Committee and the allocation of funds from the appropriation for Completion and Payment and Equipping Campus Laboratory School, Unit A, Chapter 7, 55th General Assembly.

DORMITORY CONSTRUCTION - ADDITION CONNECTING BAKER AND SEERLEY HALLS FOR MEN. Business Manager Jennings presented a preliminary sketch of a proposed addition which would connect Baker and Seerley Halls for men, and recommended that the project be approved and that Morgan-Gelatt and Associates, Burlington, Iowa, be employed as architects.

On motion, the proposed project was referred to the Finance Committee for study and report back to the Board.
December 9 and 10, 1954

IOWA BRAILLE AND SIGHT-SAVING SCHOOL

GUIDANCE COUNSELOR. Superintendent Overbeay submitted the following report about the need for a guidance counselor at the Iowa Braille and Sight-Saving School:

The teachers, houseparents and administrators of the Iowa Braille and Sight-Saving School have often discussed the need for a Guidance Counselor, a qualified counselor with a background of educational psychology, psychology and mental hygiene, study of the physically handicapped, guidance and counseling, testing, tests and measurements, and educational and occupational information. Such a person could contribute in many ways toward improving the total school program.

A guidance counselor could assist the field agent and the pre-school institute staff by helping parents better adjust to the presence of a blind baby in the family group. By studying the home conditions, tendencies on the part of parents to either reject or over-protect could be combated. Parents could be educated more completely in how to teach a blind child to dress himself, feed himself, walk alone, become toilet trained, respond to social groups, play with other children, enjoy carefully selected toys, and learn simple manipulative skills. This counselor could also help determine educability.

Through a program of inservice training, teachers and houseparents would be taught how to discover and prevent serious emotional problems. A more complete program of testing could be instituted and developed. Better rapport between classroom, dormitory and home would be assured.

A guidance counselor could set up and coordinate a sound vocational guidance program which would:

Begin in the Junior High School;
Include the student and family in formulation of plans;
Pool the efforts of the State Commission for the Blind, Vocational Rehabilitation, and the School;
Develop vocational exploration and experience.

President Rider referred the matter to the Faculty Committee for study and consideration and report back to the Board.

ADJOURNMENT. The meeting adjourned at 3 p.m., December 10, 1954.

David A. Dancer, Secretary