

Des Moines, Iowa
January 13 and 14, 1955

A meeting of the State Board of Education was held in the Board's office in the State Office Building in Des Moines, Iowa, on January 13 and 14, 1955.

PRESENT:

All sessions: Mrs. Archie, Mr. Fredricksen, Mr. Hagemann, Mr. Hamilton, Mr. Plock, Mr. Stevens, and Mr. Strawman, members of the State Board of Education; Mr. Dancer, Mr. Gernetzky, and Mr. Walsh, members of the Finance Committee; Miss Lenihan, assistant secretary; Provost Davis and Business Manager Jolliffe, of the State University; President Hilton, Provost Jensen Dean Gaskill, and Business Manager Platt, of the Iowa State College; President Maucker, Dean Nelson, and Business Manager Jennings, of the Iowa State Teachers College; Superintendent Berg and Business Manager Geasland, of the Iowa School for the Deaf; Superintendent Spear and Business Manager Wynn, of the State Sanatorium; and Superintendent Overbeay, of the Iowa Braille and Sight-Saving School.

January 13, only: President Hancher, of the State University.

ABSENT:

All sessions: Mrs. Brooks and President Rider, members of the State Board of Education.

January 14, only: President Hancher, of the State University.

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

GENERAL OR MISCELLANEOUS

The following business relating to general or miscellaneous matters was transacted on January 13, 1955, when the Board met at ten-thirty a.m.:

BOARD MEETINGS - PROCEDURES. At the meeting held on October 15, 1954, the Finance Committee reported that because Board members and executives had expressed concern over the increasing amount of time consumed by routine matters at Board meetings it seemed that some revision of procedures should be considered, and it submitted an analysis of the program being followed compared with a suggested program; and it was voted to try out the proposed program at the December meeting.

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Mr. Hamilton opened a discussion about the procedure followed at the December meeting and stated that he believed there would be much more time for consideration of policy matters if the standing committees could meet the first day of a two-day session and clear all business on the docket which routinely would come before them, with the understanding that the chairman would report the recommendations of the committees to the Board and that Board members would have the right to question the executives about any of the items presented.

The discussion about Board procedures continued until 11:10 a.m., and it was understood that a motion would be made later during the meeting.

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

RECESS. At twelve o'clock Chairman Plock recessed the meeting and stated that the Board would reconvene at the conclusion of the inaugural ceremonies. The Board reconvened at 3:30 p.m., January 13, 1955.

DEPOSITARY BANKS. Chairman Plock reported that in executive session the following persons appeared before the Board and requested that institutional funds be deposited in the banks they represented:

James Hubbell, Chairman of the Board of Directors of the Bankers
Trust Company, Des Moines, Iowa
Scott Pidgeon, President of the Bankers Trust Company, Des Moines, Iowa
Winfield Scott, President of the Valley Bank and Trust Company, Des
Moines, Iowa

and that no action was taken.

January 14, 1955

The following business relating to general or miscellaneous matters was transacted on January 14, 1955:

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APPROVAL OF MINUTES. On motion, the minutes of the meeting the State Board of Education held on December 9 and 10, 1954, were corrected and approved.

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

Iowa Braille and Sight-Saving School	June, July and August, 1954
Iowa State Teachers College	September, 1954
State Sanatorium	September, 1954

BOARD MEETINGS - PROCEDURES. There was further discussion about the procedure to be followed at Board meetings. (See the first page of the minutes of this meeting.)

Mr. Hamilton moved:

1. That the business of the State Sanatorium, the Iowa School for the Deaf, and the Iowa Braille and Sight-Saving School be handled through the Finance Committee, with that Committee making its report and recommendations to the standing committees and the chairmen of those committees reporting to the Board.
2. That the business of the State University, the Iowa State College, and the Iowa State Teachers College be presented by the executives of those institutions to the standing committees, with the chairmen of those committees reporting to the Board.
3. That the executives of all the institutions be present at Board and committee meetings unless specifically excused.
4. That the members of the Board have the right to inquire about any item of business reported by the committees.

The motion was seconded by Mr. Hagemann and passed with Mr. Strawman voting "no".

VOCATIONAL WORK IN HOME ECONOMICS - DUPLICATIONS. The Committee on Educational Coordination submitted the following report:

On January 15, 1954, the Board referred to this committee an item appearing on the Iowa State Teachers College docket in which that college requested permission to prepare teachers for vocational home economics, currently done only at Iowa State College. After considerable deliberation and following

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conferences with staff members of both Iowa State College and Iowa State Teachers College, your committee begs leave to make the following observations which are regarded as pertinent.

What the Proposal Involves

1. In order for the present curriculum for the preparation of non-vocational home economics teachers to meet the requirements for the vocational homemaking teachers' certificate, Iowa State Teachers College would need to:
 - a. Provide for student teaching in a high school having a vocational home-making program.
 - b. Make the following courses, now offered as electives, requirements for the certificate: 500--Child Care II; 568F--Adult Education; and 466--Home Management House.
 - c. Provide that students have individual managerial responsibility in their own homes during vacation periods with follow-up with designated faculty members.
2. If the proposal is approved, the State Board of Education will need to decide whether federal funds available for reimbursement should be distributed to Iowa State Teachers College as well as to Iowa State College. Participation in these funds was not requested by Iowa State Teachers College.

Considerations Favoring the Proposal

1. The present facilities at Iowa State Teachers College are adequate for offering the vocational program.
2. Through the years there has been a constant shortage of home economics teachers. This shortage might be alleviated somewhat by the vocational offering at Iowa State Teachers College. Although the shortage of non-vocational teachers is greater than that of vocational teachers, any increase in supply of both will be helpful.
3. Restriction against preparing teachers for vocational homemaking is interpreted by many as indication of a low caliber program. Teachers and parents accordingly do not recommend that students pursue this work at Iowa State Teachers College, and it is more difficult to attract and retain a competent staff in home economics. More than \$40,000 is annually invested in a program that could with very little additional expense be made much more attractive and effective with approval of the vocational program.
4. Home Economics authorities generally agree that the program designated for vocational teachers is also the best type of program for general home economics teachers.

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5. The sole function of Iowa State Teachers College is the preparation of teachers. Insofar as feasible, that college should therefore have the right and obligation to prepare teachers for all types of public school positions.

Arguments Against the Proposal

1. It would increase the amount of duplication between the offerings at Iowa State College and Iowa State Teachers College.
2. It would violate a long-time tradition that vocational work in home economics as well as in agriculture and industrial education are offered only at Iowa State College.
3. If federal funds are allocated to Iowa State Teachers College as well as to Iowa State College, the amount available to Iowa State College would be diminished.
4. The most acute shortage of home economics teachers is in the non-vocational rather than the vocational field.
5. If duplication is approved in this instance, the pressure from other fields of concentration for prospective teachers (e.g. Physical Education for Women as a new major field at Iowa State College) in the light of current shortages, will become more intense.

DISCUSSION

Your committee feels that it should at this time review with the Board some of the basic issues concerning duplication. We are accordingly presenting the following analysis of areas where duplication occurs, or may occur, with varying effects.

1. Well Defined Professional Areas.
 - a. There are several in which there seems to be no problem, for example, in Medicine, Agriculture, Veterinary Medicine, Law and others. These professions are of long standing and are clearly divided among the institutions.
 - b. There are a few equally well-defined professional areas where problems arise. One of these is Engineering which has been offered in two of the institutions for a great many years. For many reasons, familiar to the Board, it has not seemed feasible to discontinue this duplication. It has been minimized, however, by limitations placed on the program at the University and by concentrating on special areas at the University. Another professional field in which problems arise is that of the preparation of public school personnel. All three institutions have prepared persons for careers in public schools during most of the lives of the institutions. The great shortage of personnel for public schools has caused us to increase

the amount of duplication rather than to decrease it, and the situation seems likely to become worse rather than better. A recent estimate regarding teacher-pupil ratios indicates that if a well qualified teacher is to be provided for every thirty public school pupils, sixty-four per cent of all college graduates will have to choose teaching as their profession during the current year, and over one-half of them would have to make such a choice for every one of the next ten years. The Board has already approved expansion in the preparation of elementary teachers at the University, and the graduate program at the State Teachers College. This Committee is currently concerned with problems of the preparation of superintendents and of teachers of Vocational Home Economics and it appears likely that other problems will be raised.

The fields of Industrial Administration and Business Administration are always a little hard to differentiate, while Retail Merchandising and Banking, for example, clearly belong in Commerce and Plant Management belongs in Engineering. There are overlapping items such as Time and Motion studies that might fit either place.

2. Less Well Defined Professional Areas

- a. Most graduate work in these days leads to a profession even though the subject matter is, on the undergraduate level, essentially a service field. For example, a Ph.D. degree in Chemistry, Physics or Economics is definitely preparation for a profession. On this basis, there is duplicate preparation in at least two of the three institutions.
- b. Television is an example of a new field in which good opportunities for a profession, or at least a vocation, exist. The Board is already aware of the difficulty the Committee has faced in making recommendations in this area.
- c. Foreign Service - Preparation for careers such as Agricultural Attache or Point Four work clearly belongs at Iowa State College. Preparation for careers in the Diplomatic Service belongs at the State University of Iowa. There is, however, a good deal of overlapping between the two fields and other careers in the Foreign Service which are not as clearly defined, thence problems arise in this region.

3. Fringe Activities.

All three institutions carry on many activities through conferences, extension work and field service which grow out of their basic programs but which may overlap. For example, Agricultural Extension encourages work with rural health, welfare and recreation. In the matter of crime control it is hard to separate rural crime from municipal crime. Conferences on public relations, small business and other things may essentially be duplication unless great care is exercised.

4. General Education

There is obviously duplication in such fields as Elementary English, Mathematics or History, but these have not worried any of us since they are service courses essential to the background of any professional person. Furthermore, the large numbers to be taught result in an economy program even though duplicated at all three institutions. It is only in matters of majors or graduate work in these fields that problems arise.

There are arguments both for and against strict rules against duplication. The principal argument for strict rules is economy, economy of money, personnel and of facilities. If unlimited money, staff and plant were available, it would be desirable to offer anything any student wanted at any of the three institutions or at all of them if there were students in each who desired it. With the evident increase in demand for service, and the vast increase in the numbers who want such service, it seems highly unlikely that the economy motive can be overlooked. The arguments against strict enforcement are usually based on serving the convenience of students. It frequently happens that nearly all of the work necessary for a major or field of specialization is already available as service courses for other fields. It seems easy, therefore, to add just a little more and enable students to secure their major without changing institutions. There is also a staff argument in that persons who are teaching service courses or relatively unspecialized professional programs feel that their stature would be increased if the work could be upgraded to include a major or a professional sequence.

Your committee welcomes your attention to the above matters and if you feel disposed to give any statement or restatements of principle for our guidance, we would of course be glad to have them.

Your attention is called to Appendix A and Appendix B which follow:

APPENDIX A

Facts supplied by Iowa State College and from a study conducted by the Iowa State Teachers College of Research and Examination Services.

Number of school systems in Iowa having high schools	825
Number of above which offer home economics	644
Number of vocational homemaking departments, by towns	194
Number of school systems not offering home economics	181
Total number of home economics teachers in Iowa	780
Number of vocational teachers	278

A questionnaire sent to the schools not offering home economics brought 112 replies. A total of 108 of these had previously offered home economics, 66 per cent of them since 1950. The most frequent reasons for not offering home economics this year were:

No qualified teacher available	55%
Lack of space	26%
Offered alternate years only	16%

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Of those planning to offer home economics again in the near future, 80% planned to offer general rather than vocational home economics because: (1) the school was too small for a vocational program, (2) equipment would not meet requirements, or (3) they did not expect to be able to find a vocational teacher.

The following table shows first year placements of home economics graduates at Iowa State College (July 1 through June 30 in each case).

Year	Total Graduates	Teaching in Iowa*	Teaching Outside Iowa	Continuing Graduate Study	Married and not Teaching	Extension	Commercial and Other Work
1953	95	47(32)	13	1	27	5	2
1952	98	51(37)	15	2	19	8	3
1951	102	55(38)	15	4	19	5	4
1950	79	39(29)	12	0	23	3	2
1949	79	50(35)	10	1	13	2	3

*Figures in parentheses indicate number in Vocational Schools.

At Iowa State Teachers College the Placement Office has received requests for from 20 to 29 vocational teachers each year since 1948 despite the fact that no such teachers are prepared at Iowa State Teachers College. There have annually been calls for from 310 to 506 home economics teachers in the same period with only 14 to 30 people annually available for placement.

APPENDIX B

INSTITUTE OF PUBLIC AFFAIRS STATE UNIVERSITY OF IOWA - IOWA CITY

July 23, 1954

Provost H. H. Davis
Old Capitol

Dear Dr. Davis:

I have been unable to locate any statute which would prevent the teaching of vocational home economics at Iowa State Teachers College.

Chapter 258 of the 1954 Code of Iowa, "Vocational Education," accepts for the State of Iowa federal funds which may be available for vocational education and grants to the State Board for Vocational Education the authority to determine how the funds shall be utilized. Among other duties, the Board is required to: (Sec. 258.4, Code 1954)

6. Co-operate in the maintenance of teachers training schools, departments, and classes, supported and controlled by the public, for the training of teachers and supervisors of such subjects.

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7. Establish standards for, and annually inspect as a basis of approval, all schools, departments, and classes, and all teachers training schools, departments, and classes, applying for federal and state moneys under the provisions of this chapter.

Section 258.6 of the Code defines "approved teachers training school, department, or class, 'as meaning' a school, department, or class approved by the board as entitled under the provisions of this chapter to federal moneys for the training of teachers of vocational subjects."

The Iowa State Plan for Vocational Education (the latest edition in the University Library is for the period July 1, 1947 to June 30, 1952) provides that "The training of teachers for all phases of vocational education provided for in the National Vocational Education Acts shall be under the direction and control of the State Board for Vocational Education. All work in teacher training shall be limited to those institutions which are under public supervision and control and designated by the State Board. All Federal funds used for teacher training purposes shall be expended in accordance with the provisions of the National Vocational Education Acts."

Under this plan the State Board for Vocational Education has designated the state institutions for teacher training as follows:

1. The State University of Iowa for courses in the administration of vocational education and for graduate work in the distributive phase of business education.
2. Iowa State College of Agriculture and Mechanic Arts for the training of teachers in vocational agriculture, vocational homemaking, and trade and industrial education.
3. Iowa State Teachers College for the training of teachers in the distributive phase of business education.

Thus it would seem that federal funds could not be allocated to the Iowa State Teachers College for the training of teachers of vocational home economics unless the State Board for Vocational Education would change the designations. And the State Board of Education has made its position clear on that subject.

The Forty-first General Assembly of Iowa directed the State Board of Education to survey the institutions under its control and to report on instances of unnecessary duplication and on how the expense of maintaining the three institutions might be reduced. In its report dated June 10, 1926, the Board of Education made twelve recommendations, two of which bear directly upon the question of vocational education.

Recommendation No. 2 was

"That the training of teachers for Smith-Hughes schools be carried on only at the Iowa State College of Agriculture and Mechanic Arts. The Iowa State College of Agriculture and Mechanic Arts has the equipment and the institutional point of view which make it preeminently

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the place for the training of teachers of agriculture, home economics and trades and industries. These fields are its major lines. It receives the grants for teacher training provided by the Smith-Hughes Act. It must, therefore, unless the Smith-Hughes Fund is redistributed, train vocational teachers in all of these lines."

Recommendation No. 3 was

"That the offering of degree curricula for vocational teachers of agriculture, home economics and trades and industries be permitted only at the Iowa State College of Agriculture and Mechanic Arts. This will mean the elimination of the semi-professional undergraduate course leading to the degree of Bachelor of Science in Home Economics at the State University."

(Board of Education Minutes, September 28, 1926, vol. 6, pp. 647ff; Precedents and Decisions, Vol. I, p. B116) The Board of Education reaffirmed these recommendations at its May 6-7, 1927 meeting (see Minutes, vol. 6, p. 373; Precedents and Decisions, Vol. I, p. B401.)

In 1945, President Price of Iowa State Teachers College recommended to the State Board of Education that the Iowa State Teachers College place more emphasis on the training of teachers of agriculture, home economics and industrial arts. This recommendation was approved. (Board of Education Minutes, October 20, 1944, vol. 18, p. 67; Precedents and Decisions, Vol. 1, p. B414) However, on April 17, 1945, the Chairman of the Faculty Committee of the Board of Education submitted the following statement of policy concerning teacher education in industrial arts, home economics, and agriculture:

1. In accordance with the principle of major fields and service fields, the allocation of teacher education to Iowa State Teachers College as a major field is reaffirmed. This, however, has not been in the past and is not now construed as exclusive allocation of responsibility for preparation for all types of teaching positions.
2. In the three areas under review, industrial arts, home economics, and agriculture, it is understood that Iowa State Teachers College has major responsibility for the preparation of teachers of general courses as contrasted with vocational or the present federally reimbursed courses.
3. In the field of general industrial arts, which is broadly conceived at Iowa State Teachers College as including art education, approval is given to such strengthening of the program at Iowa State Teachers College as is involved in the planning and construction of the proposed new industrial arts building.
4. In the field of general home economics, the present major at Iowa State Teachers College may be strengthened to meet more effectively the increased demand for teachers in this area.
5. In the field of general agriculture, the present program at Iowa State Teachers College may be strengthened to provide better trained teachers in this area.

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6. If pending or future legislation by Congress results in increased federal subsidies to education on a broadened basis, the State Board of Education will review the problem of allocation of federal funds.

(See Board of Education Minutes, April 17, 1945, vol. 18, p. 174; Precedents and Decisions, Vol. I, pp. B413-B414)

In summary it would seem: (1) There is no statutory barrier to the offering of vocational home economics training at the Iowa State Teachers College; (2) that the Iowa State Plan for Vocational Education would need to be revised before federal funds could be allocated to Iowa State Teachers College; that even if federal funds were not necessary, the curriculum would need to meet the standards of the Board for Vocational Education in order that teachers could offer vocational home economics courses in Smith-Hughes schools in the state; (3) that the Board of Education has approved the strengthening of general home economics at Iowa State Teachers College, but has wanted to limit the offering of vocational home economics training to Iowa State College.

I have gone rather far afield in answering your question, but I thought you might be interested in some of the background material. If you should want the subject gone into in greater detail I shall be happy to do so.

Very sincerely,

Dean Zenor
Chief of Research

President Maucker submitted the following comments on the Report of the Interinstitutional Committee on Educational Coordination regarding the preparation of high school teachers of Vocational Home Economics:

1. The Interinstitutional Committee on Educational Coordination recently has made a report to the Board relative to our request of a year ago (January 1954) for authorization by the Board to prepare high school teachers of vocational Home Economics as well as high school teachers of general Home Economics. In accordance with the established procedures for handling Interinstitutional matters, I wish to call the attention of the Board to what I consider the significant considerations in this matter.

2. The Committee has made no recommendations, but has ably analyzed the pros and cons and raised significant questions regarding the general problem of duplication. Our proposal has thus served a useful purpose as a stimulant to discussion of duplication, but I wish to be sure that the special aspects of the proposal itself are not lost sight of in the discussion of the general issue of duplication. I strongly believe the Board's decision should be made on the merits of the case and not solely by reference to a formula.

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3. Our request grew out of our efforts to strengthen our instructional program without appreciable additional cost. The Board is familiar with our previous efforts along this line, as in the steps taken to strengthen our Industrial Arts program, to coordinate and improve clinical services on the campus, to build public understanding of the Humanities program and to reorganize our administrative structure. We are simply trying to strengthen our entire Home Economics program by a relatively minor change in curriculum and budget.

4. I believe the following are pertinent considerations:

- a. We are not requesting permission to venture into a new field. We are already preparing Home Economics teachers for Iowa high schools and have been doing so for years, but we are handicapped by an artificial restriction which keeps our program on the "low prestige" basis, thus reducing the return now being received from the appreciable investment in Home Economics education at Iowa State Teachers College (of about \$40,000 annually).
- b. The only significant objection to our request is the general one of increasing duplication; the usual considerations regarding cost, demand for trained students, relationship to accepted functions, etc., are all favorable to our request. The following comments seem pertinent with respect to duplication itself:
 1. We certainly recognize that the Board must consider the question of duplication - this is one of its prime functions.
 2. Duplication has almost come to be a "scare word". Not all duplication is bad; in fact, some duplication is both necessary and desirable.
 3. Hence, we must consider the type and extent of duplication:
 - a. In this field of Home Economics, it is probably desirable that there be duplication in the preparation of teachers. At least, such duplication now exists, has long had Board approval and, as far as I know, has not resulted in significant objection. Iowa State College places about 50 Home Economics teachers in Iowa each year; Iowa State Teachers College places about 15.
 - b. On the other hand, there should not be duplication in the preparation of Home Economics specialists in other than teaching fields - dietetics, institutional management, etc. Such duplication does not have Board approval, does not now exist and is not requested.

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- c. The present request is concerned with a peculiar exception to the approved type of duplication regarding the training of teachers - at Iowa State Teachers College we are not allowed to train teachers for the high school Home Economics programs which receive federal subsidy. That is the only point at issue. If duplication is acceptable with respect to teachers trained for high school Home Economics programs not federally subsidized, we see no valid reason why it is not acceptable in principle regarding preparation of high school teachers for federally subsidized programs. Practical considerations might lead to such a distinction, but as the Interinstitutional Committee on Educational Coordination points out, there are no significant objections on the grounds of cost, demand, etc.
- d. One last point - we are not seeking federal subsidy at Iowa State Teachers College for the training of high school vocational Home Economics teachers. It is all right with us for the federal funds to continue to go to Iowa State College only.
4. We believe our good faith in this matter of duplication - that we are not trying to expand in all directions in an irresponsible manner - is shown by the fact that on our own initiative we have within the last year reduced from a major to a minor our offerings in the field of general agriculture and have dropped the minor in school journalism.
5. We appreciate the complexity of these matters and urge only that this particular problem be considered strictly on its own merits.

On motion, the report of the Committee on Educational Coordination and the comments of President Maucker were referred to the Faculty Committee for consideration and report back to the Board with recommendations.

SICK LEAVE POLICY. On March 19, 1953, the State Board of Education adopted a sick leave policy subject to the opinion of the Attorney General as to its legality. (See Board minutes of March 19-20, 1953.)

Mr. Gernetzky reported that on April 29, 1953, the policy was submitted to the Attorney General, and was found not to be in accordance with the law;

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and that the following revised policy was drafted and submitted to the Attorney General on February 9, 1954, for an opinion as to legality:

Each institution, with the approval of the Finance Committee, shall formulate rules for the administration of a sick leave policy to be effective as of July 1, 1953, in accordance with the following principles:

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. Where less than 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 the gross accumulations of the 36 month period immediately preceding the current leave of absence.
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 above 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 paragraph above. Also in this situation, the term "working days" would be substituted for the term "calendar days" in paragraph 3 above dealing with the use of such sick leave credits.
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 7 calendar days.
8. Payment for sick leave absences is made on regular payroll days.
9. Employees who resign during a sick leave are allowed pay for sick leave to the time the resignation is submitted or to the end of the sick leave entitlement whichever comes first.

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The following opinion dated December 29, 1954, signed by Dayton Countryman, Attorney General of Iowa, and Kent Emery, Assistant Attorney General, was submitted:

"You have submitted to this office a copy of 'Sick Leave Policy' requesting an opinion as to whether such policy, if adopted by the State Board of Education, would 'operate within the framework of the present law'. A copy of the 'Sick Leave Policy' is attached to this opinion.

"Item Number 4 of the policy would contravene existing statutes relating thereto.

"Attention is invited to the comment included herein relating to Item Number 2.

"Section 79.1, Code of Iowa, 1954, provides in pertinent part:

"'All employees of the State including highway maintenance employees of the State Highway Commission are granted one week vacation after one year employment and two weeks vacation per year after two or more years employment, with pay. Leave of absence of 30 days per year with pay may be granted in the discretion of the head of any department to employees of such department when necessary by reason of sickness or injury; unused portions of such leave for any one year may be accumulative for three consecutive years.'

"Item 2 of 'Sick Leave Policy' provides 'where less than a year of service is involved, the amount of credit accumulated is equal to a proportionate part of 30 calendar days as the period of employment is related to a full year of service.'

"The language of Section 79.1 of the Code above quoted was construed by this department in an opinion of the Attorney General dated April 13, 1935. (Page 127, Report of the Attorney General 1936.) That opinion directed attention to the language of the section relating to vacations, noting that it was expressly provided with relation to vacation absence that such absence was earned 'after' specified periods of employment. The opinion further stated:

"'On the question of leave of absence on account of sickness or injury, employment for one year is not necessary before the right accrues. It is not conditioned upon any particular period of employment. The wording of the second sentence in the paragraph as compared with the wording of the first sentence thereof impels us to the belief that it was the legislative intent that an employee of the state would be entitled to 30 days sick leave every year of employment, accumulative over a period of three years. Thus, during the first year period of employment, the employee would be entitled to 30 days' sick leave with pay at the discretion of the head of the department; during the second year 30 days', and if the 30-day period above referred to were not utilized, then 60 days'; during the third year 30 days', and if no period were utilized during either the first or second year, then 90 days'.'

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"It follows that the statute permits the granting of 30 days sick leave at the commencement of each employment year cumulative to 90 days. However, this is discretionary with the department and therefore Item number 2 does not violate the statutory provisions.

"Item 4 of 'Sick Leave Policy' submitted provides:

"Where desirable, the above 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 paragraphs above. Also in this situation the term 'working days' would be substituted for the term 'calendar days' in paragraph 3 above dealing with the use of such leave credits.'

"An opinion of this office dated May 17, 1953, directed to the State Board of Education, construed the word 'days' occurring in section 79.1 of the Code as above quoted, to mean 'calendar days'. It was pointed out in that opinion that under the authorities therein quoted the word 'days', 'calendar days' and 'running days' mean the same thing, viz. 'consecutive days', unless there be some particular custom to the contrary. That opinion referred especially to the case of Okanogan Indians, et al, vs. United States, 279 U.S. 655, which is known as the Pocket Veto Case. In that case the question before the United States Supreme Court was whether the word 'days' occurring in section 7 of Article I of the Constitution of the United States meant 'calendar days' or 'legislative days'. The United States Supreme Court said in part:

"The words used in the Constitution are to be taken in their natural and obvious sense, and are to be given the meaning they have in common use unless there are very strong reasons to the contrary. *****
The word 'days' when not qualified means in ordinary and common usage calendar days.'

"To attempt to translate the word 'days' occurring in section 79.1 into 'working days' is analogous to translating the word 'days' in section 7 of Article I of the Federal Constitution into 'legislative days'. The opinion of this office referred to held that the word 'days' occurring in section 79.1 of the code was construed to mean calendar days which are consecutive days. It follows that Item 4 of 'Sick Leave Policy' submitted is in contravention of the statute.

"You are advised that it is the opinion of this office that item 4 of the 'Sick Leave Policy' submitted for examination, if adopted, would be in violation of the provisions of section 79.1 of the Code of Iowa. You are further advised with relation to item 2 of the policy that, although the legislature has granted thirty days' sick leave during each year not conditioned upon a completion of the year's service, sick leave is not a right but is within the discretion of the various heads of departments, it following, therefore, that heads of departments may withhold sick leave until a period of service is completed, if in their discretion they so elect."

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Mr. Gernetzky called attention to the fact that the opinion of the Attorney General of Iowa dated December 29, 1954, did not rule on the question of granting sick leave to employees who work on a nine months' basis; and it was the consensus that the Attorney General should be requested for an opinion on that.

DORMITORY FINANCING - COMMITMENT. Secretary Dancer submitted the following new commitment, dated January 5, 1955, from the Bankers Life Company for the financing of the dormitory program: (See Board minutes of November 4, 5, and 6, 1954.)

"Pursuant to our various conversations, this will confirm our acceptance of the suggestion of the State Board of Education that we finance the following projects for Iowa State College and the State University of Iowa on the basis of thirty-year fully-amortized loans with the principal repayable at 3 1/3% per year and bearing interest at the rate of 3 1/4% on the unpaid balances outstanding from time to time to be equally secured with the balance of the dormitory indebtedness which was authorized under the agreement dated September 1, 1949, and subsequently amended. Principal repayment will begin on the First of July next succeeding the date of occupancy of the projects.

"The items to be covered by this commitment are as follows:

Iowa State College

Westgate Dormitory	\$ 389,500
Linden Hall	1,900,000
Total	<u>\$2,289,500</u>

State University of Iowa

Addition to Hillcrest	\$ 915,000
Quadrangle expansion	119,000
Hillcrest expansion	47,000
Currier Hall expansion	79,500
Law Commons expansion	13,000
Parklawn conversion	60,000
Miscellaneous projects	76,005
Total	<u>\$1,309,505</u>

"Upon receipt of your confirmation of this arrangement, we will draw the necessary amendment to the Loan Agreement."

January 13 and 14, 1955 - General or miscellaneous

Mr. Hagemann moved that the foregoing commitment from the Bankers Life Company, dated January 5, 1955, be accepted. The motion was seconded by Mr. Fredricksen and passed.

LONG RANGE CAPITAL IMPROVEMENTS PROGRAM - NEEDS. The long range capital improvements programs submitted by the executives were referred to the Finance Committee to compile and distribute to the members of the Board.

LONG RANGE CAPITAL IMPROVEMENTS PROGRAM - FINANCING. On motion, the suggestions for financing a long range capital improvements program for the State were referred to the Building and Business Committee to study and report back with recommendations, with the understanding that the institutions will furnish the Committee the assistance of any personnel requested.

EDUCATIONAL TELEVISION - REPORT OF THE IOWA JOINT COMMITTEE ON EDUCATIONAL TELEVISION. Secretary Dancer reported that the Iowa Joint Committee on Educational Television had prepared the following recommendations for which it believes legislative support should be asked, and which provide for two activities:

1. Establishment of broadcast studio facilities at the Teachers College and the University which would be inter-connected with WCI-TV. This would enable the Teachers College and the State University of Iowa to originate programs from their own campuses for broadcast over WCI-TV.
2. Additional systematic research into the applications of educational television in the alleviation of Iowa's present and future educational problems. Such research would put Iowa in the position of being prepared to take advantage of television's economies and effectiveness when accommodation of school and college populations becomes acute.

The appropriations required to carry out the recommendations of the Iowa Joint Committee on Educational Television would be:

January 13 and 14, 1955 - General or miscellaneous

Facilities

Installing studio type television equipment at both Iowa City and Cedar Falls; constructing studios at both Iowa City and Cedar Falls; and using AT&T microwave facilities to broadcast 3 hours weekly from Iowa City and 3 hours weekly from Cedar Falls through WOI-TV:

Capital cost	\$285,368
Operational cost, \$122,289 annually	<u>244,578</u>
For the biennium	\$529,946

Research Work

Systematic research into the applications of educational television, \$30,000 annually, or for the biennium \$ 60,000

Mr. Hagemann moved that the recommendations of the Iowa Joint Committee on Educational Television be approved. The motion was seconded by Mrs. Archie and passed.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE - MOTOR VEHICLES. Mr. Gernetzky submitted the specifications for public liability and property damage insurance on motor vehicles belonging to the institutions and the proposed advertisement for bids to be received and opened at 2 p.m., February 4, 1955; and on motion by Mr. Stevens, seconded by Mr. Strawman, they were approved.

USE OF FACILITIES - INCREASED ENROLLMENTS. On motion by Mr. Hagemann, seconded by Mrs. Archie and passed, the executives were requested to file reports with the Secretary of State Board of Education regarding their plans for the use of facilities during the period of increasing enrollments.

LEGISLATION - PROCEDURES. The procedures for handling legislative matters were discussed, and it was agreed that unless by specific request no contacts should be made with members of the legislature or with state officials without the knowledge and sanction of the Board's central office in Des Moines; that the Finance Committee should be informed at all times by members of the State Board

January 13 and 14, 1955 - General or miscellaneous

of Education and institutional personnel of contacts that are made and information furnished; and that all reports should be transmitted through the Board's office.

COMPARATIVE SALARY SCHEDULES. The Finance Committee was requested to consolidate the reports prepared by executives of the salary schedules of their institutions compared with the salaries paid in similar institutions in other states and distribute the consolidated report to the members of the Board. (That information was requested by Governor Hoegh.)

APPROPRIATION COMMITTEES - DINNER MEETING. Mr. Plock stated that arrangements had been made for a dinner meeting with members of the appropriation committees the evening of February 1, 1955, in the Fort Des Moines Hotel, Des Moines, Iowa.

NEXT MEETING. The next regular meeting of the State Board of Education was scheduled to be held in the Board's office in Des Moines, Iowa, on February 10 and 11, 1955.

January 13 and 14, 1955

ICWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted on January 13, 1955:

COORDINATION OF VOCATIONAL AND ACADEMIC DIVISIONS. At the meeting held on October 14-15, 1954, Mr. Hamilton reported that the memorandum submitted by Superintendent Berg about the need for coordination of the Academic and Vocational Divisions of the Iowa School for the Deaf had been referred to the Finance Committee for study and report back to the Faculty Committee.

At the request of Superintendent Berg, he was permitted to withdraw the memorandum and recommendation regarding the coordination of Vocational and Academic Divisions.

RAZING CONDEMNED APARTMENT BUILDING AND ERECTING DWELLING OF FOUR TWO-BEDROOM APARTMENTS - APARTMENT BUILDING - PLANS AND SPECIFICATIONS. At the meeting held on November 5, 1954, the plans and specifications prepared by William Beuttler for the Erection of a Dwelling of 4 Two-bedroom Apartments were rejected and Secretary Dancer was authorized to instruct the architect to prepare plans and specifications for a structure that could be built for approximately \$50,000, the amount available, with the understanding that no additional fee would be paid for architectural services for the necessary revisions to reduce the cost of the project; and on December 9, 1954, Business Manager Geasland was instructed to request Mr. Beuttler to visit the School and visit with the School officials about the kind of structure needed and then proceed to prepare plans for a building which could be built for the funds available, with the understanding that members of the Finance Committee would arrange to be at the School at the time of Mr. Beuttler's visit. (See also Board minutes of 1/14-15/54 and 2/12/54.)

January 13 and 14, 1955 - Iowa School for the Deaf

Business Manager Geasland reported that Mr. Beuttler had visited the Iowa School for the Deaf on January 7, 1955; met with members of the Finance Committee and school officials; and agreed to send a plan or rough sketch of a proposed four-unit dwelling to the Board's office in time for consideration at the January meeting; and Mr. Geasland stated that no plan had been received.

Mr. Strawman moved that the contract dated February 17, 1954, with William Beuttler, Sioux City, Iowa, for architectural services for Razing Condemned Apartment Building and Erecting Dwelling of Four Two-bedroom Apartments be canceled, and that the matter be referred to the Building and Business Committee with power to act. The motion was seconded by Mr. Stevens and passed.

(A part of paragraph 15 of the contract is: "This is a contract for personal services with the Architect as an individual and in the event of his death or for any other reason he fails to complete the work, then the Owner reserves the right to cancel this contract and make final settlement in proportion to the amount of work completed.")

RAZING PRESENT CONDEMNED APARTMENT BUILDING - ACCEPTANCE OF WORK. Business Manager Geasland reported that on January 7, 1955, William Beuttler, Architect, and representatives of the Iowa School for the Deaf inspected the Razing of Present Condemned Apartment Building and found that the contractor, Ted Hall Wrecking Company, had completed the work in accordance with the plans and specifications and contract documents.

On motion, the work of Razing Present Condemned Apartment Building was accepted from Ted Hall Wrecking Company as of this date, January 13, 1955, and authority was granted for payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa.

REPLACING WORN OUT, UNSANITARY SINKS AND TABLES IN BAKERY AND KITCHEN. The following resolution was submitted:

January 13 and 14, 1955 - Iowa School for the Deaf

WHEREAS, the 55th General Assembly made an appropriation of \$1,000.00 for Replacing Worn Out, Unsanitary Sinks and Tables in Bakery and Kitchen at the Iowa School for the Deaf; and

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

BE IT RESOLVED, that the expenditure of \$1,000 for Replacing Worn Out, Unsanitary Sinks and Tables in the Bakery and Kitchen at the Iowa School for the Deaf is for the best interests of the state; and

BE IT FURTHER RESOLVED, that the Iowa School for the Deaf be authorized to secure bids for Replacing Worn Out, Unsanitary Sinks and Tables in the Bakery and Kitchen, subject to approval by the Budget and Financial Control Committee.

Upon the recommendation of the Building and Business Committee the foregoing resolution was adopted.

SCHOOL CALENDAR FOR THE YEAR 1955-1956. On motion, which was seconded and passed, the following school calendar was approved for the academic year 1955-1956:

- Aug. 30, 1955 (Tues.) School Opens - Students arrive at school;
General Faculty Meeting--9:00 A.M. Aud. Main Bldg.
- Aug. 31, 1955 (Wed.) Classes begin 8 A.M.
- Sept. 5, 1955 (Mon.) Labor Day, One-day holiday in all departments.
- Sept. 6, 1955 (Tues.) Classes resumed 8 A.M.
- Nov. 24, 1955 (Thurs.) Thanksgiving Day, One-day holiday
Parents desiring their children home for Thanksgiving Day will please come to the school for their children and return their children to the school (or) send written permission to the Superintendent designating an adult to do so.
- Nov. 25, 1955 (Fri.) Classes resumed 8 A.M.
- Dec. 16, 1955 (Fri.) Christmas Program at 10:30 A.M. in auditorium of Main Building.
Christmas vacation begins 12 noon. Parents desiring their children home on December 16 will please come to the school for their children (or) send written permission to the Superintendent designating an adult to do so.

January 13 and 14, 1955 - Iowa School for the Deaf

- Dec. 17, 1955 (Sat.) Christmas Vacation begins - Students en route home.
- Jan. 2, 1956 (Mon.) Christmas Vacation ends - Students arrive at School.
- Jan. 3, 1956 (Tues.) Classes resumed 8 A.M.
- Mar. 23, 1956 (Fri.) Open House for parents beginning 8 A.M. with luncheon for parents and faculty at 12 noon in the Auditorium Main Bldg. Spring vacation begins 12 noon.
- March 24, 1956 (Sat.) Spring Vacation - Students en route home, unless called for on Mar. 23.
- April 1, 1956 (Sun.) Easter Sunday
- April 2, 1956 (Mon.) Spring Vacation ends - Students arrive at school.
- April 3, 1956 (Tues.) Classes resumed 8 A.M.
- June 1, 1956 (Fri.) Honor Program 10:30 A.M.
Commencement 2:00 P.M.
Auditorium Main Building.
- June 2, 1956 (Sat.) Summer Vacation begins - Students en route home.

INJURY REPORT. Superintendent Berg reported that on January 11, 1955, Donald Van Soelen, a pupil, had been injured and that a complete report had been filed with the Finance Committee.

CLASSIFICATION OF PUPILS - PROCEDURE . Superintendent Berg submitted, for the information of the Board members, a memorandum outlining the procedure for the classification of pupils as to the methods of communication in the classroom.

IN-SERVICE TEACHER TRAINING COURSES - REQUEST TO BE EXCUSED. Superintendent Berg reported that Mrs. Ivan Moffitt, teacher, had requested to be excused from enrolling in the In-Service Teacher Training courses for the second semester, commencing January 24, 1955; and the request was referred to the Finance Committee with power to act.

January 13-14, 1955

ICWA BRAILLE AND SIGHT-SAVING SCHOOL

The following business relating to the Iowa Braille and Sight-Saving School was transacted on January 13, 1955:

GUIDANCE COUNSELOR. At the meeting held on December 9-10, 1954, the report of Superintendent Overbeay about the need for a guidance counselor at the Iowa Braille and Sight-Saving School was referred to the Faculty Committee for study and report back to the Board.

Upon the recommendation of the Faculty Committee, the report was referred back to Superintendent Overbeay for discussion with the Finance Committee.

ACADEMIC SALARY COMPARISONS. Superintendent Overbeay submitted a report and tables showing teachers' salary range in 35 residential schools for the blind in the United States for the year 1953-1954, as well as the per capita expenditures of some of them, and it was referred to the Finance Committee to include in the consolidated report of salary comparisons it is to make.

January 13-14, 1955

STATE SANATORIUM

The following business relating to the State Sanatorium was transacted on January 13, 1955:

ELEVATED WATER STORAGE TANK - ACCEPTANCE. Business Manager Wynn reported that on December 20, 1954, representatives of the State Sanatorium, the Division of Planning and Construction of the Physical Plant Department of the State University, and the contractor, the Pittsburgh-Des Moines Steel Company, inspected the 200,000 Gallon Elevated Water Storage Tank and found that the Pittsburgh-Des Moines Steel Company had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of Business Manager Wynn, the 200,000 Gallon Elevated Water Storage Tank was accepted from the Pittsburgh-Des Moines Steel Company as of this date, January 13, 1955, and payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa, was authorized.

TRANSFER OF FUNDS. At the meeting held on December 9, 1954, Business Manager Wynn was requested to prepare and submit a list of the repair and equipment items for which a transfer of funds was recommended. (See Board minutes of 3/19/54, 6/8-9/54, and 12/9/54.)

Business Manager Wynn submitted the following, and recommended that the Finance Committee be authorized to request the transfer of \$15,000.00 from the fund appropriated for Salaries, Support, Maintenance and Miscellaneous to the fund for Repairs, Replacements, Alterations, or Equipment.

January 13-14, 1955 - State Sanatorium

DEPARTMENTAL EQUIPMENT:

Purchase of butcher shop equipment:		
Power Meat Saw	\$	725.00
Power Meat Chopper		435.00
Power Meat Slicer		335.00
Butcher Block 35" x 35"		100.00
Platform Scales		100.00
Meat Truck		125.00
Replacement of present hospital beds with: Fifty Simmons 2 crank semi panel hospital beds at \$75.00 each		3,750.00
Purchase of twenty-four nurses utility carts at \$37.50 each		900.00
Purchase of electrocardiograph		1,000.00
Purchase of accounts receivable accounting machine		1,430.00
Purchase of a floor maintaining machine with 3/4 HP motor and 19" scrub brush		295.00
Total Equipment		<u>9,195.00</u>

REPAIRS AND ALTERATIONS:

Removal of all ceiling plaster and replacing it on three hall corridors of North Wing. Cost of plaster work of each corridor \$500.00; painting \$600		2,100.00
Repairs to boiler in Power Plant		250.00
Excavating and ditching area west of Power Plant to carry off drainage from barn lots		1,500.00
Replace floor covering in Hospital Penthouse apartments		300.00
Renovate two apartments and bathroom in Reception Cottage		1,200.00
Total Repairs and Alterations		<u>5,350.00</u>
Total Requests		\$14,545.00

On motion, the recommendation was adopted subject to further approval by the Finance Committee.

TUBERCULOSIS-RESEARCH. Dr. Spear stated that a report about the research and the other work being done at the State Sanatorium relating to the control and cure of tuberculosis had been sent to the members of the Board and to the members of the Budget and Financial Control Committee.

January 13 and 14, 1955

STATE UNIVERSITY OF IOWA

The following business relating to the State University of Iowa was transacted on January 14, 1955:

RESIGNATIONS. Upon the recommendation of Provost Davis the following resignations were accepted:

Miss Sybil Woodruff as head of the Department of Home Economics, College of Liberal Arts, effective with the close of the 1955 summer session. Miss Woodruff is retiring as head under the voluntary retirement plan, but will continue as professor in the department.

Dr. Elizabeth Halsey, as head of the Department of Physical Education for Women, College of Liberal Arts, effective at the close of the 1955 summer session. (Dr. Halsey will remain as professor in the Department of Physical Education for Women.)

LEAVES OF ABSENCE. Upon the recommendation of Provost Davis the following leaves of absence were granted:

Miss Sybil Woodruff, professor in the Department of Home Economics, College of Liberal Arts, for the academic year 1955-1956 without salary or insurance.

Dr. Elizabeth Halsey, professor in the Department of Physical Education for Women, College of Liberal Arts, for the academic year 1955-1956 without salary or insurance.

C. E. Cousins, professor in the Department of Romance Languages, College of Liberal Arts, for the second semester of the academic year 1954-1955, with permission for him to continue his participation in Blue Cross and Blue Shield through the State University at his own expense.

Francis T. Cole, assistant professor in the Department of Physics, College of Liberal Arts, for the second semester of the academic year 1954-1955, without salary or insurance, in order to join the working groups of the Midwest Universities Research Association, Inc., at the University of Illinois.

APPOINTMENTS. Upon the recommendation of Provost Davis the following appointments were made:

January 13-14, 1955 - State University of Iowa

Raymond Rarey, supervisor of the Dental Laboratory, Department of Crown and Bridge, College of Dentistry, effective September 1, 1955, at a salary of \$5,000 a year, plus insurance programs, ten months' basis, from September 1st to June 30th.

Robert E. Froeschle, manager of the Recreational Area of the Iowa Memorial Union, at a total salary of \$5,000 plus insurance programs, twelve months' basis, effective February 1, 1955.

CHANGE IN APPOINTMENT AND SALARY. Upon the recommendation of Provost Davis the appointment of W. O. Aydelotte, professor in the Department of History, College of Liberal Arts, was changed from full time to two-thirds time for the second semester of the academic year 1954-1955, with a reduction in salary from \$3,750 to \$2,500 for the semester with the understanding that Professor Aydelotte's retirement and insurance programs will be continued at their full rate and that he will pay the difference between the insurance allowances for the sum of \$3,750 and that of \$2,500 for the semester.

GROUP LIFE INSURANCE - REPORT. In connection with a recommendation that the State University executives be authorized to negotiate with the Bankers Life Company for a change to increase the Group Life Insurance benefits 25% for each participant without an increase in the present premium paid by the State University or by the individual assured, Business Manager Jolliffe submitted a summary of the operation of the Group Life Insurance Plan. On motion, which was seconded and passed, the matter was referred to the Building and Business Committee for consideration and recommendation.

STATE PSYCHOPATHIC HOSPITAL - TRANSFER OF FUNDS, BALANCE OF APPROPRIATION MADE BY 54th G.A. Mr. Strawman and Mr. Gernetzky reported about conferences with the State Comptroller and Governor Elthon about the request filed by the State Board of Education for the transfer of \$40,190.28, the balance in the appropriation made by the 54th General Assembly for Salaries, Support, Mainte-

January 13-14, 1955 - State University

nance and Miscellaneous purposes, State Psychopathic Hospital, for the purpose of making repairs, replacements, alterations and purchasing equipment for the State Psychopathic Hospital, and stated that the transfer would not be made. (See Board minutes of 6/24-26/53, 9/10-11/53, 7/8-9/54, 10/15/54 and 12/9-10/54.)

Mr. Hagemann moved that the budget report to the Governor and the State Comptroller and the askings for state appropriations be amended by adding \$40,190.00 to the request for Repairs, Replacements, Alterations and Equipment for the State Psychopathic Hospital. The motion was seconded by Mrs. Archie and passed.

NEW WOMEN'S DORMITORY - NAME. Provost Davis reported that the name "Burge Hall", in honor of Adelaide Lasheck Burge, who for many years was dean of women at the State University, had been selected as the name for the new women's dormitory.

Mr. Fredricksen moved that the new women's dormitory be named Burge Hall. The motion was seconded by Mr. Strawman and passed.

IOWA MEMORIAL UNION - UNITS IV AND V. The request for authority to confer with lending agencies to determine the extent and the terms of future loans to the Iowa Memorial Union for financing Units IV and V was referred to the Building and Business Committee. (It was stated that the discussions would be exploratory only and not in the nature of negotiations for loans.)

BOARD IN CONTROL OF ATHLETICS - PLANT IMPROVEMENT PROGRAM. Business Manager Jolliffe submitted the following report and recommendations for the use of available funds during the years 1954-1955 and 1955-1956:

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Unexpended and uncommitted balance 7/1/54	\$ 181,820
Estimated net income from operation 1954-55	250,000
Estimated net income from operation 1955-56	<u>250,000</u>
Estimated total funds available to 6/30/56	\$ 681,820
Less 1954-55 allocation for Plant Improvement Project	<u>317,970</u>
Estimated funds available for additional allocation for Plant Improvement Projects to 6/30/56	<u>\$ 363,850</u>

It is recommended that authorization be granted to proceed with plans for the following Plant Improvement projects, payable from Athletic funds, within the limits of the above estimated funds available to June 30, 1956, with the understanding that as plans are developed and specific amounts determined, further authority will be requested for approval of project amounts, plans, advertisement for bids and awarding of contracts. On the basis of preliminary estimates, these projects are not expected to exceed the funds available to June 30, 1956.

1. Golf Course
 - a. Curbing driveways and parking areas
 - b. Gravel for driveways and parking areas
 - c. Fence
 - d. Entrance Gate
 - e. Lighting for practice area and driving range
 - f. Development of plans for club house
2. Office and Classroom Building Equipment
3. Stadium
 - a. Press Box
 - b. Additional toilet facilities for south end of Stadium
 - c. Dressing rooms
4. Practice Fields
 - a. Seats
 - b. Fence
 - c. Lights
 - d. Curb and cinders for track
 - e. Utility shed (to include toilet facilities for north end of Stadium)
5. Further development of intramural and recreational area west and north of Stadium
6. Tennis court lighting
7. Development of plans for addition to Fieldhouse for expansion of gymnasium and indoor intramural and practice areas.

Mr. Strawman moved that the recommendation be approved and that authority be granted for the preparation of plans for the improvements outlined in the

January 13-14, 1955 - State University

foregoing report. The motion was seconded by Mr. Hagemann and passed, with Mr. Stevens voting "no".

BOARD IN CONTROL OF ATHLETICS - GOLF COURSE. Mr. Strawman moved that the plans be approved and that the Board in Control of Athletics be authorized to hold public hearings and advertise for bids on the following projects, payable from athletic funds:

<u>Project</u>	<u>Estimated Cost</u>
Curbing on driveways and parking areas	\$16,000
Gravel for driveways and parking areas	2,500
Fencing along public highways and some adjoining property	14,500
Entrance gates and walls	10,000
Lighting for practice area and driving range	<u>23,000</u>
Total	\$66,000

The motion was seconded by Mr. Hagemann and passed, with Mr. Stevens voting "no".

CHEMISTRY BUILDING REPAIRS - FIRE DAMAGE - MOVABLE PARTITIONS - ACCEPTANCE OF WORK. Secretary Dancer reported that the movable partitions, Chemistry Building Repairs - Fire Damage, had been inspected on December 10, 1954, by John Jenks for the State University and Mr. Leonard Grey for the contractor; that it was found that the work had been completed in accordance with the plans and specifications and contract documents; and that a poll of the members of the Building and Business Committee resulted in the acceptance of the movable partitions from the E. F. Hauserman Company, Contractor, on December 23, 1954, and authorization for the payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa.

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

January 13-14, 1955 - State University

CHEMISTRY BUILDING REPAIRS - FIRE DAMAGE - LABORATORY EQUIPMENT AND ASSOCIATED DEVICES - ACCEPTANCE OF WORK. Secretary Dancer reported that the laboratory equipment and associated devices, Chemistry Building Repairs - Fire Damage, had been inspected on December 20, 1954, by John Jenks for the State University and C. A. Kool for the contractor; that it was found that the work had been completed in accordance with the plans and specifications and contract documents; and that a poll of the members of the Building and Business Committee resulted in the acceptance of the laboratory equipment and associated devices from the Browne-Morse Company, Contractor, on January 3, 1955, and authorization for the payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa.

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

CHEMISTRY BUILDING REPAIRS - FIRE DAMAGE - ELECTRICAL WORK - MECHANICAL WORK - ACCEPTANCE. Business Manager Jolliffe reported that the electrical work and the mechanical work, Chemistry Building Repairs - Fire Damage, had been inspected and that it was found that the contractors had completed the work in accordance with the plans and specifications and contract documents.

It was moved, seconded and passed, that the following work be accepted as of this date, January 14, 1955, from the contractors indicated:

Electrical work
Mechanical work

Fandel Electric Company
Garstens Brothers

and that payment of the final estimates in accordance with the provisions of Chapter 573, 1954 Code of Iowa, be authorized.

BOILER GENERATOR - BOILER #6 - POWER PLANT PIPING CHANGES - MECHANICAL AND ELECTRICAL WORK - ACCEPTANCE. Secretary Dancer reported that the mechanical

January 13-14, 1955 - State University

and electrical work, Power Plant Piping Changes, Boiler #6 - Boiler Generator, had been inspected on December 14, 1954, by Mr. Jenks for the State University and Mr. Nelson for the contractor; that it was found that the work had been completed in accordance with the plans and specifications and contract documents; and that a poll of the members of the Building and Business Committee resulted in the acceptance of the mechanical and electrical work, Power Plant Piping Changes, Boiler #6, from Carstens Brothers, Contractor, on December 23, 1954, and authorization for the payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa.

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

PARKLAWN DORMITORY - GENERAL CONSTRUCTION - PLUMBING AND HEATING - ELECTRIC WIRING - ACCEPTANCE. Business Manager Jolliffe reported that on January 5, 1955, representatives of the State University and the contractors inspected Parklawn Dormitory and found that the contractors had completed the work in accordance with the plans and specifications and contract documents.

It was moved, seconded and passed, that the following work in connection with the construction of Parklawn Dormitory be accepted as of this date, January 14, 1955, from the contractors indicated:

General construction work	Viggo M. Jensen Company
Plumbing and heating work	Carstens Brothers
Electrical work	Cedar Rapids Electric Supply Co.

and that payment of the final estimates in accordance with the provisions of Chapter 573, 1954 Code of Iowa, be authorized.

MEDICAL RESEARCH LABORATORY - ARCHITECTURAL SERVICES - REVISED APPENDIX A TO CONTRACT. Mr. Hagemann moved that the following Revised Appendix A to the contract with Tinsley, Higgins, Lighter and Lyon for architectural services for

January 13-14, 1955 - State University

the Medical Research Laboratory be approved:

Revised Appendix A
(Revised estimate of cost because of grant from federal government)
Architectural Services Contract - Medical Research Laboratory

Total Available for project:		
from Capital Funds (Appropriation 55th G.A.)	\$	900,000
from Federal Funds		<u>366,000</u>
Total		\$1,266,000

Cost of construction	\$	950,000	
Associate Architect's fee		38,000	
Planning & Construction Office Costs		6,000	
Equipment		206,000	
Utilities		60,000	
Contingencies		<u>6,000</u>	
Total cost of project			\$1,266,000

12/22/54

(Signed) Burdette Higgins
Tinsley, Higgins, Lighter & Lyon

Secretary, State Board of Education

(The Revised Appendix increases the base on which the architects fee is figured from \$700,000 to \$950,000.)

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IOWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on January 14, 1955:

TRAINING OF TEACHERS - VOCATIONAL WORK IN HOME ECONOMICS. (See General Section of these minutes.)

SALARY BUDGET, 1955 SUMMER SESSION. President Maucker submitted for approval the Salary Budget for the 1955 Summer Session, totaling \$137,167.89, and stated that the total is within the estimate on which the budget for the year 1954-1955 was based.

Mr. Hagemann moved that the Salary Budget for the 1955 Summer Session be approved. The motion was seconded by Mr. Hamilton and passed.

PROPOSED LEGISLATION - CAMPUS SCHOOL TUITION. President Maucker reported about further meetings with trustees of contracting school districts relative to legislation fixing the Campus School tuition.

LIABILITY AND PROPERTY DAMAGE INSURANCE - BUSES. Business Manager Jennings reported that the difference in premium for \$50,000 - \$100,000 - \$10,000 public liability and property damage insurance instead of \$10,000 - \$20,000 - \$5,000 on the buses would be \$30.53 for coverage on the five buses.

Mr. Hagemann moved that the additional public liability and property damage insurance be purchased for the buses with the understanding that the extra premium is to be paid by the bus drivers. The motion was seconded by Mr. Fredricksen and passed.

DORMITORY CONSTRUCTION - ADDITION CONNECTING BAKER AND SEERLEY HALLS FOR MEN. Secretary Dancer reported that the Finance Committee had looked over the pre-

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liminary sketches for the proposed Addition Connecting Baker and Seerley Halls for men, which were submitted to the Board at the December, 1954, meeting; had also inspected the two halls and the site for the proposed addition; and had suggested some changes in the tentative plans.

Mr. Hagemann moved that the project be approved and that the Finance Committee be authorized to negotiate for a loan to finance the project, which is estimated to cost \$385,000. The motion was seconded by Mr. Strawman and passed.

ADDITION CONNECTING BAKER AND SEERLEY HALLS FOR MEN - ARCHITECTURAL SERVICES.

Secretary Dancer inquired about the procedure that should be followed in selecting an architect for the Addition Connecting Baker and Seerley Halls for Men. Mr. Hagemann moved that the Iowa Chapter of the American Institute of Architects be notified about the proposed construction of an Addition Connecting Baker and Seerley Halls for Men, so interested architects could submit their qualifications. The motion was seconded by Mr. Strawman and passed.

CAMPUS LABORATORY SCHOOL, UNIT B - CHANGE ORDER. Upon the recommendation of Business Manager Jennings Change Order No. 2, dated November 22, 1954, to the contract with the Hub Electric Company for the electric wiring in the Campus Laboratory School, Unit B, covering the omission of pothead in the unit substation at a deduction of \$52.75 from the contract price, was approved.

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IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on January 14, 1955:

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

William L. Hooker, associate professor of Botany, effective January 15, 1955, to accept a position at Michigan State College.

Wilford H. M. Morris, associate in Agricultural Engineering, effective January 15, 1955, to accept an appointment at Purdue University.

John Hamilton, carpenter foreman, Physical Plant Department, effective as of December 31, 1954. (Retiring.)

LEAVE OF ABSENCE. Upon the recommendation of President Hilton, a leave of absence without salary was granted to Margaret Warning, professor and head of the Department of Textiles and Clothing, for the period January 1, 1955, through March 15, 1955, in order to complete work toward the Ph.D. degree.

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

R. Allen Packer, professor and head of the Department of Veterinary Hygiene, salary increased from \$9,000.00, twelve months' basis plus annuity, to \$9,500.00, twelve months' basis plus annuity, effective as of January 1, 1955.

Tom A. Brindley, professor of Zoology and Entomology, Agricultural Experiment Station, salary increased from \$7,840 (\$3,920 AES; \$3,920 USDA), twelve months' basis (Civil Service), to \$8,040 (\$4,020 AES; \$4,020 USDA), twelve months' basis, effective as of January 2, 1955.

Lester E. Clapp, professor of Agronomy (Soils), Agricultural Extension Service, salary changed from \$6,200 (\$2,800 Ext.; \$3,400 SCS), twelve months' basis (Civil Service), to \$6,200 (Extension), twelve months' basis (Civil Service), effective as of January 1, 1955.

Bernice Hulin, assistant extension editor (TV-Home Economics), salary increased from \$4,800 to \$5,100 a year, twelve months' basis (Civil Service), effective as of January 1, 1955.

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Roger Sandage, from county youth assistant, Benton County, Agricultural Extension Service, at a salary of \$4,800 (\$3,000 Ext.; \$1,800 County), twelve months' basis (Civil Service), to county extension director, Poweshiek County, Agricultural Extension Service, at a salary of \$5,300 (\$2,700 Ext.; \$2,600 County), twelve months' basis (Civil Service), effective as of January 1, 1955.

Cleda F. Danials, county home economist, Wayne County, salary increased from \$4,800 (\$4,300 Ext.; \$500 County), twelve months' basis (Civil Service), to \$5,000 (\$4,400 Ext.; \$600 County), twelve months' basis (Civil Service), effective as of January 1, 1955.

Edwin H. Olson, from junior engineer grade 3, Institute for Atomic Research, at a salary of \$4,800 a year, twelve months' basis, to junior associate gradel, Institute for Atomic Research, at a salary of \$5,100 a year, twelve months' basis, effective as of January 1, 1955.

Lawrence E. Barnes, instructor in Veterinary Hygiene, salary increased from \$5,550 (\$5,250 VM; \$300 City of Ames), twelve months' basis, to \$5,800 (\$5,500 VM; \$300 City of Ames), twelve months' basis, effective as of January 1, 1955.

Harry L. Shadle, from assistant professor of Economics and Sociology (Industrial Economics), at a salary of \$5,500 a year, nine months' basis, plus annuity, to associate professor of Economics and Sociology (Industrial Economics), at a salary of \$5,800 a year, nine months' basis, effective as of January 1, 1955.

APPOINTMENTS. Upon the recommendation of President Hilton, the following appointments were made:

Walter L. Hungerford, assistant county extension director, Buchanan County, Agricultural Extension Service, at a salary of \$5,200 a year, twelve months' basis (Civil Service), effective as of January 1, 1955.

Forrest I. Harlan, carpenter foreman, Physical Plant Department, at a salary of \$5,400 a year, twelve months' "E" basis, plus annuity, effective as of January 1, 1955. (Replacement for Mr. Hamilton.)

DEATH. President Hilton reported the death on December 5, 1954, of Riley W. Richie, feeder at the Swine Farm.

UNITED STATES ATOMIC ENERGY COMMISSION - CONTRACT SUPPLEMENTS. Mr. Hagemann moved that the following supplements to contracts with the United States Atomic Energy Commission be approved:

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Supplement No. 2 to Contract AT(11-1)-59 for non-programmatic research in Chemistry, Physics, Botany and Entomology.

Supplement No. 1 to Project No. 6 (Entomology) under Contract AT(11-1)-59 to provide for extension to December 31, 1955, and additional funds in the amount of \$11,188.

REQUESTS FOR PURCHASE OF COLLEGE LAND. Business Manager Platt reported about the various proposals that had been made for the purchase or exchange of College property.

Mr. Strawman moved that, in general, land belonging to the Iowa State College not be sold or exchanged. The motion was seconded by Mr. Hagemann and passed.

ADDITION TO SCIENCE BUILDING - PLUMBING AND HEATING - ACCEPTANCE. Business Manager Platt reported that the plumbing and heating in the Addition to the Science Building had been inspected by representatives of the Architect, the Iowa State College, and the Contractor and that it was found that the Conditioned Air Corporation had completed the work in accordance with the plans and specifications and contract documents.

It was moved, seconded, and passed that the plumbing and heating in the Addition to the Science Building be accepted as of this date, January 14, 1955, from the Conditioned Air Corporation and that payment of the final estimate in accordance with the provisions of Chapter 573, 1954 Code of Iowa, be authorized.

FRILEY-HUGHES DORMITORY ADDITION - ACCEPTANCE. Business Manager Platt reported that the Friley-Hughes Dormitory Addition had been inspected by representatives of the Architect, the Iowa State College, and the contractors; and that it was found that the contractors had completed the work in accordance with the plans and specifications and contract documents.

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It was moved, seconded and passed that the following work in connection with the construction of the Friley-Hughes Dormitory Addition be accepted as of this date, January 14, 1955, from the contractors indicated:

Plumbing and Heating	Scheid Plumbing & Heating Co.
Electric Wiring	Furlong and Baker
Sheet metal work and Refrigeration Machinery	Iowa Sheet Metal Company
Insulation	R. M. Daly Company
Kitchen Equipment	Southern Equipment Company

and that payment of the final estimates in accordance with the provisions of Chapter 573, 1954 Code of Iowa, be authorized.

VETERINARY RESEARCH INSTITUTE - HOLDING ROOM. At the meeting held on October 14-15, 1954, authority was granted for the construction of a holding room for isotope-injected animals, Veterinary Research Institute, at an estimated cost of \$4,000.00.

Mrs. Archie moved that the revised cost estimate of \$5,100.00 for the holding room, to be paid from funds provided by the Associated Serum Producers grant, be approved. The motion was seconded by Mr. Hagemann and passed.

INDUSTRIAL ADMINISTRATION DEPARTMENT. President Hilton proposed the identification of a department of Industrial Administration as an autonomous unit, stating that all courses and all staff for such a department are presently in the Iowa State College identified as Industrial Economics; that actually Industrial Economics has been operating for all intents and purposes as a separate department for many years, and in the budget it has been a section of the Department of Economics and Sociology; and that the internal organizational pattern will be improved by identifying a Department of Industrial Administration. (All other courses and staff in Economics and Sociology will constitute the Department of Economics and Sociology.)

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Provost Davis stated that the Interinstitutional Committee on Educational Coordination had studied the recommendation for the establishment of a Department of Industrial Administration and approved it.

Mr. Hagemann moved that courses and staff identified as Industrial Economics be removed from the Department of Economics and Sociology and established as a Department of Industrial Administration. The motion was seconded by Mr. Fredricksen and passed.

EXTENSION SERVICE. In connection with the recent directive of Ezra Taft Benson, Secretary of Agriculture, United States Department of Agriculture, regarding the separation of Extension Service from farm organizations, the following resolution was submitted:

RESOLVED, that Iowa State College be granted authority to work with the Iowa Farm Bureau in formulating a bill to be introduced in the State Legislature formally separating the Extension Service from official legal connection with County Farm Bureaus, this bill to include the following basic principles:

1. The Extension Service in agriculture and home economics is for all people; and all citizens should have the opportunity to participate and receive educational assistance within the framework of the responsibilities assigned to the Extension Service by the Smith-Lever Act and its subsequent amendments.
2. The local county sponsoring or governing body of the Extension Service should be a body elected by the people and such body should have responsibility and authority for planning, guiding and directing the program as reflected by the needs of the people and the facilities of the Extension Service.
3. The organizational structure should provide for flexibility and for an expression of local initiative.
4. The plan (long established in Iowa) of local financing is sound.

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

LINDEN HALL - ARCHITECTURAL SERVICES - SUPPLEMENT TO CONTRACT. Business Manager Platt submitted the following proposed supplement to the contract with James A.

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Dougher for architectural services for Linden Hall and, on motion by

Mr. Hagemann, seconded by Mr. Strawman, it was approved:

WHEREAS Iowa State College and the firm of Dougher, Rich and Woodburn entered into a contract by which Dougher, Rich and Woodburn were to provide architectural services for the construction of a Women's Dormitory at Iowa State College known as Linden Hall, and

WHEREAS the firm of Dougher, Rich and Woodburn has been paid the sum of \$42,000 for services rendered to date, and

WHEREAS the firm of Dougher, Rich and Woodburn has been dissolved, and the contract for architectural services on the Linden Hall project has been assigned to James A. Dougher,

THEREFORE it is hereby mutually agreed that said contract with Dougher, Rich and Woodburn be modified and supplemented as of December 10, 1954, as follows:

- (1) All references to "the Architect" shall mean James A. Dougher.
- (2) The Architect shall proceed with revisions to the plans and specifications as mutually agreed with the Iowa State College, with the intent of advertising for bids not later than March 1, 1955.
- (3) The credit of 0.1% of the cost of construction will not be deducted from the Architect's fee.
- (4) As protection to both parties in the event of price increase or decrease from the estimated cost of \$1.25 per cu. ft., the Architect's fee will be paid in the following lump sum amounts:
 - (a) If contracts are awarded - \$38,000
Payable \$18,000 upon completion, ready for bidding, of the revised plans and specifications, and \$20,000 during progress of construction, proportional to the amounts paid contractors.
 - (b) If contracts are not awarded and the project is abandoned or deferred - \$ 18,000
Payable upon completion, ready for bidding, of the plans and specifications.

The basis of computation of the above lump sum amounts is set forth on the attached sheet.

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- (5) The Architect is directed to prepare plans, specifications, bid forms and contracts; check and approve shop drawings and details; and supervise construction for kitchen equipment which will be contracted for on the basis of formal bids. The fee to be paid for this service will be based upon 5% of the final payments on said kitchen equipment contracts, 75% of which will be due and payable upon completion, ready for bidding, of the plans and specifications and 25% during progress of construction, proportional to payments to the contractors. In the event contracts are not awarded or the project is abandoned or deferred, payment in the amount of 75% of the estimated cost but not to exceed \$7500 will be made.
- (6) In the event of abandonment or deferral of the project, all plans and specifications are to become the property of the Iowa State Board of Education and are to be delivered to Iowa State College.

Deferral as used herein shall mean postponement of this project for more than five (5) years from the date of this document.

Basis of Computation of Lump Sum
Fee to James A. Dougher, Architect
Linden Hall
Iowa State College

The estimated cost of construction of Linden Hall (excluding kitchen equipment and room equipment) is:

1,267,432 (+) cu. ft. at \$1.25 or	\$1,600,000
Total Architect's fee at 5% would be	80,000
Amount previously paid Architect	<u>42,000</u>
Amount due Architect if construction contracts are awarded	\$ 38,000

If project is abandoned and plans and specifications are completed:

75% of \$80,000	\$ 60,000
Less amount previously paid	<u>42,000</u>
Amount due Architect	\$ 18,000

ADJOURNMENT. The meeting adjourned at 4 p. m., January 14, 1955.


David A. Dancer, Secretary