

Des Moines, Iowa
February 13-14, 1958

A meeting of the State Board of Regents was held in the Board's Office in the State Office Building, Des Moines, Iowa, on February 13-14, 1958:

Present:

Members of the State Board of Regents

Mr. Barlow	All sessions
Mrs. Berkness	All sessions
Mrs. Evans	All sessions
Mr. Gillette	All sessions
Mr. Hagemann	All sessions
Mr. Plock	13th and forenoon of 14th
Mrs. Rosenfield	All sessions
Mr. Stevens	All sessions
Mr. Strawman	No session

Members of the Finance Committee

Mr. Dancer	All sessions
Mr. Gernetzky	All sessions
Mr. Walsh	All sessions

State University of Iowa

President Hancher	14th only
Provost Davis	All sessions
Business Manager Jolliffe	All sessions

Iowa State College

President Hilton	All sessions
Provost Jensen	All sessions
Business Manager Platt	All sessions

Iowa State Teachers College

President Maucker	All sessions
Business Manager Jennings	All sessions
Dean Nelson	All sessions

Iowa School for the Deaf

Superintendent Berg	All sessions
Business Manager Geasland	All sessions

State Sanatorium

Superintendent Spear	All sessions
Business Manager Wynn	All sessions

Iowa Braille and Sight-Saving School

Superintendent Overbeay	All sessions
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Secretary to Secretary Lenihan

All sessions

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The Board met at 10 a.m., February 13, 1958, with President Hagemann in the chair and Mr. Dancer secretary of the meeting. (The Board meeting was preceded by meetings of the Faculty Committee and the Building and Business Committee which began at 9:30 a.m.)

President Hagemann recessed the meeting at 12 o'clock for lunch, and committee meetings were resumed at 1 p.m., February 13, 1958. The Board reconvened at 2:30 p.m.

GENERAL OR MISCELLANEOUS

The following business relating to general or miscellaneous matters was transacted on February 13, 1958:

SURVEY OF POWER PLANTS AND UTILITY SYSTEMS - COST OF ELECTRICAL ENERGY - EMPLOYMENT OF ENGINEER. Kenneth R. Brown and J. V. Gebuhr, of the Brown Engineering Company, appeared before the Board at 10 a.m. and explained the proposal of that firm, dated January 23, 1958, for making an analysis of the costs of generating electrical energy at each of the institutions under the jurisdiction of the State Board of Regents, such analysis for each institution to be directed to determine the economic advantage or disadvantage of generating electrical energy.

A part of the proposal of the Brown Engineering Company, Des Moines, Iowa, dated January 23, 1958, is as follows:

"The analysis for each institution will include the following as minimum data required for an impartial analysis:

1. Total heating requirements of the institution.
2. Steam generating capacity required to meet the heating demands of the institution and including reasonable reserve capacity.

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3. Determination of the additional heat in the steam required for the generation of electrical energy.
4. Additional steam generator capacity required for electric generation, if any.
5. A reasonable cost analysis of present equipment:
 - a. Turbine generators and auxiliaries.
 - b. Condensers and auxiliaries.
 - c. Cooling tower (if used).
 - d. Circulating water piping and screen houses.
 - e. Condensate piping.
 - f. Throttle steam piping.
 - g. Electric wiring for generation equipment.
 - h. Turbine generator switchgear.
 - i. Evaluation of header size and piping comparing requirements for heating purposes only versus heating and generation.
6. Amortization cost of generating equipment.
7. Additional fuel cost for electric generation.
8. Actual additional cost of electric generation by the institution.
9. Other factors which will enter into the discussion are
 - a. Desirability of utility interconnections.
 - b. State taxes paid by private utilities if power is furnished to the institutions.
 - c. The tax structure of labor and materials incorporated into electric generating installations.
 - d. Additional labor costs due to electric generation.

"We would commence our study work immediately upon authorization by the State Board of Regents and would expect to have it completed for all institutions within 120 days after authorization to proceed.

"The investigation will cover all institutions under the jurisdiction of the Board of Regents and will comprise all necessary data and information upon which the conclusions are based. The material will be presented in such form that it may be checked by any competent engineering group. The results will be above serious question.

"We are willing to perform this work on a cost-plus basis (double direct payroll cost plus actual travel) but will guarantee that such cost will not exceed \$3,900.00.

"If so desired, we will discuss the scope of the work with you before work is actually begun."

Mr. Brown was asked if his report, under 9-a, could include an approximate cost estimate of interconnections, if they were found desirable; also a state-

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ment about any additional operating cost due to the purchase of power, that is, would larger annual appropriations for Salaries, Support and Maintenance be required if power is purchased? If so, how much larger? Mr. Brown stated that the report would include the information.

Mr. Barlow moved that the proposal of the Brown Engineering Company, dated January 23, 1958, for making an analysis of the costs of generating electrical energy at each of the institutions, to determine the economic advantage or disadvantage of generating electrical energy, be accepted. The motion was seconded by Mrs. Evans and passed.

INSPECTION OF BUILDINGS. At the meeting held on January 9-10, 1958, the Finance Committee was authorized to get estimates of the cost of having the buildings at the Iowa School for the Deaf, the Iowa Braille and Sight-Saving School, and the State Sanatorium inspected to determine their condition.

Mr. Dancer reported that the Finance Committee had discussed with E. H. Wetherell, of the architectural firm of Wetherell & Harrison, Des Moines, Iowa, the proposed inspection of buildings at the Iowa School for the Deaf, the Iowa Braille and Sight-Saving School, and the State Sanatorium.

At 11 a.m., February 13, 1958, Mr. Wetherell appeared before the Board and discussed the proposal for the inspection of buildings which he had submitted by letter dated February 6, 1958, a part of which is as follows:

"We have previously investigated and appraised conditions in other buildings, but not on as comprehensive a basis as is presently suggested, but we are equipped to render that service and would be happy to do so.

"On a project such as this the time involved cannot be accurately determined without actual experience, and the costs to you are necessarily based on the work hours involved. On work of this character and importance we would expect to use our top personnel. The actual cost to us for them including allowances for overhead and travel is approximately \$85.00 per man day. Some consulting professional engineering services might also be involved, which would cost us approximately the same.

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"You no doubt would appreciate some cost limit, at least until you have had experience with a typical project. Our suggestion therefore is this: We be authorized to proceed with investigation of all the buildings of the School for the Deaf. We would be willing to assume that work as a trial on the basis of our costs as set out above, without profit. A further stipulation in this instance can be that the total of our charges to you shall not exceed \$1,500.00. The utility systems except items gained by visual examination would be excluded from the inspection, as that part of the plant is presumed to be adequately maintained by your staff.

"On completion of the investigation, the matter of future investigations and investigations in other areas would be subject to reappraisal by you and by us. We, of course, would desire to make a profit on subsequent projects, and we realize the possibility that you may feel the costs of further such work to be unjustified."

It was agreed that because of the estimated cost an inspection by architects or engineers to determine the condition of the buildings at the Iowa School for the Deaf, the Iowa Braille and Sight-Saving School, and the State Sanatorium would not be justified; and Mr. Barlow recommended that the superintendent of each of the three institutions report to the Board the condition of the buildings at the institution he administers. The recommendation was adopted.

BOARD PROCEDURES AND FUNCTIONS - BOARD OFFICERS AND COMMITTEES - STANDING COMMITTEES. Section 2.4, entitled Standing Committees, of the Procedural Guide which was submitted to the Board on November 14, 1957, was considered, the section being as follows: (See Board minutes of November 14-15, 1957, and December 12-13, 1957.)

"The standing committees of the board shall be the Educational Policy Committee (Faculty Committee), the Building and Business Committee, and the Development Committee. Each committee shall be composed of three members of the board. One member of the Finance Committee shall serve as secretary of each standing committee."

Mr. Plock moved that the Development Committee be eliminated, and that each of the two remaining standing committees shall be composed of four members of the board with the president of the board an ex-officio member of each committee. The motion was seconded by Mr. Gillette and passed.

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SCHOLARSHIPS AVAILABLE. The Committee on Educational Coordination distributed copies of the reports of the State University and the Iowa State College of the study made of scholarships awarded in the fall of 1953, with follow-up information about the recipients, the reports containing such information as: the number of scholarships and descriptive information about each; basis on which the awards were made; grade point average; the number who dropped out; the number graduated or still in attendance. (See Board minutes of September 12-13, 1957, October 17-19, 1957, and November 14-15, 1957.)

Dean Nelson stated that the report of the Iowa State Teachers College would be distributed on February 14, 1958. (See section of these minutes relating to transaction of business on February 14, 1958.)

DORMITORY OPERATIONS - REVIEW. Mr. Walsh distributed copies of a revised page I and additional pages 1A and 2, to be included in the dormitory operations report that was given Board members at the January meeting, and explained that those pages gave information requested when the report was discussed on January 10th, such as percentages, dormitory rates, rental rates for married student housing, and food service requirements.

President Hagemann stated that the dormitory operations report would be given further consideration at the March meeting, and requested Secretary Dancer to list it as the second item of business on the docket for the March 13-14, 1958 meeting.

STUDENT DISCIPLINE AND GRIEVANCE CASES. At the meeting on September 20, 1956, the executives were requested to prepare summaries of how student discipline and grievance cases are handled at their respective institutions; and the secretary was requested to put that item on the docket for discussion at the November meeting.

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On November 1, 1956, President Hancher, President Hilton, and President Maucker submitted outlines of how student discipline and grievance cases are handled at the State University, the Iowa State College, and the Iowa State Teachers College respectively, and the reports were to be studied and the item docketed for consideration at the December meeting.

On December 26, 1957, Secretary Dancer wrote to all members of the State Board of Regents; reviewed the background of the study of the methods of handling student discipline and grievance at the institutions; stated that he was mailing all new board members the materials previously furnished board members and that the item again would be docketed for consideration at the January meeting.

President Hagemann stated that the item, "Methods followed in handling student discipline and grievance cases" now had been on the dockets of several meetings and unless some Board members had questions to be answered the item would be dropped from the docket. There were no questions, so President Hagemann instructed the secretary to drop the item from future dockets.

JOINT MEETING - STATE BOARD OF PUBLIC INSTRUCTION AND STATE BOARD OF REGENTS.

At 10:30 a.m., the State Board of Public Instruction met in joint session with the State Board of Regents, all members of both boards being present except the following:

Roy A. Sweet, member of the State Board of Public Instruction
Clifford M. Strawman, member of the State Board of Regents.

Mr. Hunt moved that the meeting be recognized as a joint meeting of the State Board of Public Instruction and the State Board of Regents, and that Harry H. Hagemann, President of the State Board of Regents, act as chairman of the meeting. The motion was seconded and passed.

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The following business was transacted:

Approval of Standards for Public Junior Colleges for 1957-1958. At the meeting held on October 18, 1957, Mr. Gillette moved that the report of the Joint Committee on Approval of Standards and Eligibility for State Aid for Public Junior Colleges be accepted, and that the proposed standards for the year 1957-1958 be submitted to the Attorney General of Iowa for approval as to form and legality in accordance with the provisions of Chapter 17A, Code of Iowa 1954; and the motion was seconded by Mr. Barlow and passed. (A similar action was taken by the State Board of Public Instruction.)

The proposed Standards for Public Junior Colleges for 1957-1958 were submitted by the Joint Committee on Approval of Standards and Eligibility for State Aid for Public Junior Colleges.

Mr. Gillette moved that:

Pursuant to authority contained in Section 2864.3, Code 1958, the State Board of Public Instruction and the State Board of Regents, acting jointly, hereby adopt the following approval standards for public junior colleges:

1. Definitions. For purposes of these standards the following terms shall have the following meanings;

A. Junior College. A junior college is an educational institution offering not to exceed two years of work in standard college courses; or not to exceed two years of work in terminal courses which are not normally accepted toward a bachelor's degree; or not to exceed two years of work in both such standard and terminal courses. It requires for admission to these courses four years of standard high school education or its equivalent. It does not confer baccalaureate degrees.

A public junior college is regarded as a local institution whose primary purpose is to serve the community. Its courses shall be designed to meet the educational needs of the members of the community. There are two distinct sets of educational needs to be considered, first those of the students who plan to continue their education in a senior college, and second those who will not continue beyond the junior college and who wish to increase their knowledge or skills in special areas. In every community which supports a junior college, careful surveys shall be made in order to determine educational needs.

B. Accreditation. Accreditation is the process of designating an educational institution as meeting required standards or accepted criteria of quality established by the Iowa Committee on Secondary School and College Relations. The accreditation of an educational institution implies the acceptability to other educational institutions of the credits earned by its students. This does not mean that every course offered by a junior college will be accepted by the three state institutions for higher education. In general, however, credits earned in an accredited junior college will be accepted by the state institutions insofar as they apply toward the specific curriculum which the student wishes to undertake in any of these institutions.

2. Admission Requirements. The admission policy of a junior college for those students who wish to continue in a senior college shall be the same as the basic admission policy of the three institutions for higher education. Each junior college shall have the right to make special requirements higher than the basic policy.

3. Work Offered. A junior college shall provide standard college courses in English, mathematics, the physical or natural sciences, the social sciences, and where the interest and need exist, a foreign language; In addition, terminal courses shall be offered in accordance with local needs.

Non-transfer courses are those courses for which students may not expect to receive credit upon transfer to a senior college. Such courses may be vocational in nature, or may serve other interests of the citizens of the community. The pattern of such offerings shall have the approval of the State Department of Public Instruction. Annually or oftener the junior college must report such courses with other pertinent material which the State Department may request.

Students shall be informed that these are non-transfer courses, and students taking only such courses may be enrolled without meeting junior college admission standards for courses of college grade. An individual student record shall be kept for each such student the same as for regular college students but the record shall show that the student did not meet the admission requirements. Each transcript issued and all catalogs and publications shall indicate in a definite manner which courses were or are offered as non-transfer courses.

4. Faculty. Junior college instructors must hold certificates issued by the Board of Public Instruction which are valid for teaching in grades thirteen and fourteen.

Junior college instructors, those in service as well as additions to the staff shall have preparation in junior college philosophy and teaching methods, and in counseling and guidance at the college level.

A. In Academic Fields except those listed under B. and C. following; the instructor shall have a master's degree from a recognized graduate school and 10 semester hours of graduate credit in each of the fields in which instruction is given.

B. Special Fields

a. Art. The instructor shall have a master's degree in art from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching art in the elementary-secondary grades.

b. Music. The instructor shall have a master's degree in music from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching music in elementary-secondary grades.

c. Physical Education. The instructor shall have a master's degree in physical education from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching physical education in elementary-secondary grades.

d. Librarian. A person serving as librarian for half time or less shall have completed 20 semester hours of preparation in library science; or, in lieu thereof, said person shall hold a certificate endorsed for service as a school librarian; a person serving as librarian for more than half time shall have completed a master's degree in library science, and said person shall hold a certificate endorsed for service as a school librarian.

C. Other Fields

a. Accounting. The instructor shall have a master's degree from a recognized graduate school with 15 semester hours of graduate or undergraduate credit in accounting.

b. Engineering Drawing. The instructor shall have a bachelor's degree with 8 semester hours as is required in a basic curriculum in mechanical engineering.

c. Shorthand and Typewriting. The instructor shall have a master's degree from a recognized graduate school with either a graduate or an undergraduate major in the field of commerce, and with not less than 5 semester hours of graduate or undergraduate credit in each of these subjects.

d. Speech. The instructor shall have a master's degree from a recognized graduate school with 10 semester hours of graduate or undergraduate credit in courses in speech, one-half of which must be speech, as distinguished from dramatic art.

e. Teacher Education. The instructor shall have a master's degree from a recognized graduate school with 10 semester hours of graduate credit in elementary education.

f. Terminal or Non-transfer Courses. The instructor shall have appropriate preparation for each course taught as determined by the official in the Department of Public Instruction who supervises junior colleges.

5. Instructor-Load. In general, the maximum load of an instructor shall not exceed 18 semester hours and it is strongly advised that the load be held to a maximum of 16 semester hours. One and one-half hours per week devoted to administrative duties, extracurricular supervision and laboratory work will be counted as the equivalent of one semester hour of classroom teaching. Where an instructor teaches in both high school and junior college, one daily period of high school shall be considered equivalent to .7 of a semester hour.

6. Standards of Work and Pupil-Load. The work of any course in a junior college shall be equivalent in quantity and quality to the work of a similar freshman or sophomore course in an accredited four-year college.

A full semester's work for a student shall be 15 to 16 semester hours. Except in the last semester before graduation, extra work may be permitted only in case of a student whose scholarship is superior and in no case shall a student be permitted to register for more than 20 hours of credit per week.

The length of the recitation period and the number of laboratory periods counted as one class period shall be in harmony with the practice of accredited four-year colleges.

7. Library. In evaluating a junior college library, for purposes of approval hereunder, consideration will be given to the following specific recommendations:

A. Organization and Administration. The library shall be modern and professionally administered with books well distributed. An appropriate reading room, separate from the high school library if possible, should be open to all students throughout the day.

B. Adequacy of Materials. The library shall contain adequate basic general reference books, special reference books for each department in which instruction is given and appropriate current periodicals. All materials shall be up-to-date.

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C. Annual Appropriation. In each junior college there shall be an annual appropriation for the purchase of new books of not less than \$200, or \$3 per student.

D. Cataloging. Books must be properly cataloged.

E. Coordination with Other Library Facilities. In no case shall the junior college depend upon the city library for any large share of the books or facilities unless it is close enough for students to use it for study during the school day and unless the junior college has some control over the books purchased and their use.

F. Use by Students and Staff. Both students and staff members shall have free access to all library facilities.

8. Laboratory Equipment. The laboratory facilities shall be adequate for the courses offered, and these facilities shall be improved and maintained by means of an annual appropriation by the local school board of the district operating the junior college in keeping with the curricula.

9. Catalog and Announcements. All published materials concerning a junior college must adhere carefully to descriptions of conditions and facts about the institution as they really exist. Material designed for publicity shall be published separately. The catalog shall describe only courses that will actually be offered.

10. High School Students Not Admitted to Junior College Classes. In general, high school students shall not be admitted to junior college classes and a failure to observe this regulation will result in the refusal of the State Board of Public Instruction and the State Board of Regents to approve a junior college. However, by permission of the faculty of a junior college, a high school student of special ability, who has finished his junior year with 14 complete units, may, after registering for the high school subjects needed to complete 16 units for graduation, take and receive college credit for the remainder of his year's work in the junior college. He shall not be classified as a junior college student until he has fully completed all requirements for entrance to college.

11. Extracurricular Activities. There must be provision for extracurricular activities and abundant opportunity for development of leadership and initiative. Such activities shall be carefully supervised by qualified members of the faculty and must not occupy an undue place in the life of the junior college student.

12. Counseling and Guidance. Each junior college shall maintain a program of counseling and guidance. This program shall consist of a comprehensive testing program and the collection of other personal data as will aid each student in his educational, vocational, personal and social needs. Placement and follow-up services shall be provided and the results used in redesigning the curriculum to meet the needs of the students. The program shall be directed by a specially trained individual who has adequate time allotted to carry out his guidance and counseling duties.

13. Miscellaneous.

A. High School Accreditation. A public junior college shall not be eligible to be approved unless the high school or high schools operated by the same district are accredited by the North Central Association.

B. Financial Records. The financial records of the school shall be kept in such a manner that the entire expense of the junior college may be readily determined. Salaries for instructors and administrative officers, other than the superintendent, shall be prorated according to the service rendered to the junior college in keeping with the standards used in Section 4 above. A proportionate charge for building, equipment and supplies, where a building is shared with another school unit, shall be made. The accounts shall show exactly what it costs to maintain the junior college.

C. Hygienic Conditions. The location, buildings, and equipment of a junior college shall be such as to insure hygienic conditions.

D. Academic Year. The academic year for junior colleges shall not be shorter than the academic year of accredited four-year colleges.

E. Transcripts. The system of records shall show clearly the secondary and college credits of each student. Original credentials transferred from another college shall be retained permanently by the junior college. Transcripts issued by the junior college shall contain the signature of the Dean or the Registrar as well as the college seal. The transcript shall follow the pattern adopted by the American Association of Collegiate Registrars and Admissions Officers.

F. Extra Sessions Restricted. As a general principle, Iowa public junior colleges shall not hold summer schools or offer Saturday classes. If under certain conditions a departure from this principle seems justified, special permission must be secured from the State Board of Public Instruction. If the credits earned in a summer session or Saturday classes are to be classified as college transfer credits, the approval of the Iowa Committee on Secondary School and College Relations is also necessary. If permission is granted, the length of recitation periods must be the same as in the regular junior college, and the hours of teaching must be considered a part of the instructor's load.

G. Credit Toward a Degree. Not more than one-half of the collegiate requirements for a degree from a state institution for higher education may be satisfied by credit earned in a junior college.

H. Graduation Requirements. A minimum of 60 semester hours of junior college credit exclusive of required courses in physical education and military science shall be required for graduation from a junior college.

I. Diploma. The diploma granted for completion of a junior college curriculum shall not be called a degree.

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14. Size of Junior College. As a condition of approval, it is necessary to maintain an enrollment on an average over a period of years of forty (40) full-time students for a one-year junior college, or an average of sixty (60) full-time students for a two-year junior college.

ADOPTED AT A JOINT MEETING OF THE STATE BOARD OF PUBLIC INSTRUCTION AND THE STATE BOARD OF REGENTS AT DES MOINES, IOWA, THIS 13th DAY OF FEBRUARY, 1958.

The motion was seconded by Mr. Ary, and passed.

State Department of Public Instruction - Progress Report. J. C. Wright, State Superintendent of Public Instruction, distributed for information purposes only articles about the work of the Department of Public Instruction for the past three years, as follows:

Iowa's Greatest School Problem
Emphasis Upon Educational Improvement in Iowa
Progress Report on School District Reorganization in Iowa

Study Committee on Higher Education in Iowa - Report. Marshall Beard, Director of Research, Study Committee on Higher Education in Iowa, distributed copies of a report, entitled Data Report One - College Enrollment and Population, about:

- A. Migration of College Students In and Out of Iowa
- B. Iowa Students by Their Home County.

Chamber of Commerce, Ottumwa, Iowa - Proposal for two-year "General Education" College. Elliott Clifton, chairman of the Education Committee, Biff Byrum, Manager of the Chamber of Commerce, Dr. A. Greenfield, and W. C. Powell, all of Ottumwa, Iowa, appeared and presented a report that the City of Ottumwa owns 1,440 acres of land north of the city on which facilities of the pre-flight training station and military airport are located; that it is assumed that in two years negotiations with the United States Navy will be completed and the land and the buildings totally owned by the City of Ottumwa; that possible uses of the property are being explored, as follows:

"One of the possibilities is that the buildings and land might fit needs of The Board of Regents in conducting higher education in Iowa. If so, this possibility will be explored by the study committee.

"If the facility actually does fit needs of The Board of Regents, this committee will be most anxious to assist in presenting this fact to the proper authorities in Ottumwa, and to the general public, so that ultimately such purposes can be given highest priority in considering what to do with the air base.

"Dr. A. Greenfield has proposed that a two-year college be established at the airport. He has made this proposal publicly in Ottumwa, and privately to some of you. This committee here today represents the Chamber of Commerce of Ottumwa, before whom Dr. Greenfield also appeared. The Chamber has considered seriously the proposal, as worth exploring as one possibility of use of the facilities which ultimately will be owned by the City.

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"Some consideration has been given to starting a junior college by the present Ottumwa Independent School district, under present state laws, for which some state aid is available. There is no question in the minds of many persons that additional local education particularly for those who have no resources for college would be a community benefit. It would particularly be so if this were to be free education as our present high school courses are free.

"Some consideration has been given to establishment of a two-year 'terminal course' technical school, to train high school graduates in skills and vocations which are not college preparatory. While this is unusually expensive education, its need is reported to be felt in Iowa.

"Greater consideration has been given to a third proposal, more ambitious than the two above, and perhaps incorporating them. This proposal is, stated generally, to offer the facilities to the Board of Regents for use as a two-year 'general education' college. It is proposed to be an auxiliary institution, integrated into the present three institutions. Faculties of the present three institutions would conduct the courses and the present institutions would provide library and laboratory facilities as needed. Administratively it would be an integral part of each or all of the three. It would be fully accredited. Its students would be able to move on into either of the three existing institutions, or colleges elsewhere, equipped with general education, and ready to concentrate in fields of their choice for their final two years.

"It must be made entirely clear at this point that this committee is not authorized to offer these facilities. It may not commit the City Council or the City of Ottumwa to anything. But it is in a position to advance this idea for exploration."

Mr. Hagemann assured the Committee of the Ottumwa Chamber of Commerce that the proposal would be considered by the State Board of Regents.

Future Joint Meetings. Mr. Hunt suggested that joint meetings of the two boards be held in the future, possibly once a year, and Mr. Hagemann agreed.

Adjournment of Joint Meeting. Mr. Hunt moved that the joint meeting now adjourn. The motion was seconded by Mr. Hanna and passed.

February 14, 1958

The following business relating to general or miscellaneous matters was transacted on February 14, 1958:

SCHOLARSHIPS AVAILABLE. Copies of the report of the Iowa State Teachers College regarding scholarships were distributed. (See page 214 of these minutes)

President Hagemann suggested that Board members study the scholarship

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reports of the three institutions and be ready at the next meeting with any questions they might have and for a discussion of the reports; and Secretary Dancer was requested to give the item first place on the docket for the March 13-14, 1958, meeting.

UNIFORM FINANCIAL REPORTS - SUMMARY OF OPERATIONS. The Finance Committee and the Business Managers Committee on Coordination were requested to study and develop a short uniform financial report for members of the State Board of Regents which would summarize the financial operation of each institution on some periodic basis.

APPROVAL OF MINUTES. On motion, which was seconded and passed, the minutes of the meeting the State Board of Regents held on January 9-10, 1958 were approved.

APPROVAL OF MINUTES - MEETINGS OF FINANCE COMMITTEE. On motion, which was seconded and passed, the actions taken by the Finance Committee as shown in the minutes of meetings, as follows, were approved and ratified:

State University	November 18, 1957
Iowa State College	November 12 and December 9, 1957
Iowa State Teachers College	November 26 and December 16, 1957
Iowa School for the Deaf	November 7 and December 5, 1957
Iowa Braille and Sight-Saving School	October 31, November 27, and December 30, 1957
State Sanatorium	November 19 and December 20, 1957

CHAMBER OF COMMERCE, OTTUMWA, IOWA - PROPOSAL FOR TWO-YEAR "GENERAL EDUCATION" COLLEGE. Mr. Stevens moved that the proposal of the Chamber of Commerce of Ottumwa, Iowa, to offer facilities of the City of Ottumwa to the State Board of Regents for use as a two-year "general education" college to be an auxiliary institution integrated into the present three institutions, be referred to the presidents of the State University, the Iowa State College, and the Iowa State Teachers College for study and consideration and report back to the Board with

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recommendations. The motion was seconded by Mr. Barlow and passed. (See page 221 of these minutes.)

IOWA ASSOCIATION FOR RETARDED CHILDREN - MEETING OF INSTITUTIONS COMMITTEE - REPORT. Mr. Gernetzky stated that he had mailed to all Board members and the administrative officials of institutions under the Board copies of a report about the meeting on January 23, 1958, of the Institutions Committee of the Iowa Association for Retarded Children to discuss the problems of the mentally retarded child in state institutions; and that to date no proposal had been received from the Institutions Committee of the Iowa Association for Retarded Children. (See Board minutes of January 9-10, 1958.)

REQUESTS FOR APPROPRIATIONS, BIENNIUM 1959-1961 + PROCEDURES. President Maucker reported that on February 5, 1958, the members of the Finance Committee and the administrative officials of the institutions met at the Iowa State Teachers College to consider the procedures to be recommended to the State Board of Regents for the preparation of budgets and legislative askings for the 1959-1961 biennium; and he made an oral progress report about the following:

1. The necessity for a simplified statement about the capital improvement needs.
2. A time schedule for the preparing of budgets and legislative askings, and submitting reports and recommendations to the Board.
3. The principles and assumptions underlying the financial askings, to be recommended to the Board at the March meeting.
4. Matters to be discussed by the group at the next meeting, which will be on Monday, March 3, 1958, at 8:30 a.m., at the State University, Iowa City, Iowa.
5. Public information program.

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STATE FAIR EXHIBITS. Mr. Gernetzky reported that personnel of the institutions had met and had also corresponded about exhibits of the institutions under the State Board of Regents for the 1958 State Fair and whether the exhibits should be continued, discontinued, or expanded; and that the questions also had been discussed with the Secretary of the State Fair Board.

On motion, which was seconded and passed, questions relating to exhibits for the 1958 State Fair were referred to the presidents of the State University, the Iowa State College, and the Iowa State Teachers College to consider and report back with recommendations as to whether exhibits of the institutions should be discontinued or continued; and, if continued, developed into an exhibition that would create interest and really be worth-while.

SICK LEAVE POLICY. At the meeting held on February 10-11, 1955, it was moved, seconded and passed that the action taken by the State Board of Regents at a meeting held March 19-20, 1953, adopting a Sick Leave Policy be rescinded and that the Finance Committee be authorized to continue its efforts to draft a policy which would be approved by the Attorney General of Iowa or to propose legislation which would provide for accumulation of sick leave by all regular employees at the state educational institutions.

The following proposed sick leave policy was submitted:

1. Each permanent employee is entitled to a leave of absence at his normal rate of pay because of sickness or injury to the extent that he has sick leave time to his credit at the beginning of the leave of absence. The amount of sick leave time which he may have to his credit is the net running balance of sick leave credits accumulated, less sick leave credits used.

2. Sick leave credits accumulate at the rate of 30 calendar days per year of service. Persons holding an academic year appointment are considered to be employed for 9/12 of a calendar year; those holding a summer session appointment only are considered to be employed for 2/12 of a calendar year; those employed during a full academic year and a subsequent summer session are considered to have been employed for a full calendar year. Where less than

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a year of service is involved, the amount of credit accumulated is equal to that proportionate part of 30 calendar days as the period of employment is related to a full year of service. The maximum amount of sick leave credit that may be accumulated by an employee at any one time cannot exceed 90 calendar days.

3. Sick leave credits are used at the rate of one day of sick leave credit for each day of absence. The number of days absence is the number of consecutive calendar days beginning with and including the first calendar day of absence due to illness or injury and extending through the last calendar day of absence due to illness or injury.

4. Where desirable, the foregoing sick leave policy may be stated in terms of working days. In this situation, 30 calendar days will be translated into the assigned number of working days in an average calendar month. For example, on a 5-day, 40-hour work-week basis, 30 calendar days would be interpreted to mean 22 working days in the foregoing paragraph 2. Also in this situation, the term "working days" would be substituted for the term "calendar days" in paragraph 3 dealing with the use of such sick leave credits. On this basis, the total accumulated sick leave shall not exceed 66 working days.

5. Sick leave entitlement does not accrue during approved leaves of absence without pay.

6. Sick leave may be granted only on evidence of sickness or injury satisfactory to the chief administrative officer of the institution.

7. Sick leave may be allowed for obstetrical cases, not to exceed 14 calendar days, provided the employee is absent without pay not longer than six months and returns to work not later than three months after delivery. Such sick leave will be paid at the time the employee returns to work.

8. Payment for sick leave absences is made on regular payroll days except as indicated in paragraph 7.

9. Employees who resign during a sick leave are allowed pay for sick leave to the effective date of resignation, or to the end of the sick leave entitlement whichever occurs first.

Mrs. Evans moved that the foregoing sick leave policy be adopted. The motion was seconded by Mrs. Rosenfield and passed.

OFFICE, STATE BOARD OF REGENTS - BUDGET CHANGES. The Finance Committee submitted the following 1957-1958 budget changes, with the recommendation that they be accepted and approved:

February 13-14, 1958 - General or miscellaneous

<u>Resignations</u>		<u>Effective Date</u>
Inez R. Jolly	Stenographer III, at a salary of \$3,240	9/6/57
Harriet Erskine	Stenographer III, at a salary of \$2,880	1/17/58
<u>Appointments</u>		
Harriet Erskine	Stenographer III, at a salary of \$2,880	9/9/57
Inez R. Jolly	Stenographer III, at a salary of \$3,240 (Temp.)	1/27/58-2/7/58 & 2/12 and 2/13/58
Cecilia McGrevey	Stenographer III, at a salary of \$3,120	2/12/58

Promotion and Salary Increase

Ann M. Bruning	From Bookkeeper III to Bookkeeper IV and salary increased from \$3,240 to \$3,396	2/1/58
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Salary Increases

Carol F. Bowers	Field Worker I from \$4,020 to \$4,200	2/1/58
Ernestine L. Conradi	Stenographer II from \$2,760 to \$2,880	2/1/58
Ann Röhn	Stenographer III from \$3,120 to \$3,240	2/1/58
Helen M. Lenihan	Sec'y to Sec'y from \$3,900 to \$4,080	2/1/58

On motion, which was seconded and passed, the foregoing changes in the 1957-1958 budget of the Office of the State Board of Regents were made.

TRAVEL AUTHORIZATIONS. On motion, which was seconded and passed, the Secretary was instructed to request the Executive Council to authorize payment of travel expenses, as follows:

1. Harry H. Hagemann, to attend the National Food Conference in Washington, D.C., on February 24, 1958.
2. David A. Dancer, to attend a joint meeting of the Southern Regional Education Board and the Officers and Regional Directors of the Association of Governing Boards of State Universities and Allied Institutions, to be held in Athens, Georgia, March 6-8, 1958.

February 13-14, 1958 - General or miscellaneous

TREASURERS' REPORTS - BANK BALANCES. The Finance Committee was requested to submit a summary of treasurers' reports at the next meeting showing the maximum and minimum balances on deposit in banks and the amounts deposited in escrow by the banks to protect the accounts.

NEXT MEETING. The next meeting of the State Board of Regents was scheduled to be held in the Board's Office in Des Moines, Iowa, on March 13-14, 1958.

February 13-14, 1958

IOWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted on February 13, 1958:

MAIN BUILDING - STRENGTHENING OF FLOOR SYSTEM - ALLOCATION OF FUNDS. The Building and Business Committee reported that on January 9, 1958, the Budget and Financial Control Committee allocated \$119,153.95 from the General Contingent Fund to the project for Strengthening of Floor System in the Main Building. (See Board minutes of January 9-10, 1958.)

MAIN BUILDING - STRENGTHENING OF FLOOR SYSTEM - AWARDING OF CONTRACTS. The Building and Business Committee reported that on February 11, 1958, the Finance Committee held a public hearing about the Strengthening of the Floor System in the Main Building, at which no objectors appeared and no objections were filed, and that bids for the project were received and opened. (See Finance Committee minutes of February 11, 1958.)

Upon the recommendation of the Building and Business Committee the contract for Strengthening of the Floor System in the Main Building was awarded to Larsen Brothers Construction Company, Council Bluffs, Iowa, on the basis of that firm's bid, as follows, subject to approval by the Budget and Financial Control Committee:

Base bid	\$63,944.00
Alternate 1, for suspending all ceilings, add	<u>9,329.00</u>
Total contract price	\$73,273.00

with an option to accept Alternate 2, for omitting some painting at a deduction of \$958.00, and the Secretary of the State Board of Regents was authorized to sign the contract when a satisfactory bond has been filed.

February 13-14, 1958 - Iowa School for the Deaf

MAIN BUILDING - STRENGTHENING OF FLOOR SYSTEM - PROJECT BUDGET. Upon the recommendation of the Building and Business Committee the following revised project budget for Strengthening of the Floor System in the Main Building was adopted:
(See Board minutes of January 9-10, 1958.)

Funds available

Allocation from General Contingent Fund by the Budget and Financial Control Committee, 1/9/58	\$116,000
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Estimated cost

General construction contract, base bid plus Alt. 1	\$73,273	
Lighting and heating system alterations	12,000	
Architect's fee	4,000	
Contingent fund	<u>4,500</u>	
Total estimated expense		\$ 93,773

February 14, 1958

The following business relating to the Iowa School for the Deaf was transacted on February 14, 1958:

CAMPUS EQUIPMENT - ALLOCATION OF FUNDS. Upon the recommendation of the Building and Business Committee authority was granted for the purchase of 1 power mower, 1 hand mower, and 1 power edger, the cost thereof to be paid from the balance of \$300.50 remaining in the appropriation made by the 55th General Assembly for Replacing Campus Equipment and current equipment funds; and the Secretary of the Board was instructed to request the Budget and Financial Control Committee to authorize the expenditure of the balance of \$300.50 remaining in Replacing Campus Equipment Control 7-2-5-4-55 toward the purchase of mowing equipment, and to allocate the \$300.50 for that purpose, Replacing Campus Equipment, 7-2-5-4A-55.

February 13-14, 1958

IOWA BRAILLE AND SIGHT-SAVING SCHOOL

The following business relating to the Iowa Braille and Sight-Saving School was transacted on February 14, 1958:

SCHOOL CALENDAR. Mr. Plock stated that Superintendent Overbeay had reported to the Faculty Committee that the following changes had been made in the school calendar for the year 1957-1958: (See Board minutes of 2/7-8/57.)

Honor Assembly changed from 10:30 a.m. to 8:30 a.m., Friday, May 30, 1958;

Commencement changed from 1:30 p.m. to 11 a.m., Friday, May 30, 1958.

Upon the recommendation of the Faculty Committee the changes in the 1957-1958 school calendar were approved.

POWER PLANT REPAIRS - DEAERATING HEATER AND CONDENSATE TANK. At the meeting on September 12, 1957, the State Board of Regents approved the action taken by the Building and Business Committee on August 21, 1957, authorizing the Brown Engineering Company to proceed with the direct purchase of materials and to negotiate for the employment of the necessary labor for the installation of a Deaerating Heater and Condensate Storage Tank, and two boiler feed pumps, within the limits of a revised project budget of \$15,500.00. (See Board minutes of June 20-21, 1957, September 12-13, 1957, and October 17-19, 1957.)

Upon the recommendation of the Building and Business Committee authority was granted to make purchases, as follows, on the basis of low bids and quotations received, subject to approval and allocation of additional funds by the Budget and Financial Control Committee:

February 13-14, 1958 - Iowa Braille and Sight-Saving School

Deaerating heater and storage tanks	\$5,350	
Boiler feed pumps (2)	3,570	
Electrical wiring materials (estimated)		
Alarm circuits	82	
Pump starters, 15 KVA transformers and wiring	650	
Erection of starters, transformers and wiring	400	
Piping materials, valves, etc.	1,151	
Insulation materials	475	
Structural steel, gratings, etc.	992	
Erection labor	<u>3,800</u>	
Total materials and labor		\$16,470

and the following revised project budget was adopted:

Funds available

Previous allocation (Board minutes 9/12-13/57)	\$15,500.00	
Additional allocation requested		
From Repair of Institution Roads, 6-12-2-54	1,048.38	
From Repair of Institution Roads, 6-12-2-1-54	36.62	
From Reinforce Sub-basement, Main Building, 5-2-4-3-56	<u>1,985.00</u>	
Total funds available		\$18,570

Estimated expenditures

Total materials and labor	\$16,470.00	
Engineering fees	1,100.00	
Contingencies	<u>1,000.00</u>	
Total estimated cost		\$18,570

February 13-14, 1958

STATE SANATORIUM

The following business relating to the State Sanatorium was transacted on February 14, 1958:

BUILDING 53 - KITCHEN, DINING ROOM AND PATIENTS' ROOMS - ACCEPTANCE OF WORK.

The Building and Business Committee reported that on January 17, 1958, Dane D. Morgan and Everett Witte, representing the architects, and Albert Betz, Superintendent of the Physical Plant of the State Sanatorium, inspected Building 53 - Kitchen, Dining Room and Patients' Rooms, and found that the work done under the Mechanical Contract by C. F. Puth Company, and under the Electrical Contract by the Acme Electric Company, had been completed in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee the work indicated, in the construction of Building 53 - Kitchen, Dining Room and Patients' Rooms, was accepted as of this date, February 14, 1958, from contractors as follows, and payment of the final estimates in accordance with the provisions of Chapter 573, 1954 Code of Iowa, was authorized:

C. F. Puth Company	Mechanical Work
Acme Electric Company	Electrical work

ADDITION TO POWER PLANT AND EQUIPMENT - CLAIM - SETTLEMENT. The Building and Business Committee reported that, acting upon advice by the Attorney General of Iowa, the claim for damages against L. M. Marcum Company, contractor for the construction of the Addition to the Power Plant and Equipment, had been settled for \$1,350.00. Upon the recommendation of the Building and Business Committee the report was approved and the action ratified.

ADDITION TO POWER PLANT AND EQUIPMENT - PAYMENT OF FINAL ESTIMATES. The Building and Business Committee reported that final payments had been made to the

February 13-14, 1958 - State Sanatorium

following contractors for the construction of the Addition to the Power Plant and Equipment: (Work accepted September 12, 1957.)

Spencer Construction Company
L. M. Marcum Company
Fandel Electric Company

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

IOWA STATE DEPARTMENT OF HEALTH - QUARANTINE RULE. Superintendent Spear reported that on December 4, 1957, the Iowa State Department of Health had adopted an amendment to its rules and regulations, as follows:

"1. Section VIII, Isolation of Recalcitrant Tuberculosis Patients, which appears at pages 121 and 122, 1954 I.D.R. is hereby rescinded and the following adopted in lieu thereof:

"Quarantine. Any person ill with tuberculosis who neglects or refuses to obey the restrictions imposed by the State Department of Health or local health officers in matters relating to the protection of others from said disease shall be placed under isolation and quarantine in suitable quarters and shall not leave such quarters until danger of infection to others no longer exists.

"In all other cases of infectious tuberculosis the respective boards of health or health officers shall enforce isolation and quarantine of infectious tuberculosis patients as circumstances may require to protect the health of others.

"A quarantine sign shall be posted at the entrance of the quarters or building where such patient is under isolation and quarantine.

"Quarantine sign shall be in the following form:

QUARANTINE
TUBERCULOSIS
EXISTS ON THESE PREMISES

Health Officer"

Superintendent Spear stated that the adoption of the foregoing regulation by the State Department of Health to enforce isolation of recalcitrant infectious tuberculosis patients probably would result in more patients going to the State Sanatorium.

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STATE UNIVERSITY OF IOWA

The following business relating to the State University of Iowa was transacted on February 14, 1958:

RESIGNATION. Upon the recommendation of the Faculty Committee and President Hancher the resignation of Dr. John DeGooyer, assistant professor in the Department of Pedodontics, College of Dentistry, was accepted effective March 1, 1958, with 30 days' vacation due him. He is entering private practice.

LEAVES OF ABSENCE. Upon the recommendation of the Faculty Committee, the following requests for leaves of absence submitted by President Hancher were granted:

Elizabeth Halsey, professor emeritus in the Department of Physical Education for Women, College of Liberal Arts, for the academic year 1958-1959, without salary. (This is an extension of a leave now in effect.)

Pearl Zemlicka, associate in the College of Nursing, 3/4 time leave for the period February 17, 1958, through June 13, 1958, for graduate study. Her salary for the period of the leave of absence is to be paid on a 1/4 time basis at the budgeted rate of \$7,400, plus insurance programs, twelve months' basis, Account A 612, line 9.

CHANGES IN APPOINTMENT AND SALARY. Upon the recommendation of the Faculty Committee the following changes in appointment and salary submitted by President Hancher were made:

Dr. William G. Goodale, from assistant professor in the Department of Pedodontics, College of Dentistry, to associate professor in the Department of Pedodontics, College of Dentistry, effective July 1, 1958, and salary increased from \$8,000 (P plus 20%) to \$9,600 (P plus 10%), plus insurance programs, twelve months' basis, effective as of February 1, 1958, with salary payable from Account A 442, lines 23 and 64.

Elizabeth Kerr, from instructor in the College of Nursing, to practical nurse teacher-trainer (3/4 time) and chairman of the Practical Nurse Program (1/4 time), and salary increased from \$6,000 to \$6,400, plus insurance programs, twelve months' basis, effective as of January 2, 1958, with salary to be paid as follows: Account Q 916, \$4,800; Account A 613, \$1,600. (Vice Yingling.)

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Nancy Jordison, from instructor in Psychiatric Nursing in the College of Nursing, to assistant professor in Psychiatric Nursing, College of Nursing, for a two and one-half year term, and salary increased from \$7,200 to \$7,500, plus insurance programs, twelve months' basis, effective February 17, 1958, with salary payable from Account Q 987, line 3.

Robert A. Wilcox, from physician (psychiatrist) in Student Health Service, University Department of Health, (1/2 time), and resident Physician in the Psychopathic Hospital, to psychiatrist in Student Health Service, University Department of Health (full time), and salary increased from \$7,700 to \$9,500, plus insurance programs, twelve months' basis, effective April 1, 1958, with salary from April 1, 1958, through June 30, 1958, payable from Account A 119, lines 7 and 9.

SALARY CHANGES. Upon the recommendation of the Faculty Committee the following salary changes submitted by President Hancher were made:

Dr. Robert C. Hickey, professor and assistant dean for Research, Department of Surgery, College of Medicine, salary changed effective only for the period February 1, 1958, through March 31, 1958, from \$9,750 (P plus 100%), to \$9,750 (without commutation fraction), plus insurance programs, twelve months' basis, payable from Account A 544, with an additional total payment during this limited period of \$1,625, without insurance programs, payable from Account Q 604.

Dr. Emory D. Warner, professor and head of the Department of Pathology, College of Medicine, salary changed effective only for the period December 1, 1957, through May 31, 1958, from \$15,000 (P plus 65%) to \$15,000 (without commutation fraction), plus insurance programs, twelve months' basis, payable from Account A 526, with an additional total payment during this limited period of \$4,875, without insurance programs, payable from Account Q 604.

Dr. Kenneth E. Wessels, professor and head of the Department of Pedodontics, College of Dentistry, salary changed from \$10,000 (P plus 20%) to \$11,100 (P plus 10%), plus insurance programs, twelve months' basis, effective as of February 1, 1958, with salary payable from Account A 442, lines 23 and 63.

Mrs. Shu Ying Hsu, assistant professor in the Department of Hygiene and Preventive Medicine, College of Medicine, salary increased from \$4,800 to \$6,000 plus insurance programs, twelve months' basis, effective as of January 14, 1958, with salary payable from Account Q 615, line 2. (Appointment approved 9/13/57, "contingent upon grant support". The supporting grant has been extended for a three year period.)

Kinsey A. Anderson, research associate in the Department of Physics, College of Liberal Arts, salary increased from \$5,040 to \$5,220, plus insurance programs, nine months' basis, effective as of February 10, 1958, with salary payable as follows: Account Q 710, \$2,610; Account Q 739, \$2,610.

Arthur Mittman, assistant director, Examination Service, salary increased from \$5,400 to \$6,000, plus insurance programs, twelve months' basis, effective

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as of February 1, 1958, with salary payable from Account A 634. Mr. Mittman will receive the Ph D degree in February.

REAPPOINTMENTS AND SALARY INCREASES. Upon the recommendation of the Faculty Committee the following reappointments and salary increases submitted by President Hancher for staff members in the Division of Physical Education and Intercollegiate Athletics, were made, effective for the period February 1, 1958, through January 31, 1959, twelve months' basis, with the salaries specified, plus insurance programs, payable from unappropriated athletic funds:

<u>Name</u>	<u>Salary Increased</u>	
	<u>From</u>	<u>To</u>
Jerry Hilgenberg	\$ 6,000	\$ 7,000
Jerry Burns	7,500	8,500
Robert Flora	10,000	10,300
Archie Kodros	8,800	9,100
Henry Piro	8,800	9,100

REAPPOINTMENT. Upon the recommendation of the Faculty Committee and President Hancher, Marlin H. Roll was reappointed educational psychologist in the College of Education for one year, at a salary of \$7,500, plus insurance programs, twelve months' basis, effective for the period July 1, 1957, through June 30, 1958, with salary payable from Account A 350, line 28a. (Pending clarification of the appropriation for Mentally Retarded or Emotionally Disturbed Children, Mr. Roll was employed on a month-to-month reappointment from July 1 to December 1, 1957, payable from the College of Education Project Account. In December the Finance Committee allocated funds from estimated savings to cover salary and other expenses of the Project from December 1, 1957, through June 30, 1958.)

APPOINTMENTS. Upon the recommendation of the Faculty Committee the following appointments submitted by President Hancher were made:

Herman Kummel, research associate in the Department of Physics, College of Liberal Arts, for eleven months at a total salary of \$5,350, plus insurance

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programs, effective as of January 20, 1958, with salary for the period January 20 through June 30, 1958, to be paid from Account Q 659, line 5, at the rate of \$531.81 per month.

J. Nelson Reeds, assistant professor in the Department of Chemical Engineering, College of Engineering, for a two and a half year term, at a salary of \$5,600, plus insurance programs, nine months' basis, effective as of February 10, 1958, with salary payable from Account A 374, line 6.

Christa Dierks, research associate in the Department of Biochemistry, College of Medicine, for the period January 1, 1958, to June 30, 1958, at a salary of \$5,000, plus insurance programs, twelve months' basis, with salary payable from Account Q 149.

Dr. Wallace W. McCrory, professor and head of the Department of Pediatrics, College of Medicine, for an indefinite term, at a salary of \$16,000 (P plus 50%) plus insurance programs, twelve months' basis, effective July 1, 1958, with salary payable from Account A 530, line 1, 1958-1959 budget.

GROUP LIFE AND DISABILITY INSURANCE PROGRAM - REVISION. Dean Louis C. Zopf and Professor Lloyd A. Knowler, of the State University, appeared before the Board on February 13, 1958, and presented the proposed revised group life and disability insurance program which would increase payments for certified disability.

Mr. Gillette moved that the State University of Iowa be authorized to enter into a revised agreement with the Bankers Life Company covering disability insurance for University employees, embodying the following major features:

1. Insurance benefit payments to be made at the rate of 75 per cent of current salary up to a ceiling of \$15,000 for the fourth, fifth and sixth months of certified disability.
2. Insurance benefit payments to be made at the rate of 60 per cent of current salary up to a ceiling of \$15,000 after the sixth month of certified disability until disability terminates or until age 65.
3. Authorized effective date of this coverage to be March 1, 1958, for employees whose disability occurs on or after July 1, 1957.
4. Certification for disability payments to describe the applicant as "totally disabled" rather than "totally and permanently disabled".
5. Disability insurance to be compulsory for all full-time University employees.
6. Cost of coverage to be shared on the basis of one-third by the employee and two-thirds by the State University.

The motion was seconded by Mr. Barlow and passed.

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1958 GENERAL CATALOGUE - NEW COURSES. Upon the recommendation of the Faculty Committee the following new courses to be included in the 1958 General Catalogue of the State University, which were submitted by President Hancher and approved by the Committee on Educational Coordination, were approved and authorized:

37:141 Invertebrate Neurobiology 2 s.h.
Lectures in invertebrate behavior and neurophysiology, receptor and effector systems, organization of central nervous systems, and experimental analysis of behavior. Prerequisite, 37:124 or consent of instructor. Instructor: Case.

37:142 Invertebrate Neurobiology 2 s.h.
Laboratory. Prerequisite, 37:141. Instructor: Case.

44:122 Advanced Physical Geography 3 s.h.
Detailed investigation of physical resource patterns, particularly in U.S. and Canada. Prerequisite, 44:120 or consent of instructor. Instructor: Salisbury.

63:250 Advanced Human Parasitology cr. arr.
Special or general studies of selected fields in advanced human parasitology: taxonomy, morphology, biology, pathology, symptomatology, treatment and/or diagnosis. Lectures, discussion and laboratory work. Prerequisite, 63:151 or equivalent, and consent of instructor. (Course limited to five students.) Instructor: Hsu.

22:225 Hilbert Space 3 s.h.
Prerequisite, 22:121 or 22:126 or equivalent. Instructor: Berberian.

29:174 Theory and Practice of Machine Computing 1 s.h. (Arr.)
Four 2 hour lectures followed by a systematic series of individual conferences on specific machine computing problems. Open to advanced students and staff. Instructors: Kasper, Hornback.

COURSE IN ROENTGENOLOGIC TECHNIQUE - FEE. Upon the recommendation of the Faculty Committee and President Hancher a fee of \$58 was established for the twelve-month non-credit course in Roentgenologic Technique offered by the Department of Radiology of the College of Medicine, the University Hospitals and the College of Liberal Arts, effective March 1, 1958, one-half of the fee to be paid at the time of enrollment (March 1 or September 1) and the balance on the alternate date; the fee to include student activity privileges and permit students enrolled in the course to be housed in University dormitories, and make them subject to all University rules and regulations. Fees may be refunded

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by the Registrar on the refund schedule previously approved.

PSYCHOPATHIC HOSPITAL - PROGRAM OF EXPANSION OF PSYCHIATRY. Upon the recommendation of the Faculty Committee and President Hancher, the Finance Committee was instructed to request the Governor and the State Comptroller to transfer \$60,000 of the appropriation made by the 57th General Assembly for Program of Expansion of Psychiatry (Chapter 3, Section 4, 57th G.A.) to the Repairs, Replacements and Alterations Fund, Psychopathic Hospital, to be used for offices and facilities deemed necessary for the recruitment of staff for the Program of Expansion of Psychiatry. (Code Section 8.38.)

CORALVILLE RESERVOIR AREA - TERMS OF LEASE. At the meeting held on October 17-19, 1957, the State University of Iowa was authorized to apply for a lease of certain portions of the Coralville Reservoir land designated by the United States Army Corps of Engineers for recreational and public use.

The Building and Business Committee reported that on January 16, 1958, the Real Estate Division of the Office of the District Engineer, Corps of Engineers, United States Army, Rock Island, Illinois, had written President Hancher in part as follows:

"This office finds no objections to the application or to making the proposed lands available to the State of Iowa for use by the University for the purposes requested. The application will therefore be submitted to higher authority with recommendations for the approval and execution of an appropriate lease.

"A draft of the proposed lease is now being prepared which, among other terms and conditions, contains a 'hold harmless' clause *****.

"*****, some States are prohibited by law from binding themselves to hold their contractors harmless. The 'hold harmless' clause will therefore be required unless a statement is furnished by the State's Attorney General to the effect that the State of Iowa is prohibited by law from binding itself by such clause.

"A further condition of the proposed lease provides:

"That the lessee, in exercising its governmental or proprietary functions, may operate facilities and accommodations and provide services needed by the public directly, and may enter into concession agreements with third parties for providing needed services to the public, provided that any such agreements have the prior approval of the said District Engineer, and provided further, that any profits obtained by the lessee from any such agreements or from operations by the lessee on the said government property shall be utilized by the lessee in the further development of the area and that any profits not so utilized shall be paid to the said District Engineer at the expiration of each five-year period of this lease. The lessee and its concessionaires may make reasonable charges for such services and for the use of such facilities and accommodations, provided that such charges shall have the prior written approval of the said District Engineer."

"Inquiry is made whether the State of Iowa is acceptable to this condition. If there are legal obstacles to the directed use of profits and it is not feasible for the State of Iowa to remove the same in order to comply with the requirements of the above condition, an acceptable alternative would be the re-drafting of the condition to provide that the lessee shall, prior to each fiscal year, present for the concurrence of the District Engineer a plan for the development and management of the area included in the lease with the use of appropriated funds of the State in an amount equal to or more than the estimated revenues from concessionaire contracts."

Upon the recommendation of the Building and Business Committee the Secretary of the State Board of Regents was requested to confer with the Attorney General of Iowa about the foregoing conditions of the proposed lease for use of certain lands in the Coralville Reservoir Project.

WRECKED AUTOMOBILE - ALLOCATION OF FUNDS. Secretary Dancer reported that on January 9, 1958, the Budget and Financial Control Committee had allocated from the General Contingent Fund \$1,395.00 for the replacement of a wrecked automobile. (See Board minutes of November 14-15, 1957.)

STATE BACTERIOLOGICAL LABORATORY - ATOMIC FALLOUT RESEARCH - ALLOCATION OF FUNDS. Secretary Dancer reported that on January 9, 1958, the Budget and Financial Control Committee had allocated from the General Contingent Fund \$22,500.00 to the State Bacteriological Laboratory for Atomic Fallout Research. (See Board minutes of January 9-10, 1958.)

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HAWKEYE APARTMENTS. Secretary Dancer and Business Manager Jolliffe reported about the progress being made for the financing of the Hawkeye Apartments, and the possibility that joint financing could be negotiated with the insurance companies and the Housing and Home Administration; also that Bankers Life Company and the Equitable Life Insurance Company of Iowa could finance the first 192 units to be constructed at an estimated cost of \$2,602,800.

Upon the recommendation of the Building and Business Committee Dane D. Morgan and Associates, Burlington, Iowa, was authorized to proceed with the preparation of plans and specifications for 192 units of the Hawkeye Apartments and the Finance Committee and officials of the State University were instructed to continue to explore the arrangements that could be made for financing.

TENANT PROPERTIES - LEASES. Mr. Barlow moved that the Business Manager of the State University be authorized to:

Cancel a lease with D. R. Williamson for the property at 310 Grand Avenue, Iowa City, Iowa. effective as of January 31, 1958;

Execute a lease with David McCall for the house on the McGinnis farm at a rental of \$80.00 a month, for the period March 1, 1958, to March 1, 1959.

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

Aye: Mr. Barlow, Mrs. Berkness, Mrs. Evans, Mr. Gillette, Mrs. Rosenfield, Mr. Stevens, and Mr. Hagemann.

Nay: None.

Absent: Mr. Plock and Mr. Strawman.

The chairman declared the motion passed.

FARM LEASES. Mr. Barlow moved that the Business Manager of the State University be authorized to execute farm leases with Eugene Roe and Valerian Roe for the period March 1, 1958, to March 1, 1959, as follows, with crops to be planted in accordance with plan on file in the University Business Office:

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Kessler Farm

Cash rent \$850.00
Corn crop and bean crop - one-half share
Oat crop - two-fifths share

McGinnis Farm (excluding approximately one acre, house and garage)

Cash rent \$753
Corn crop and bean crop - one-half share
Oat crop - two-fifths share

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

Aye: Mr. Barlow, Mrs. Berkness, Mrs. Evans, Mr. Gillette,
Mrs. Rosenfield, Mr. Stevens, and Mr. Hagemann.

Nay: None.

Absent: Mr. Plock and Mr. Strawman.

The chairman declared the motion passed.

UNITED STATES AIR FORCE - MILITARY PROPERTY BOND. Upon the recommendation of the Building and Business Committee the Business Manager of the State University was authorized to execute a bond for military property held by the State University in connection with the Air Force R. O. T. C. program.

CITY OF IOWA CITY - IOWA AVENUE PARKING PLAN. The Building and Business Committee reported that the City of Iowa City had developed a plan for Iowa Avenue parking, and President Hancher explained the plan, and stated that if there is any necessity for Board action a recommendation would be submitted at a later meeting.

CITY OF IOWA CITY - PLANNING SURVEY. The Building and Business Committee reported about a Planning Survey to be made by the City of Iowa City and recommended that the Business Manager of the State University be authorized to negotiate with the City for the State University to participate in the Planning Survey, including cost, and to report back to the Board. Mr. Barlow moved that the recommendation be adopted, and the motion was seconded and passed.

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BOARD IN CONTROL OF ATHLETICS - SWIMMING POOL BLEACHERS. The Building and Business Committee reported that Business Manager Jolliffe had submitted the report of the Board in Control of Athletics that final inspection had been made of the Swimming Pool Bleachers; that the work had been completed in accordance with the plans and specifications; and that the Board in Control of Athletics had accepted the Swimming Pool Bleachers from the contractor, the Don Gannon Construction Company, and had authorized final payment in accordance with the provisions of Chapter 573, 1954 Code of Iowa.

Upon the recommendation of the Building and Business Committee the report of the Board in Control of Athletics about the completion and acceptance of the Swimming Pool Bleachers was received.

SEWERS - SEWER REPAIRS NEAR UNIVERSITY EXPERIMENTAL SCHOOLS (NORTH CAPITOL STREET) - BURGE HALL. The Building and Business Committee reported that on February 4, 1958, final inspection of the Sewer Repairs near University Experimental Schools (North Capitol Street) - Burge Hall was made by Phil Englert for the State University and George Nelson for the Carstens Plumbing and Heating Company, the contractor, and that they had found the work had been completed in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee the Sewer Repairs near University Experimental Schools (North Capitol Street) - Burge Hall was accepted as of this date, February 14, 1958, from the Carstens Plumbing and Heating Company and final payment in accordance with the provisions of Chapter 573, 1954 Code of Iowa, was authorized.

ANIMAL QUARTERS, CAKDALE - GENERAL CONSTRUCTION - ACCEPTANCE. The Building and Business Committee reported that on February 11, 1958, Richard R. Jordison for the State University and Paul Jensen for the contractor, Viggo M. Jensen

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Company, inspected the Animal Quarters on the Oakdale site and found that the general construction work had been completed in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee the general construction work of the Animal Quarters, Oakdale, was accepted as of this date February 14, 1958, from the Viggo M. Jensen Company and payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa, was authorized.

FLORIDA CITRUS GROVES - MARGARET AMY SLAWSON ESTATE - GILMAN A. AND LENA S. DREW MEMORIAL SCHOLARSHIP FUND - CONTRACT FOR CARETAKING AND MARKETING. The Building and Business Committee submitted the following report of Business Manager Jolliffe after a personal inspection the first week in February of the Florida citrus groves which were bequeathed to the State University by Margaret Amy Slawson to establish the Gilman A. and Lena S. Drew Memorial Scholarship Fund:

"The net income of the groves since we took possession on August 1, 1955, has been very disappointing. In 1955-56, the 40 acres produced a net operating income of \$2,083.29 and in 1956-57, a net operating income of \$1,724.02. This is only one-fourth to one-third the net income which we had expected, based on the judgment of persons familiar with the citrus business in the Winter Haven area.

"An appraisal of the damage caused by recent freezes is as follows:

1. Damage to fruit was negligible. Grapefruit, tangerines and early oranges had been harvested. Late oranges had some light frost damage which means that the late orange crop will be mainly used for concentrates at a somewhat lower price than if it could be sold on the fresh fruit market.
2. Damage to mature trees was slight, and next year's production will probably be down not more than 10% of the normal capacity. Damage to younger trees (2-1/2 to 5 years old), of which there are about 160 out of 2,220, was quite severe and although the trees are not a complete loss, they have been retarded about one year.

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"The groves are in a healthy condition except that pruning has been neglected, especially in the Valencia orange sections.

"The caretaking and marketing have been handled by the Winter Haven Citrus Growers' Association, a cooperative which handles caretaking, picking and hauling locally and the marketing through a large citrus growers' exchange with headquarters in Tampa. It is typical of this kind of a cooperative that the major interest is in large volume of customers and, seemingly, this factor claims more attention than sharp efficiencies in production and in marketing. The Winter Haven Citrus Growers' Association at present has contracts covering approximately 2,800 acres and is one of a great many such local cooperatives in Polk County, Florida. These cooperatives have varying degrees of production efficiency, but all are subject to the marketing policies of the large Florida Citrus Exchange.

"It seems quite clear that the low net income during the past two years has been due primarily to two factors:

1. The volume of production has been very low in relation to production costs. When related to production costs, the volume of fruit should have been from 40% to 60% greater. It is difficult to know the reasons for this, but it could be due largely to poor judgment in formulae and poor timing in the application of fertilizers and spray.
2. The market prices received were from 90% to 95% of the prices received by private growers and operators.

"The net income potential for these groves is such that it still seems advisable to operate the groves under a caretaking and marketing agreement rather than to sell or to lease. Therefore, I investigated several independent operators who do large scale contracting for caretaking, processing and marketing. These operators have a different incentive than the cooperatives. In general, they charge a flat fee of 50¢ per acre per month, plus actual costs of caretaking, processing and marketing, plus 10% of profit. Therefore, larger profits to the owner also mean larger profits to the operator.

"From a number of persons with whom I talked, I learned that one of the most highly regarded of such operators in the area is the Holly Hill Fruit Products, Inc. located about 16 miles northeast of Winter Haven. This firm operates under contract 3,500 acres of citrus groves. The company was organized in 1929, and of the 345 owner-customers at that time, approximately 315 of the original number are still under contract. This firm owns its own processing plant and concentrate plant and competes for sale of fruit on the open market.

"I believe that the potential net income is much greater than has been realized to date under the present contract and that we shall come nearer to realizing the maximum potential by contracting with the Holly Hill Fruit Products, Inc. of Davenport, Florida. I recommend that approval of the State Board of Regents be obtained at the earliest possible date to cancel the caretaking and marketing contract with the Winter Haven Citrus Growers' Association as soon as possible and that the Board authorize me to enter into a contract on behalf of the University with the Holly Hill Fruit Products, Inc. for these services."

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Upon the recommendation of the Building and Business Committee, Business Manager Jolliffe was authorized to terminate at the earliest possible date the caretaking and marketing contract with the Winter Haven Citrus Growers Association and to enter into a contract on behalf of the State University with Holly Hill Fruit Products, Inc., for caretaking and marketing services. (See Board minutes of September 8-9, 1955.)

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ICWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on February 14, 1958:

LEAVES OF ABSENCE. Upon the recommendation of the Faculty Committee the following requests for leaves of absence submitted by President Maucker were granted:

Arthur L. Redner, assistant professor of Music Education, for the period September 1, 1958, to August 31, 1959, without salary, in order to do further graduate study.

Robert E. Davis, assistant in Radio and TV, from September 15, 1958, to September 1, 1959, without salary, to continue graduate study at the State University of Iowa.

RESIGNATION. Upon the recommendation of the Faculty Committee and President Maucker the resignation of May Smith, professor emeritus, Education Department, part-time service, was accepted effective January 24, 1958. Miss Smith has been on the staff since 1919.

CAMPUS SCHOOL - CONTRACT FOR ADMISSION OF STUDENTS. At the meeting on April 11, 1957, the State Board of Regents approved the recommendation that the Iowa State Teachers College announce to cooperating rural school districts, because of the growth of enrollment in the Campus School of students from rural districts, that:

1. It will not be possible for the Iowa State Teachers College to take new students from the rural districts after September 1, 1958.

2. Students enrolled in the Campus School prior to September 1, 1957, will be allowed to continue in the school. Those enrolled for the first time between September 1, 1957, and September 1, 1958, may be allowed to continue to attend the Campus School but no assurance is given in advance that they can do so. (See Board minutes of April 11-12, 1957.)

In order to clarify the problem of enrollment in the Campus School, President Maucker recommended that he be authorized to make the following announcement, and the recommendation was approved and adopted:

That after July 1, 1958, the Iowa State Teachers College will contract only with the newly formed board of trustees for an enlarged Cedar Falls community school district.

WRECKED AUTOMOBILE. Upon the recommendation of the Building and Business Committee the Finance Committee was authorized to request the Budget and Financial Control Committee to allocate from the General Contingent Fund \$1,414.53 to replace an automobile that was completely wrecked on January 19, 1958.

SALE OF HOUSES. The Building and Business Committee reported that on January 21, 1958, the Iowa State Teachers College received and opened bids for houses which were to be sold.

Upon the recommendation of the Building and Business Committee the houses were sold to high bidders, as follows, with the understanding that the proceeds are to be deposited to Dormitory Operation - Notes Payable and Interest Account: (Dormitory funds were originally used to purchase these properties.)

House located at 1524 W 19th Street, sold to Harry Dahl, Cedar Falls, Iowa, \$243.00;

House located at 1620 W. 19th Street, sold to M. R. Shreve, Cedar Falls, Iowa, \$1,287.50.

FIRE PROTECTION IMPROVEMENTS - CAMPUS WATER MAINS. Upon the recommendation of the Building and Business Committee, in order to improve fire protection at the Iowa State Teachers College, authority was granted to contract with the City of Cedar Falls, Iowa, for the extension of campus water mains and the relocation of hydrants on the basis of a plan and cost estimates furnished by the City of Cedar Falls, summarized as follows, with the understanding that the cost of the project is to be paid from funds appropriated for repairs, replacements and alterations:

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Proposed 8" water main extension, Section A	\$ 3,452.32
Proposed 8" water main extension, Section B	4,256.67
Proposed 6" water main extension, Section C	3,423.60
Relocating Hydrant A	465.77
Relocating Hydrant B	465.77
Relocating Hydrant C	465.77
Supervision and inspection	<u>600.00</u>
Total estimated cost	\$13,129.90

CAMPUS LABORATORY SCHOOL - RECREATION AND ATHLETIC AREA - GROUNDS DEVELOPMENT - SITE GRADING. Upon the recommendation of the Building and Business Committee the plans and specifications prepared by the Schenk Engineering Company for Site Grading, Grounds Development of the Recreation and Athletic Area, Campus Laboratory School, were approved and the secretary was authorized to publish the necessary notice of public hearing and to advertise for bids. (See Board minutes of December 12-13, 1957, estimated cost \$10,000.00.)

CAMPUS LABORATORY SCHOOL - RECREATION AND ATHLETIC AREA - GROUNDS DEVELOPMENT - CONCRETE WORK. Upon the recommendation of the Building and Business Committee the plans and specifications prepared by the Schenk Engineering Company for Concrete Work (Item 4, Service Roads; Item 7, Parking Lot; Item 8, Parking Lot; Item 9, Football Field Curbing and Fence; Item 11, Cement Walks), Grounds Development of the Recreation and Athletic Area, Campus Laboratory School, were approved and the secretary was authorized to publish the necessary notice of public hearing and to advertise for bids. (See Board minutes of December 12-13, 1957. Estimated cost of items listed, \$16,770.)

MARRIED STUDENT HOUSING - 24 ADDITIONAL UNITS - PROJECT BUDGET. Upon the recommendation of the Building and Business Committee a project for the construction of 24 additional married student housing units (twelve duplexes) was authorized and the following project budget was adopted, subject to review and approval by

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the Finance Committee and satisfactory financing:

Funds available

Cash on hand, Sunset Village Account	\$ 36,000	
Amount to be borrowed	<u>180,000</u>	
Total		\$216,000

Estimated expenditures

Construction of 24 units	\$197,100	
Furniture - refrigerators and stoves	4,500	
Trunk sewer to service the area	xx	
Gas line to service the area	xx	
Site work - grading, sewer line and water line, curbs, gutters and sidewalks - charge to this project	7,000	
Engineering service for site work	400	
Architect's fee	2,956	
Work by Physical Plant	1,500	
Contingencies	<u>2,544</u>	
Total		\$216,000

MARRIED STUDENT HOUSING - 24 ADDITIONAL UNITS - ARCHITECT. Upon the recommendation of the Building and Business Committee, Grow and Devoe, Architects, Cedar Falls, Iowa, were employed to furnish architectural services in connection with the construction of 24 additional married student housing units (12 duplexes), on a fee basis of $1\frac{1}{2}\%$ of the actual cost of construction, the owner to furnish the architect detailed drawings setting out the requirements of the work as approved by the owner, and the Secretary of the State Board of Regents was authorized to execute a contract when the project has been finally approved by the Finance Committee.

MARRIED STUDENT HOUSING - 24 ADDITIONAL UNITS - SITE WORK ENGINEER. Upon the recommendation of the Building and Business Committee Business Manager Jennings was authorized to negotiate with the Schenk Engineering Company, Waterloo, Iowa, to furnish engineering services for the site work for the Married Student Housing Project, subject to final approval of the project by the Finance Committee.

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RESEARCH PROJECT CONTRACT - UNITED STATES DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AND THE DEPARTMENT OF PUBLIC INSTRUCTION OF THE STATE OF IOWA. President Maucker reported that the Department of Public Instruction of the State of Iowa had filed an application with the Commissioner of Education, United States Department of Health, Education and Welfare, for funds to support a research project entitled "Effects of Special Training on the Achievement and Adjustment of Gifted Children"; that the application had been approved; and that a contract was being negotiated under the terms of which the research would be conducted at the Iowa State Teachers College, with Arthur J. Looby as co-director and expediter, and the Iowa State Teachers College would be reimbursed by Department of Public Instruction for costs amounting to \$38,750.00 for the period March 1, 1958, to June 30, 1959.

Mr. Gillette moved that the aforementioned research project be approved and that the Iowa State Teachers College be authorized to participate in the contract by and between the United States Department of Health, Education and Welfare and the Department of Public Instruction of the State of Iowa for support of the research project. The motion was seconded by Mrs. Evans and passed.

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IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on February 14, 1958:

RESIGNATIONS. Upon the recommendation of the Faculty Committee the following resignations submitted by President Hilton were accepted:

L. Sigfred Linderoth, professor of Mechanical Engineering, effective March 31, 1958, to accept a position as associate director of Research-Engineering at Continental Can Company, Chicago, Illinois.

John F. Sandfort, professor of Mechanical Engineering, effective March 15, 1958, to accept a position as head of the Department of Mechanical Engineering at South Dakota State College.

Eugene S. Ferguson, associate professor of Mechanical Engineering, effective March 15, 1958, to accept a position as curator and historian at Smithsonian Institute, Washington, D.C.

James A. Myers, assistant professor of Physical Education for Men and head football coach, effective as of January 22, 1958, to accept a position at Texas A & M.

Douglas W. Bradley, instructor of Physical Education for Men and assistant football coach, effective February 15, 1958, to accept a football position at Texas A & M.

Russell Faulkinberry, instructor of Physical Education for Men and assistant football coach, effective as of January 22, 1958, to accept a football coaching position at Texas A & M.

Rudolph A. Feldman, instructor of Physical Education for Men and assistant football coach, effective as of January 31, 1958, to become assistant football coach at the University of Oklahoma.

LeRoy Pearce, instructor of Physical Education for Men and assistant football coach, effective as of January 15, 1958, to accept a position at the University of Nebraska.

Glen B. Anderson, county extension director, Clay County, Agricultural Extension Service, effective February 28, 1958, to accept a position with Walnut Grove Products Company.

Vera C. Taylor, county extension home economist, Delaware County, Agricultural Extension Service, effective as of December 31, 1957, to devote full time to her home.

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Esther M. Powers, junior chemist, Institute for Atomic Research, effective as of December 21, 1957, to be married.

Matazo Tagami, junior chemist, Institute for Atomic Research, effective as of January 6, 1958, to enter private business.

LEAVES OF ABSENCE. Upon the recommendation of the Faculty Committee the following requests for leaves of absence submitted by President Hilton were granted:

Louis M. Thompson, professor in charge of Farm Operations, for the period April 6, 1958, through May 23, 1958, without salary, in order to accept a position as visiting professor of soils at the University of Illinois.

Bernard J. Beaudry, junior chemist, Institute for Atomic Research, for the period February 2, 1958, through April 30, 1958, without salary, to serve on limited military duty.

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

Morton Smutz, from professor and head, Chemical Engineering, and division chief, Institute for Atomic Research, at a salary of \$11,917 (\$3,667 Educational Support; \$2,167 EES; \$1,500 Trusts & Specials (EES); \$4,583 IAR), twelve months' basis, plus annuity, to professor and head, Chemical Engineering, and division chief and assistant to the director, Institute for Atomic Research, at a salary of \$12,375 (\$3,100 Educational Support, \$1,250 EES; \$1,150 Trusts & Specials, EES; \$6,875 IAR), twelve months' basis, plus annuity, effective as of January 1, 1958.

Lawrence S. Bartell, associate professor of Chemistry and associate chemist, Institute for Atomic Research, salary increased from \$9,350 (\$4,600 Educational Support; \$2,300 ISRI; \$2,450 IAR), twelve months' basis, plus annuity, to \$9,800 (\$4,900 Educational Support; \$2,450 ISRI; \$2,450 IAR), twelve months' basis, plus annuity, effective March 1, 1958.

Curtiss S. Roberg, from budget assistant, Institute for Atomic Research, at a salary of \$5,340, twelve months' basis, to personnel assistant, Institute for Atomic Research, at a salary of \$5,700, twelve months' basis, effective April 1, 1958.

Herbert R. Allen, from assistant county extension director, Hardin County, Agricultural Extension Service, at a salary of \$5,700, twelve months' basis (Civil Service), to county extension director, Hamilton County, Agricultural Extension Service, at a salary of \$6,100 (\$3,700 Extension; \$2,500 County), twelve months' basis (Civil Service), effective March 16, 1958. Replacement for Arthur Hibray.

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Archie Steel, instructor of Physical Education for Men and assistant football coach, salary increased from \$6,500 (\$3,250 Educational Support; \$3,250 Athletic Council), twelve months' basis, to \$7,000 (\$3,125 Educational Support; \$3,875 Athletic Council), twelve months' basis, effective as of February 1, 1958.

APPOINTMENTS. Upon the recommendation of the Faculty Committee the following appointments submitted by President Hilton were made:

Kenneth H. Berkley, CDR, USN, associate professor of Naval Science and Tactics, effective as of December 15, 1957. Replacement for Cdr. J.F. Hill.

Solan A. Ewing, assistant professor of Animal Husbandry, at a salary of \$6,800 (\$6,120 Educational Support; \$680 Agr. Experiment Station), twelve months' basis, plus annuity, effective June 16, 1958. Replacement for Bruce Taylor.

Alvin D. Lebeck, instructor of Veterinary Obstetrics and Radiology, at a salary of \$5,500, twelve months' basis, effective February 15, 1958. To fill a vacancy.

David H. Miles, associate, Agricultural Adjustment Center, Agricultural Experiment Station, at a salary of \$6,000 (Trusts & Specials), twelve months' basis, effective March 1, 1958.

G. Clayton Stapleton, assistant professor of Physical Education for Men and head football coach, at a salary of \$14,000 (\$6,100 Educational Support; \$7,900 Athletic Council), twelve months' basis, plus annuity, effective as of February 1, 1958. Replacement for Mr. Myers.

Louis G. McCullough, instructor of Physical Education for Men and assistant football coach, at a salary of \$8,500 (\$4,000 Educational Support; \$4,500 Athletic Council), twelve months' basis, effective as of February 1, 1958. Replacement for LeRoy Pearce.

George B. Miller, instructor of Physical Education for Men and assistant football coach, at a salary of \$7,000 (\$3,250 Educational Support; \$3,750 Athletic Council), twelve months' basis, effective as of February 1, 1958. Replacement for Rudolph Feldman.

PER DIEM SALARY INCREASES - OPERATION ANALYSIS PROJECT. Upon the recommendation of the Faculty Committee and President Hilton the per diem salary for people on the Operation Analysis Project were increased, as follows, effective March 1, 1958: (Staff members are on leave without salary while employed on the project.)

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	<u>From per diem rate</u>	<u>To per diem rate</u>
Anderson, Ernest W.	\$45.00	\$52.00
Barger, G. L.	35.00	37.00
Carr, Percy H.	45.00	46.00
Evans, Walter H.	35.00	40.00
Fox, Gerald W.	59.63	60.00
Freeman, James T.	30.00	33.00
Hulsbos, Cornie L.	30.00	41.00
Jebe, Emil H.	35.00	37.00
Kaldor, Donald R.	40.00	43.00
Lott, Fred W.	30.00	33.00
Moore, Wayne	-	40.00
Peglar, George W.	25.00	31.00
Stebbins, Dean W.	45.00	46.00
Trimble, Harold C.	35.00	37.00
Vinograde, Bernard	35.00	43.00

REDUCTION IN RANK. Upon the recommendation of the Faculty Committee and President Hilton the rank of Harold B. Ellis, Lt. Col., U.S.A., was changed from associate professor of Military Science and Tactics to assistant professor of Military Science and Tactics, effective as of January 7, 1958, in order to permit him to engage in graduate study.

DEATHS. Mr. Flock stated that President Hilton had reported to the Faculty Committee deaths, as follows:

Arward Starbuck, professor of English and Speech, January 18, 1958.
Charles B. Murray, assistant treasurer, February 2, 1958.

PROPOSED BUDGET FOR 1958-1959 - PRELIMINARY SUMMARIES. President Hilton submitted preliminary summaries of the proposed budget of the Iowa State College for the year 1958-1959 totaling:

General College	\$9,832,083
Agricultural Experiment Station	2,419,673
Cooperative Extension Service in Agriculture & Home Economics	2,462,976

On the basis of the summaries the proposed biennial ceiling increases would be:

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General College	\$ 44,000
Agricultural Experiment Station	210,918
Cooperative Extension Service in Agriculture and Home Economics	222,208

Upon the recommendation of the Building and Business Committee, President Hilton was authorized to proceed with the preparation of the detailed budget of the Iowa State College for the year 1958-1959 on the basis of the summaries submitted, with the understanding that the budget is to be approved by the Finance Committee before it is presented to the Board for adoption.

CAPITAL APPROPRIATIONS, 56th GENERAL ASSEMBLY - REALLOCATION OF BALANCES. Upon the recommendation of the Building and Business Committee authority was granted to return to the State Treasurer balances in funds appropriated by the 56th General Assembly for projects that have been completed, as follows:

Armory Remodeling	\$403.24	
Marston Hall	412.02	
Morrill Hall and Agricultural Annex	<u>298.82</u>	\$1,114.08

and to request the Budget and Financial Control Committee to reallocate that amount to projects as follows:

Mechanical Engineering Laboratory, to cover overdraft	\$392.34	
Physical Plant Shops, to cover cost of additional work	<u>721.74</u>	\$1,114.08

FIRE LOSS - SWINE NUTRITION FARM. The Building and Business Committee reported that on January 14, 1958, a fire had damaged a small metal building located on the Swine Nutrition Farm, and that the estimated cost of repairs is \$350.00.

Upon the recommendation of the Building and Business Committee the secretary was instructed to request the Budget and Financial Control Committee to allocate from the General Contingent Fund an amount to reimburse the Iowa State College for the actual cost of repairing the fire damage to a small metal building located on the Swine Nutrition Farm.

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IOWA 4-H CAMPING CENTER - CAMP FEES - INCREASE. Upon the recommendation of the Building and Business Committee the daily fee for meals, lodging and insurance under B-2 of the schedule of fees to be paid by campers for camp facilities at the Iowa 4-H Camping Center, approved by the State Board of Regents on February 8, 1957, was increased as follows, effective April 25, 1958:

	<u>From</u>	<u>To</u>
Adults and children 8 years and up	\$2.65	\$2.80
Children 7 years of age and under	1.85	2.00

UNITED STATES AIR FORCE ROTC - SAFEKEEPING BOND. Upon the recommendation of the Building and Business Committee the President of the Iowa State College was authorized to execute an institutional bond in the amount of \$5,000.00, with no sureties, guaranteeing safekeeping of United States Air Force property in the custody of the Iowa State College.

LEASE - ROBERT D. AND MILDRED I. JOHANNES. Mr. Barlow moved that, because of changes suggested by the Attorney General, the action taken by the State Board of Regents at a meeting held on October 18, 1957, authorizing the execution of a lease with Robert D. and Mildred I. Johannes, be rescinded and that the Secretary of the State Board of Regents be authorized to execute a new lease with Robert D. Johannes and Mildred I. Johannes for the period March 1, 1958, to February 28, 1960, covering the following described property on the terms indicated:

Northeast 1/2 of the Northwest 1/4, Section 17, less 5 acres for roads and buildings, and the East 1/2 of the Southwest 1/4, Section 8, less 5 acres for buildings, all in Township 83 N., Range 24 W., Story County, Iowa. Total 115 acres.

Terms: \$22 per acre cash rent, total of \$2530, payable on or before November 1 of each year. Party of the second part, State Board of Regents, has the right to lease this land for an additional two years beginning March 1, 1960, at the same or a lesser rate than above and under the same terms and conditions as above. It is also mutually agreed that the State Board of Regents has the right of first refusal in the event Robert D. and Mildred I. Johannes offer the land for sale.

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

Aye: Mr. Barlow, Mrs. Berkness, Mrs. Evans, Mr. Gillette, Mrs. Rosenfield, Mr. Stevens, and Mr. Hagemann.

Nay: None.

Absent: Mr. Flock and Mr. Strawman.

The chairman declared the motion passed.

Secretary Dancer stated that on January 28, 1958, the Executive Council of Iowa had approved the aforementioned lease,

LICENSE AGREEMENT - IOWA POWER AND LIGHT COMPANY - ELECTRIC SUPPLY LINES - ANKENY FARM. Secretary Dancer reported that on February 3, 1958, the Executive Council of Iowa had approved the action taken on December 13, 1957, authorizing a license agreement with the Iowa Power and Light Company permitting the Company to enter upon certain described property for the purpose of constructing and maintaining electric supply lines for the Ankeny Farm.

LEASE - ESTATE OF F. O. AKIN. The Building and Business Committee reported that the Attorney General of Iowa had objected to the terms of payment outlined in the second paragraph of the lease that was approved on November 15, 1957, by and between the Estate of F. O. Akin, J. D. Akin, Administrator, Corning, Iowa, and the State Board of Regents, covering a 38.9 acre tract located in Story County, Iowa, to be used for research by the Agronomy Department of the Iowa State College.

Mr. Barlow moved that the second paragraph of the lease dated October 24, 1957, by and between the Estate of F. O. Akin, J. D. Akin, Administrator, Corning, Iowa, and the State Board of Regents for the use and benefit of the Iowa State College be amended by striking therefrom the last two lines of paragraph 2, "One half on the first day of March and one half on the first day of September annually", and substituting therefor the following:

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"Seven Hundred Seventy-Eight (\$778) Dollars on the first day of March, 1958, and Seven Hundred Seventy-Eight (\$778) Dollars on the 1st day of March, 1959."

and the motion was seconded and passed.

Mr. Barlow moved that the aforementioned lease as amended be approved and that the Secretary of the State Board of Regents be authorized to sign it. The motion was seconded and on roll call the vote was as follows:

Aye: Mr. Barlow, Mrs. Berkness, Mrs. Evans, Mr. Gillette, Mrs. Rosenfield, Mr. Stevens, and Mr. Hagemann.

Nay: None.

Absent: Mr. Plock and Mr. Strawman.

The chairman declared the motion passed.

Secretary Dancer stated that on February 10, 1958, the Executive Council of Iowa had approved the aforementioned lease.

LINDEN HALL - PETITION IN EQUITY - WILLARD J. JOINER, PLAINTIFF. The Building and Business Committee reported that a Petition in Equity had been filed in the District Court of the State of Iowa in and for Story County by Willard J. Joiner, Plaintiff, vs. Thomas Construction Company, Inc., Great American Indemnity Company, Iowa Paint Manufacturing Company, Inc., and the State Board of Regents, Defendants, claiming that as a subcontractor under the contract with the Thomas Construction Company, St. Joseph, Missouri, \$8,730.40 is due and unpaid Willard J. Joiner by the Thomas Construction Company; that the Petition had been referred to the Attorney General of Iowa; and that the Attorney General had filed an answer to the Petition in the District Court of the State of Iowa in and for Story County.

ADJOURNMENT. The meeting was adjourned at 4:30 p.m., February 14, 1958.


David A. Dancer, Secretary