

Des Moines, Iowa  
April 8 and 9, 1954

A meeting of the State Board of Education was held in its office in the State Office Building, Des Moines, Iowa, on April 8 and 9, 1954, and in the Fort Des Moines Hotel the evenings of April 8 and 9, 1954.

PRESENT:

All sessions: Mrs. Archie, Mrs. Brooks, 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 Ambrose, of the State University; President Hilton, Provost Jensen and Business Manager Platt, of the Iowa State College; President Maucker, Dean Nelson, and Business Manager Jennings, of the Iowa State Teachers College; 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.

April 8, only: Superintendent Berg, of the Iowa School for the Deaf.

ABSENT:

All sessions: Mr. Fredricksen and Mr. Rider, members of the State Board of Education; and President Hancher, of the State University.

April 9, only: Superintendent Berg, of the Iowa School for the Deaf.

GENERAL OR MISCELLANEOUS

The following business relating to general or miscellaneous matters was transacted on April 8, 1954:

CHAIRMAN. The Board met in its office at 10 a.m., April 8, 1954, and Mr. Plock was elected chairman of the meeting.

RECESS. Chairman Plock recessed the meeting and requested those present to proceed with committee business until 7:30 p.m., when the Board would reconvene at the Fort Des Moines Hotel.

April 8-9, 1954 - General or miscellaneous

EXECUTIVE SESSION. When the Board met at 7:30 p.m. in the Fort Des Moines Hotel, it resolved itself into executive session. The Board arose from executive session at 10:15 p.m., and recessed to meet again in its office in the State Office Building at 9 a.m., April 9, 1954.

April 9, 1954

The following business relating to general or miscellaneous matters was transacted on April 9, 1954:

EXECUTIVE SESSION. The Board resolved itself into executive session at 9 a.m. The Board arose from executive session at 11:15 a.m. and resumed regular business.

REPORT OF EXECUTIVE SESSION - WAYS AND MEANS COMMITTEE - LEGISLATIVE ASKINGS.

Chairman Plock reported that in executive session on April 8, 1954, it was moved, seconded and passed that the Ways and Means Committee be abolished and that the appropriations to be requested for the biennium that will begin July 1, 1955, should be considered by the State Board of Education and not by a special committee.

On motion, the report was approved and the action taken in executive session was ratified. (See Board minutes of September 13-14, 1951, and October 18-20, 1951, about the establishment of the Budget and Finance Committee, later named the Ways and Means Committee.)

APPROVAL OF MINUTES - MEETING HELD MARCH 17-19, 1954. On motion, the minutes of the meeting the State Board of Education held on March 17, 18 and 19, 1954, were corrected and approved.

April 8-9, 1954 - General or miscellaneous

PER STUDENT COST FORMULA. At the meeting held on March 17-19, 1954, the recommendation of the Business Managers Committee on Coordination regarding the per student cost formula was referred back to the Committee for further consideration.

Business Manager Ambrose submitted the recommendation of the Business Managers Committee on Coordination that the formula adopted by the State Board of Education at a meeting held on June 26-27, 1952, be amended by changing the second paragraph, page 398 of the Board minutes, which defines the numerator and begins with the words "The numerator" to read as follows:

The numerator, Expenditures for Teaching Programs, shall be the total educational and general expenditures of the institution, based on its annual report but not to include the following:

- a. Research expenditures, separately budgeted and reported.
- b. Extension expenditures, separately budgeted and reported.
- c. Organized Public Services, separately budgeted and reported.
- d. Correspondence Studies, separately budgeted and reported.
- e. Heat, light and water sales by Physical Plant.
- f. Organized Activities related to Education and Public Services.
- g. Auxiliary Enterprises.
- h. Tuition income for the Campus Laboratory School and payments from school districts cooperating in the Student Teaching program at the Iowa State Teachers College.

On motion by Mr. Hagemann, which was seconded, the recommendation was approved and the amendment to the formula for computing per student costs was adopted.

IOWA JOINT COMMITTEE ON EDUCATIONAL TELEVISION - BUDGET FOR 1954-1955. Mr. Dancer reported about the educational television programs being carried on by the Iowa Joint Committee on Educational Television, and he recommended that a budget of not to exceed \$15,000 for the year 1954-1955 be approved, with the understanding that 50% of the total is to be contributed by the Department

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of Public Instruction and the other 50% by the institutions of higher learning under the State Board of Education.

Mr. Hagemann moved that the recommendation be approved and the budget adopted. The motion was seconded by Mr. Stevens and passed.

SURVEY OF HIGHER EDUCATION IN IOWA - QUESTIONNAIRE. President Maucker stated that the presidents of the three state institutions of higher learning in Iowa had been unable to get together to analyze some of the items in the questionnaire submitted by Alden L. Doud, Douds, Iowa, who is making a survey of higher education in Iowa for the Legislative Budget and Financial Control Committee; and he recommended that the matter be referred to the Finance Committee.

On motion, the questionnaire was referred to the Finance Committee to work with the presidents in making an analysis so Mr. Doud may be contacted for clarification of certain items and their application to the state institutions of higher learning.

RESOLUTION - BUDGET AND FINANCIAL CONTROL COMMITTEE. Secretary Dancer called attention to a resolution adopted on January 22, 1954, by the Budget and Financial Control Committee which "urges all departments of state government to examine the services and the costs of the same within each department with the view in mind of developing more efficient administration with elimination of such services and personnel not needed in the interests of good government" and requests "all agencies in state government to make their findings available to this Committee on or before September 1, 1954."

On motion, the request was referred to the Finance Committee to work with the administrative officers of the institutions in connection with the preparation of the reports and coordinating them.

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COAL FOR 1954-1955. Upon the recommendation of the Building and Business Committee, the entire matter regarding the purchase of coal for the year 1954-1955 was referred to the Finance Committee with power to act.

TRAVEL EXPENSES - CAROL BOWERS, FIELD WORKER. Upon the recommendation of Superintendent Overbeay Mrs. Carol Bowers, field worker for the blind and deaf, was authorized to attend the biennial meeting of the American Association of Instructors of the Blind to be held in Batavia, New York, June 27 to July 1, 1954, with traveling expenses to be paid from funds of the Office of the State Board of Education, subject to approval by the Executive Council of Iowa.

DORMITORY FINANCING. The Building and Business Committee reported that arrangements would be made to meet with representatives of the Bankers Life Company and other lenders some time during April, 1954, regarding the financing for new dormitories.

REPORT OF EXECUTIVE SESSION - ARCHITECTURAL SERVICES. Chairman Plock reported that the following persons appeared before the Board in executive session on April 9, 1954, and stated the opposition of the Iowa Chapter of the American Institute of Architects to the recently adopted policy of the State Board of Education to request bids for architectural services:

- O. H. Thorson, President of the Iowa Chapter of the American Institute of Architects;
- Gerald I. Griffith, Vice President of the Iowa Chapter of the American Institute of Architects;
- J. Woolson Brooks, member of the Iowa Chapter of the American Institute of Architects;

and that arrangements had been made for a committee of the Iowa Chapter of the American Institute of Architects to meet with the Finance Committee to consider the problems involved.

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On motion, the report was approved and the action taken in executive session was ratified.

NEXT MEETINGS. The next meetings of the State Board of Education were scheduled to be held on the dates and at the places indicated:

The evening of May 12 and the 13 and 14, 1954, Des Moines, Iowa, with a dinner meeting the evening of the 12th.

June 8 and 9, 1954, Des Moines, Iowa, with a dinner meeting the evening of the 9th.

July 8 and 9, 1954, tentative.

August 5 and 6, 1954, Lakeside Laboratory at Lake Okoboji, Iowa, if arrangements can be made for rooms.

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IOWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted on April 9, 1954:

DRIVEWAY. At the meeting held on September 10-11, 1953, the recommendation that a driveway be constructed adjacent to the new Vocational School Building was referred to the Finance Committee with power to act; and at the meeting held on October 22-24, 1953, upon the recommendation of the Finance Committee the construction of the proposed driveway was deferred until the summer of 1954.

Upon the recommendation of the Building and Business Committee, the construction of a cement driveway adjacent to the new Vocational School Building was authorized with the understanding that the School's force will do the work, and that the cost of materials will not exceed \$2,377.50, to be paid from funds received from the sale of land for right-of-way purposes.

RAZING PRESENT CONDEMNED APARTMENT BUILDING - ERECTING DWELLING OF FOUR TWO-BEDROOM APARTMENTS. Upon the recommendation of the Building and Business Committee, authority was granted to secure bids for razing the present condemned apartment building, subject to approval by the Budget and Financial Control Committee.

RAZING PRESENT CONDEMNED APARTMENT BUILDING - ERECTING DWELLING OF FOUR TWO-BEDROOM APARTMENTS. The Building and Business Committee reported that it had approved the preliminary sketches prepared by William Beuttler for the dwelling of four two-bedroom apartments and, on motion, the action was approved.

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CHANGE OF POSITION - TRANSFER. Upon the recommendation of Superintendent Berg and the Faculty Committee the title of the budgeted position "Psychologist" was changed to "Guidance Counselor" and the gross salary increased to \$4,000; and Miss Melda Alber was transferred from the position of Teacher in the Upper Division at a gross salary of \$3,500 a year, 9 months, to the position of Guidance Counselor at a gross salary of \$4,000 a year, 9 months. (The budgeted salary for Psychologist was \$2,800 and for the Teacher position \$3,500, a total for the two positions of \$6,300 a year.)

LEAVE OF ABSENCE - TRAVELING EXPENSES. Upon the recommendation of Superintendent Berg and the Faculty Committee, Miss Melda Alber is to be granted a few days leave of absence this Spring, with salary and expenses to be paid by the School, to visit the Central Institute for the Deaf, St. Louis, Missouri, and observe and study methods and procedures of the Central Institute in handling psychological testing and guidance counseling.

TRAVELING EXPENSES. Upon the recommendation of the Faculty Committee, Superintendent Berg was authorized to go to New York to interview applicants for positions in the Iowa School for the Deaf, with the understanding that his actual necessary expenses by airplane or first class Pullman are to be paid by the Iowa School for the Deaf.



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STATE UNIVERSITY OF IOWA

The following business relating to the State University of Iowa was transacted on April 9, 1954:

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

Myrtle E. Kitchell, dean of the College of Nursing, from April 26 through July 4, 1954, without salary or insurance, to enable her to work on her doctoral dissertation at the University of Minnesota.

Jean Baer, associate professor in the College of Nursing, from July 12 to July 26, 1954, without salary or insurance programs, for travel abroad.

Anne Overland, assistant professor in the College of Nursing, from July 12 to July 26, 1954, without salary or insurance programs for travel abroad.

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

Richard B. Rhody, assistant professor for three years in the Radiation Research Laboratory, College of Medicine, effective July 1, 1954, at a salary of \$5,500 a year plus insurance programs, twelve months' basis.

Robert E. Chaffee, assistant to the director, Hospital School for Severely Handicapped Children, at a salary of \$5,000 a year plus insurance programs, twelve months' basis, effective as of February 16, 1954.

Chen-Hsing Yen, research associate in the Department of Civil Engineering, College of Engineering, effective September, 1954, at a salary of \$5,400 a year, plus insurance programs, twelve months' basis, payable from Highway Research Account in the 1954-1955 budget.

Stephen Joseph Knezevich, associate professor (indefinite) in the College of Education, effective September 1, 1954, at a salary of \$6,750 a year, plus insurance programs, nine months' basis.

PROMOTIONS. Upon the recommendation of Provost Davis and the Faculty Committee Chia-Shuen Yih was promoted from assistant professor and research engineer to associate professor and research engineer, Department of Mechanics and Hydraulics, College of Engineering, effective July 1, 1954, at a salary of \$6,540 a year, twelve months' basis, payable \$2,452.50 from Account 1421 and \$4,087.50 from Account 1435.

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PRACTICE FOOTBALL FIELDS. Upon the recommendation of Business Manager Ambrose and the Building and Business Committee a project was authorized for grading, draining and sodding four practice football fields at an estimated cost of \$50,000, to be paid from Athletic Funds.

BOILER GENERATOR - BOILER #6, MISCELLANEOUS PROJECTS. Upon the recommendation of the Building and Business Committee the plans and specifications prepared by the Division of Planning and Construction of the Physical Plant Department for Miscellaneous Projects, Boiler #6, Boiler Generator, as follows, were approved and authority was granted to advertise for bids, subject to approval by the Budget and Financial Control Committee: Preliminary Piping; Electric Wiring; Boiler Feed Pumps; Combustion Control; and Feed Water Control.

BOILER GENERATOR - STEAM GENERATING EQUIPMENT AND ASSOCIATED DEVICES, BOILER #6 - CHANGE ORDER. Upon the recommendation of the Building and Business Committee Change Order No. 1 to the contract with the Wickes Boiler Company, Saginaw, Michigan, for Boiler Generator (Steam Generating Equipment and Associated Devices, Boiler #6) was authorized, subject to approval and allocation of funds by the Budget and Financial Control Committee, the changes being as follows:

Steam turbine drivers for ID and FD fans	\$3,390.00
Rotary valve fly ash unloaders	1,442.00
Extra wind box sifting hopper	<u>595.00</u>
Addition to contract price	\$5,427.00

BOILER GENERATOR - REMOVAL OF EXISTING BOILER NO. 6 - PUBLIC HEARING. The Building and Business Committee reported that, as advertised, a public hearing was held in the Office of the Superintendent of the Division of Planning and Construction, Physical Plant Department, State University, Iowa City, Iowa,

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at 1:30 p.m., April 6, 1954, about the plans, specifications and contract forms for the removal of existing Boiler No. 6; that Superintendent Horner and members of his staff were present; and that no objectors appeared and no objections were filed. On motion, the report was accepted.

BOILER GENERATOR - REMOVAL OF EXISTING BOILER NO. 6 - BIDS - CONTRACT: The Building and Business Committee reported that the following bids for the Removal of Existing Boiler No. 6 (Boiler Generator) were received and opened in the Office of the Superintendent of the Division of Planning and Construction, Physical Plant Department of the State University, Iowa City, Iowa, at 2 p.m., April 6, 1954, with Business Manager Ambrose, Superintendent Horner, and Mr.

Parizek present:

<u>Name of Bidder</u>	<u>Certified Check</u>	<u>Base Bid</u>
Conway Wrecking Company, Cedar Rapids, Iowa	\$ 400.00	\$3,950.00
Vic Fuller Salvage & Wrecking Company, Waterloo, Iowa	650.00	6,500.00

Upon the recommendation of the Building and Business Committee the contract for the Removal of Existing Boiler No. 6 (Boiler Generator) was awarded to the low bidder, the Conway Wrecking Company, Cedar Rapids, Iowa, on the basis of that firm's bid of \$3,950.00, subject to approval by the Budget and Financial Control Committee.

MEMORIAL UNION BUILDING, UNIT NO. 3 - BOWLING ALLEYS - PUBLIC HEARING. The Building and Business Committee reported that, as advertised, a public hearing was held in the Office of the Superintendent of the Division of Planning and Construction, Physical Plant Department of the State University, Iowa City, Iowa, about the plans, specifications and contract forms for the Bowling Alleys and Related Equipment, Memorial Union Building, Unit No. 3, at 1:30 p.m., April 6, 1954; that Superintendent Horner and members of his staff were present; and

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that no objectors appeared and no objections were filed. On motion, the report was accepted.

MEMORIAL UNION BUILDING, UNIT NO. 3 - BOWLING ALLEYS - BID - CONTRACT. The Building and Business Committee reported that the following bid for Bowling Alleys and Related Equipment, Memorial Union Building, Unit No. 3, was received and opened in the Office of the Superintendent of the Division of Planning and Construction, Physical Plant Department of the State University, Iowa City, Iowa, at 2 p.m., April 6, 1954, with Business Manager Ambrose, Superintendent Horner, and Mr. Parizek present:

<u>Name of Bidder</u>	<u>Certified Check</u>	<u>Base Bid</u>
Brunswick-Balke-Collender Company, Chicago, Illinois	\$3,522.20	\$70,444.04

Upon the recommendation of the Building and Business Committee the contract for Bowling Alleys and Related Equipment, Memorial Union Building, Unit No. 3, which was awarded to Brunswick-Balke-Collender Company, Chicago, Illinois, on the basis of that firm's bid of \$70,444.04, to be paid from the Memorial Union Building Fund, was approved.

IOWA MEMORIAL UNION, UNIT NO. 3 - COMPLETION OF SERVICES (UTILITY SERVICES) - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee the plans and specifications prepared by the Division of Planning and Construction of the Physical Plant Department, State University, for the Completion of Services (Utility Services) to Iowa Memorial Union, Unit No. 3, were approved and authority was granted to advertise for bids.

ADDITION TO IOWA MEMORIAL UNION - RESOLUTIONS ADOPTED DECEMBER 5, 1952 - REVISIONS. The Building and Business Committee submitted the following resolution and recommended adoption:

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WHEREAS, the action of the State Board of Education on December 5, 1952, adopting resolutions relative to the construction of Unit No. 3 of the Iowa Memorial Union Building preceded final negotiations for the loan, which negotiations resulted in a different rate of interest than is stated in the resolutions; now, therefore,

BE IT RESOLVED that the word "five" be substituted for the words "four and one-half" in line two of the second "whereas" in the resolution that appears on page 162, minutes of the meeting held on December 3-4-5, 1952; and

BE IT FURTHER RESOLVED, that the word "five" be substituted for the words "four and one-half" in line two of the second "whereas" in the resolution that appears on page 163, minutes of the meeting held on December 3-4-5, 1952.

It was moved that the resolution be adopted, and the motion was seconded and passed.

COMPLETION OF IOWA HOSPITAL SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - CHANGE ORDER. Upon the recommendation of the Building and Business Committee authority was granted to issue Change Order No. 2 to the contract with R. H. Wildman for the general construction work of the Completion of Iowa Hospital School for Severely Handicapped Children, covering the following, subject to approval by the Budget and Financial Control Committee:

Additional 4" lightweight block partitions, rooms 105, 106 and 110, add	\$195.00
Labor and materials for construction of elevator shaft, add	<u>425.00</u>
Total addition to contract price	\$620.00

PARKLAWN - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, authority was granted to issue Change Order No. 1 to the contract with Viggo M. Jensen Company for the general construction of Parklawn, covering the following:

Durol wall reinforcing bars, add	\$645.00
Picture molding, all rooms, add	585.00
Additional footings, add	<u>122.47</u>
Total addition to contract price	\$1,352.47

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CHEMISTRY BUILDING REPAIRS (FIRE DAMAGE) - MOVABLE PARTITIONS - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the plans and specifications prepared by the Division of Planning and Construction of the Physical Plant Department for the Movable Partitions, Chemistry Building Repairs, were approved and the Secretary of the State Board of Education was authorized to publish the necessary notice of public hearing and the advertisement for bids, subject to approval by the Budget and Financial Control Committee.

CHEMISTRY BUILDING REPAIRS - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, authority was granted for issuing Change Order No. 1 to the contract with the Burger Construction Company, Iowa City, Iowa, for the Chemistry Building Repairs, covering the following subject to approval by the Budget and Financial Control Committee:

Removal of temporary roof, add	\$1,530.00
Removal of concrete bases, add	3,750.00
Patching masonry, add	2,460.00
Wire lath and plastering, add	4,200.00
Sand blasting and patching, add	<u>960.00</u>
Total addition to contract price	\$12,900.00

(Payment is to be made from funds allocated by the Budget and Financial Control Committee for this purpose from the General Contingent Fund, Order No. 6-55, 12/7/53.)

ADDITION TO FIELD HOUSE (OFFICE BUILDING) - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the plans and specifications prepared by the Division of Planning and Construction of the Physical Plant Department, State University, and Charles Altfillisch for the Addition to the Field House (Office Building) were approved. (See Board minutes of March 19, 1953, and October 22-23-24, 1953.)

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PURCHASE OF PROPERTY - SITE FOR NEW WOMEN'S DORMITORY. At the meeting held on February 12, 1954, authority was granted to negotiate for the purchase of property south of Currier Hall, the West 30' of Lot 2 and the East 20' of Lot 3, Block 87, owned by Catharine MacCartney, to be used as a part of the site of the proposed new Women's Dormitory.

Business Manager Ambrose stated that the property owned by Catharine MacCartney might be purchased for \$17,500, and he recommended that such an offer be made. On motion, the entire matter was referred to the Finance Committee for investigation and report back to the Board.

TENANT PROPERTY - LEASE. Mr. Hagemann moved that the Business Manager of the State University be authorized to execute a lease with Robert S. and Florence Michaelsen for the property at 412 Melrose Avenue, Iowa City, Iowa, for the period from May 1, 1954, to August 1, 1954, at a rental of \$75.00 a month. The motion was seconded and on roll call the vote was as follows:

Aye: Mrs. Archie, Mrs. Brooks, Mr. Hagemann, Mr. Hamilton, Mr. Plock, Mr. Stevens and Mr. Strawman.

Nay: none.

Absent: Mr. Fredricksen and Mr. Rider.

The chairman declared the motion passed.

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STATE SANATORIUM

The following business relating to the State Sanatorium was transacted on April 9, 1954:

ELEVATED WATER STORAGE TANK - FOUNDATIONS FOR TOWER - PLANS AND SPECIFICATIONS..

Upon the recommendation of the Building and Business Committee the plans and specifications for the Foundations for the Tower, Elevated Water Storage Tank, prepared by the Division of Planning and Construction, Physical Plant Department of the State University, were approved and the Secretary of the State Board of Education was authorized to publish the necessary notice of public hearing and to advertise for bids to be received and opened on a date to be determined by the Finance Committee.



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IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on April 9, 1954:

RESIGNATION. Upon the recommendation of President Hilton and the Faculty Committee the resignation of Emmett R. Stuber, associate professor in the Department of Physical Education for Men and head football coach, was accepted effective April 30, 1954. Professor Stuber has accepted a position at the University of Washington.

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

Forrest J. Kohrt, from county extension director, Marion County, Agricultural Extension Service, at a salary of \$5,400 (\$2,700 Ext.; \$2,700 County), twelve months' basis, to county extension director, Cherokee County, Agricultural Extension Service, at a salary of \$5,600 (\$2,700 Ext.; \$2,900 County), twelve months' basis, effective May 1, 1954.

Donald Harman, from county youth assistant, Polk County, Agricultural Extension Service, at a salary of \$4,600 (\$3,000 Ext.; \$1,600 County); twelve months' basis, to county extension director, Marshall County, Agricultural Extension Service, at a salary of \$5,100 (\$2,700 Ext.; \$2,400 County), twelve months' basis, effective as of April 1, 1954.

Herbert E. Craig, from county extension director at large on a per diem basis, Agricultural Extension Service, to county extension director, Ida County, Agricultural Extension Service, at a salary of \$5,200 (\$2,700 Ext.; \$2,500 County), twelve months' basis, effective as of April 1, 1954.

DEATH. President Hilton reported the death on March 18, 1954, of I. E. Erickson, plumber in the Physical Plant Department.

BUDGET FOR 1954-1955 - SUMMARIES. Chairman Flock reported that in executive session on Thursday evening, April 8, 1954, the following summaries of the

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proposed budget of the Iowa State College for the year 1954-1955 were submitted and explained by President Hilton and approved with the understanding that any increase over the budget ceiling is to be certified to the State Comptroller in accordance with Section 12, Chapter 6, 55th General Assembly; and that with the advice of the Finance Committee President Hilton was authorized to proceed with the preparation of the detailed budget on the basis of those summaries:

IOWA STATE COLLEGE

PROPOSED BUDGET 1954-55

ESTIMATED FUNDS AVAILABLE

Revised April 1, 1954

	Budget Est. <u>1953-54</u>	Est. Actual <u>1953-54</u>	Estimated <u>1954-55</u>
State Appropriations	\$7,036,478	\$7,036,478	\$7,036,478
Federal Funds	1,279,870	1,305,712	1,305,712
Endowment Income	21,000	20,565	20,000
Student Fees	1,200,000	1,240,000	1,100,000
Sales and Miscellaneous Income	403,900	418,900	337,500
Overhead Collections (net)	175,000	235,000	175,000
Estimated Balance Forward (Est. Mar. 15)	_____	_____	<u>222,000</u>
Total	\$10,116,248	\$10,256,655	\$10,196,690
R. R. & A. and Equipment	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
GRAND TOTAL - AVAILABLE FUNDS	\$10,716,248	\$10,856,655	\$10,796,690
Estimated Expenditure 1953-54		<u>10,634,655</u>	
Estimated Balance Forward June 30, 1954		\$ 222,000	

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PROPOSED INTERNAL ALLOCATIONS 1954-55

	Budget 1953-54	Adjusted Budget* 1953-54	Est. of Actual Exp. 1953-54	Budget 1954-55
<u>INSTRUCTION AND ADMINISTRATION</u>				
1. Instruction	(\$4,244,358)	(\$4,338,358)	(\$4,315,369)	(\$4,415,515)
(a) Agriculture	856,314	868,314	888,762	908,191
(b) Engineering	718,676	738,676	702,611	755,488
(c) Home Economics	513,535	525,535	507,767	529,650
(d) Science	1,671,674	1,721,674	1,731,174	1,730,494
(e) Veterinary Medicine	326,423	326,423	323,760	323,771
(f) Junior College	27,848	27,848	33,948	33,015
(g) Graduate College	29,481	29,481	29,481	29,683
(h) Short Courses	21,864	21,864	21,621	21,872
(i) Summer Quarter	78,543	78,543	76,245	83,351
2. Library	218,448	218,448	218,687	219,972
3. Administration	476,454	476,454	503,990	492,682
4. General Expense	(244,871)	(244,871)	(250,493)	(246,065)
(a) Radio	79,760	79,760	80,000	80,793
(b) Information Service	102,073	102,073	103,000	102,170
(c) Other General Expense	63,038	63,038	67,493	63,102
5. Physical Plant	845,507	845,507	854,256	874,649
Total	\$6,029,638	\$6,123,638	\$6,142,795	\$6,248,883

RESEARCH

1. Agr. Experiment Station	\$1,476,974	\$1,499,470	\$1,499,470	\$1,490,240
2. Engr. Experiment Station	126,245	126,245	126,245	126,245
3. Industrial Science Res. Inst.	135,000	135,000	135,000	117,000
4. Veterinary Res. Inst.	170,000	170,000	170,000	170,000
5. Inst. for Atomic Research	87,000	87,000	87,000	83,000
6. Statistical Laboratory	34,000	34,000	34,000	34,000
Total	\$2,029,219	\$2,051,715	\$2,051,715	\$2,020,485

EXTENSION

1. Agriculture & Home Ec.	\$1,735,000	\$1,738,346	\$1,738,346	\$1,738,346
2. Engineering	88,102	88,102	88,102	88,102
	\$1,823,102	\$1,826,448	\$1,826,448	\$1,826,448

CONTINGENT

	97,997	97,997	13,697	45,662
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TOTAL S.S. & M.	\$9,979,956	\$10,099,798	\$10,034,655	\$10,141,478
R. R. A. & E.	600,000	600,000	600,000	600,000

Total Budget	\$10,579,956	\$10,699,798*	\$10,634,655	\$10,741,478*
Unallocated Income	136,292			55,212

To Balance Income Est. \$10,716,248 \$10,796,690

\* See Page 3

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3.

BUDGET COMPARISONS

1953-54 and 1954-55

March 23, 1954

Biennial Budget Ceiling		\$ 21,159,912
Original Budget for 1953-54		10,579,956
Additions to Budget, 1953-54		
Approved 9-11-53, additional teaching	\$94,000	
Approved 1-14-54, additional Fed. Extn.	3,346	
Approved 1-14-54, additional Fed. Exp. Sta.	<u>22,496</u>	<u>119,842</u>
Adjusted Budget, 1953-54, as approved		\$10,699,798
Estimated probable expenditures, 1953-54		<u>10,634,655</u>
Estimated budget balance carried forward, June 30, 1954		\$ 65,143

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Proposed Budget 1954-55 derived as follows:

Original Budget, 1953-54		10,579,956
Increases needed for		
Additional teaching load	\$135,680	
Additional Fed. Extn.	3,346	
Additional Fed. Exp. Sta.	<u>22,496</u>	
Total Increases Requested		<u>161,522</u>
Proposed Adjusted Budget, 1954-55		\$10,741,478
Estimated Expenditures, 1953-54		<u>10,634,655</u>
Estimated Expenditures, biennium		\$21,376,133
Biennial budget ceiling		<u>21,159,912</u>
Excess above ceiling		\$ 216,221

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Note: This excess consists of:

Additional Federal Funds (which are not available to decrease state appropriations)	\$	51,684
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Net additional teaching costs incurred in 1953-54 and estimated additional teaching costs anticipated in 1954-1955 due to enrollments higher than expected	\$	164,337
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ALLOCATION OF AVAILABLE FUNDS

Revised April 1, 1954

	Budget <u>1953-54</u>	Adjusted Budget* <u>1953-54</u>	Proposed <u>1954-55</u>
<b>1. INSTRUCTION AND ADMINISTRATION</b>			
State Appropriations (page 6)	\$4,531,501	\$4,531,501	\$4,531,501
Federal Funds (page 6)	126,000	126,000	126,000
Endowment Income	21,000	21,000	20,000
Student Fees (page 7)	965,711	1,059,711	1,100,000
Sales (page 8)	267,400	267,400	237,000
Overhead	118,026	118,026	113,256
Balance forward			<u>114,958</u>
	<u>\$6,029,638</u>	<u>\$6,123,638</u>	<u>\$6,242,715</u>
<b>2. RESEARCH</b>			
State Appropriations (page 6)	\$1,601,875	\$1,601,875	\$1,601,875
Federal Funds (page 6)	253,870	276,366	276,366
Sales (page 9)	116,500	116,500	80,500
Overhead	<u>56,974</u>	<u>56,974</u>	<u>61,744</u>
	<u>\$2,029,219</u>	<u>\$2,051,715</u>	<u>\$2,020,485</u>
<b>3. EXTENSION</b>			
State Appropriations (page 6)	\$ 903,102	\$ 903,102	\$ 903,102
Federal Funds (page 6)	900,000	903,346	903,346
Sales (page 9)	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
	<u>\$1,823,102</u>	<u>\$1,826,448</u>	<u>\$1,826,448</u>
<b>4. CONTINGENT</b>			
Student Fees	\$ 97,997	\$ 97,997	\$
Balance forward			51,830
	<u>\$ 97,997</u>	<u>\$ 97,997</u>	<u>\$ 51,830</u>
TOTAL	\$9,979,956	\$10,099,798	\$10,141,478
<b>5. REPAIRS, REPLACEMENTS, ALTERATIONS &amp; EQUIPMENT (page 5)</b>			
	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
GRAND TOTAL OF BUDGET	\$10,579,956	\$10,699,798	\$10,741,478*
<b>6. ESTIMATED UNALLOCATED INCOME</b>			
Balances Forward	\$	\$	\$ 55,212
Student Fees	<u>136,292</u>	<u>42,292</u>	
GRAND TOTAL, ESTIMATED INCOME (page 1)	<u>\$10,716,248</u>	<u>\$10,742,090</u>	<u>\$10,796,690</u>

\* See page 3

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5.

PROPOSED DISTRIBUTION OF  
REPAIRS, REPLACEMENTS, ALTERATIONS AND EQUIPMENT

1954-1955

(Revised April 1, 1954)

	Budget <u>1953-54</u>	Proposed <u>1954-55</u>
REPAIRS, REPLACEMENTS AND ALTERATIONS (Per Allocations by Finance Committee)	\$300,000	\$300,000
EQUIPMENT		
<u>Instruction and Administration</u>		
Division of Agriculture	25,000	31,000
Division of Engineering	30,000	32,000
Division of Home Economics	10,000	10,000
Division of Science	35,000	35,000
Division of Veterinary Medicine	10,000	10,000
Administration and General	35,000	25,000
Microscope Fund	10,000	10,000
Library Books	<u>65,000</u>	<u>67,000</u>
	(\$220,000)	(\$220,000)
<u>Research</u>		
Agricultural Experiment Station	\$ 30,000	\$ 30,000
Engineering Experiment Station	-0-	5,000
Veterinary Research Institute	10,000	10,000
Other Research Agencies	5,000	5,000
<u>Extension</u>		
Agriculture & Home Ec. Extension	30,000	25,000
Engineering Extension	<u>5,000</u>	<u>5,000</u>
TOTAL 55th G. A. APPROPRIATION	\$600,000	\$600,000

DISTRIBUTION OF STATE AND FEDERAL APPROPRIATIONS

1954-55

<u>DISTRIBUTION OF STATE FUNDS</u>	Budget <u>1953-54</u>	Estimated <u>1954-55</u>
INSTRUCTION AND ADMINISTRATION	\$4,531,501	\$4,531,501
RESEARCH		
Agricultural Experiment Station	1,131,875	1,131,875
Engineering Experiment Station	108,000	108,000
Industrial Science Research Institute	114,000	114,000
Veterinary Research Institute	148,000	148,000
Institute for Atomic Research	75,000	75,000
Statistical Laboratory	<u>25,000</u>	<u>25,000</u>
	(\$1,601,875)	(\$1,601,875)
EXTENSION		
Agriculture and Home Economics	815,000	815,000
Engineering	<u>88,102</u>	<u>88,102</u>
	(\$ 903,102)	(\$ 903,102)
TOTAL STATE APPROPRIATIONS	\$7,036,478	\$7,036,478
 <u>DISTRIBUTION OF FEDERAL FUNDS</u> 		
INSTRUCTION AND ADMINISTRATION	\$ 126,000	\$ 126,000
RESEARCH		
Agricultural Experiment Station	253,870	276,366
EXTENSION		
Agriculture and Home Economics	<u>900,000</u>	<u>903,346</u>
TOTAL FEDERAL FUNDS	\$1,279,870	\$1,305,712

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7.

ESTIMATE

STUDENT FEES

Preliminary, February 22, 1954

Based on        7900 Fall 1954  
                 7400 Winter 1955  
                 7000 Spring 1955  
                 1800 1st SS  
                 1200 2nd SS

This estimate is based on present schedule of fees, with 75% resident, 20% non-resident and 5% staff, less present fee allocations to Memorial Union, Student Activities, and Student Health Service.

No cost-of-instruction payments will be made by VA or NROTC beginning in Fall 1954.

Estimated fee income, net                                        \$1,100,000



Estimated Sales and Miscellaneous Income  
for 1954-55

(Revised April 1, 1954)

	Budget <u>1953-54</u>	Estimate <u>1954-55</u>
<u>Instruction and Administration</u>		
<u>Agriculture</u>		
Animal Husbandry	\$ 42,000	\$ 47,000
Dairy Husbandry	70,000	80,000
Horticulture	8,000	9,000
Poultry Husbandry	<u>13,000</u>	<u>14,000</u>
	(\$133,000)	(\$150,000)
<u>Home Economics</u>		
Child Development	400	-0- (1)
Home Ec. Administration	<u>500</u>	<u>500</u>
	(\$ 900)	(\$ 500)
<u>Science</u>		
Physical Education for Men	\$ 35,000	\$ -0- (1)
Music	<u>12,000</u>	<u>-0- (1)</u>
	(\$ 47,000)	(\$ -0- )
<u>Veterinary Medicine</u>		
Diagnostic Lab.	<u>\$ 14,000</u>	<u>\$ 14,000</u>
	(\$ 14,000)	(\$ 14,000)
<u>Library</u>		
	\$ 2,000	\$ 2,000
<u>Administration</u>		
Registrar	\$ 5,000	\$ 5,000
Employment Service	<u>500</u>	<u>500</u>
	(\$ 5,500)	(\$ 5,500)
<u>General</u>		
Physical Plant	<u>\$ 65,000</u>	<u>\$ 65,000</u>
	(\$ 65,000)	(\$ 65,000)
TOTAL INSTRUCTION AND ADMINISTRATION	(\$267,400)	(\$237,000)

(1) Income to be shown as a credit reducing gross budget in these departments.

Research

Agr. Experiment Station	\$ 84,000	\$ 75,000
Engr. Experiment Station	500	500
Inst. for Atomic Research	4,000	-0- (1)
Veterinary Research Institute	10,000	5,000
Industrial Science Res. Inst.		
Instrument Shop	<u>18,000</u>	<u>-0- (1)</u>
Total Research	(\$116,500)	(\$ 80,500)

Extension

Agriculture and Home Ec. Ext.	\$ 20,000	\$ 20,000
Engineering Extension	<u>-0-</u>	<u>-0-</u>
Total Extension	(\$20,000)	(\$20,000)

GRAND TOTAL ESTIMATED SALES	\$403,900	\$337,500
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(1) Instrument Shop and Low Temp. Lab.  
transferred to Revolving Service Accounts.

STATEMENT OF NEED FOR INCREASES ABOVE 1953-1954 BUDGET

Need for Additional Instruction	\$135,680
*Need for Add'l Federal Extension	3,346
*Need for Add'l Fed. Exp. Station	<u>22,496</u>
 Total Additions	 \$161,522

\*These funds are provided by Federal appropriations and are available only for expenditure for the purposes for which appropriated and cannot be used to reduce State appropriations.

The following is submitted in support of the need for the increase in Instructional funds, for which funds are available (See third page of foregoing summaries):

Comparison 1953-54 with 1954-55

	<u>1953-54</u>	<u>1954-55</u>	<u>Increase</u>
Enrollment (1)	7780	8100-8300	+4.1% to +6.7%
Instructional Expenditures	\$4,244,358 (budget) 4,315,369 (est.)	\$4,410,315	+3.9% +2.2%
Expenditure per Student ( <u>Instr. only</u> )	\$554	\$545 (for 8100)	-1.6%
Instr. & Admin. Expense (Incl. Library, Physical Plant and Administration)	\$6,142,795 (est.)	\$6,242,715 (est.)	+1.6%
Total Budget incl. Federal funds for R. R. & A.	\$10,579,956	\$10,741,478	+1.5%

(1) Fall Quarter, Net resident students enrolled for credit.

Instructional Staff (Full-time Equivalent, excluding graduate assistants)

1948-49	825 (Peak enrollment)
1951-52	670
1952-53	630
1953-54	669
1954-55	700 (min.)

From the above data it will be noted, (1) that enrollment is estimated to increase from 4.1% to 6.7%; (2) that in order to provide for this increase in enrollment it will be necessary to employ additional instructional staff,

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but that the cost does not increase in direct proportion to the enrollment increase (2.2% to 3.9% increase in Instructional cost only); (3) that the actual Instructional cost per student in 1954-55 will be lower; and (4) the total budget will only be increased by 1.5%.

On the basis of best estimates at present, the increase in enrollment appears to be about 500. We are submitting this budget, however, on the assumption that the increase will be less than 500. Should it be greater, it may be necessary to request a further increase later in the year, perhaps in July. This increase, however, will permit us to make firm commitments to prospective staff members now before the better qualified instructors are engaged by other institutions. If we defer recruiting of the additional staff members until Summer, we will not have the qualified people available from which to make our selections. Should enrollment not materialize as estimated, we could be slightly over-staffed in the Fall, but resignations, leaves, etc., during the year not filled by appointments would gradually reduce the staff size and the estimated expenditures.

It was moved, seconded and passed that the action taken in executive session on April 8, 1954, be approved and ratified.

BEEF CATTLE NUTRITION BARN AND LABORATORY - SITE - OPINION OF ATTORNEY GENERAL.

Secretary Dancer reported that on April 7, 1954, Oscar Strauss, Second Assistant Attorney General, wrote as follows regarding the use of appropriated funds for the purchase of a site for the Beef Cattle Nutrition Barn and Laboratory:

This will acknowledge receipt of yours in which you submitted the following:

"The 55th General Assembly appropriated \$250,000.00 for a 'Beef Cattle nutrition barn and laboratory' at Iowa State College. (Chapter 7, Laws of the 55th G.A.)

Since adjournment of the 55th General Assembly the State Board of Education has made a thorough study to determine whether there is some college-owned land which would make a satisfactory site for the barn and, whether there is land which the College could sell using the proceeds to buy a new tract for the site. The board has decided against both procedures.

I have been directed to inquire whether in your opinion, a part of the appropriation for the beef cattle barn could be used as a site for the barn and the research activities to be carried on in connection with studies in beef cattle nutrition."

In reply thereto I would advise you that it would appear from the title of the foregoing Chapter that it was the legislative intent that the money appropriated for a beef cattle nutrition barn and laboratory could be used for the

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purchase of a site. The title specifies the use of the fund for capital improvements for institutions under the Board of Education including the construction of new buildings, etc. The Department has previously ruled that a purchase of a site is included within the power to erect or construct.

BEEF CATTLE NUTRITION BARN AND LABORATORY - SITE. The Building and Business Committee submitted the following resolution: (See Board minutes of 1/14-15/54)

WHEREAS, the 55th General Assembly made an appropriation of \$250,000 for a Beef Cattle Nutrition Barn and Laboratory at the Iowa State College; and

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

BE IT RESOLVED:

1. That the expenditure of \$73,500 for the purchase of land to be used as a site for the Beef Cattle Nutrition Barn and Laboratory is for the best interests of the state.

2. That the Business Manager of the Iowa State College be authorized to secure an option in the form of an assignment of a contract to purchase the following described property as a site for the Beef Cattle Nutrition Barn and Laboratory:

The North Half of the Southeast Quarter; the South Half of the Northeast Quarter; the Northwest Quarter of the Northeast Quarter; the Northeast Quarter of the Southwest Quarter; the Southeast Quarter of the Northwest Quarter; and the South Half of the Northeast Quarter of the Northeast Quarter, all in Section 30, Township 84 North, Range 24, West of the 5th P.M., Story County, Iowa, containing 300 acres more or less, together with all appurtenances thereto belonging as of the date hereof,

at a price of \$73,500 to be paid as follows: \$1,500 upon execution of the option, \$36,000 on or before June 1, 1954, and \$36,000 on or before July 1, 1954; possession to be given the purchaser upon the date of final payment, subject to an existing lease with tenant, which lease shall be assigned to the purchaser inclusive of all proceeds thereof for the farming season that began March 1, 1954.

3. That the Budget and Financial Control Committee be requested to approve the option to be secured by the State Board of Education and authorize the purchase, subject to approval by the Executive Council of Iowa, of the property described in this resolution.

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4. That the Budget and Financial Control Committee be requested to allocate \$73,500 for the purchase of a site from the appropriation made by Chapter 7, 55th G.A., for the construction of a Beef Cattle Nutrition Barn and Laboratory. (See Attorney General's opinion dated April 7, 1954, reported in these minutes.)

It was moved that the foregoing resolution be adopted. The motion was seconded and on roll call the vote was as follows:

Aye: Mrs. Archie, Mrs. Brooks, Mr. Hagemann, Mr. Hamilton, Mr. Plock, Mr. Stevens and Mr. Strawman.

Nay: None.

Absent: Mr. Fredricksen and Mr. Rider.

The chairman declared the resolution adopted.

RETIREMENT PLAN - SUBSTITUTE PLANS - REVISION. Mr. Plock reported that the following resolution was adopted in executive session on April 9, 1954:

WHEREAS at a meeting held on December 10-11, 1953, this Board adopted a revision of the Iowa State College Retirement Plan with respect to the requirements for the acceptance of substitute retirement plans in lieu of the T.I.A.A. retirement plan of Iowa State College, such requirements being in conformity with those of the State University of Iowa, and

WHEREAS there were in process or in preparation at that time several proposed substitute retirement plans which met the requirements for acceptance in effect prior to the adoption of said revision, but applications therefor had not been submitted to the College, and

WHEREAS denial of these applications would constitute undue hardship on the individuals who had such applications in process, therefore

BE IT RESOLVED that the Insurance and Annuity Committee of Iowa State College be instructed to consider the substitute plans proposed by staff members, Richard D. McConnell, Samuel C. Wiggins, William J. Hooker, Eugene S. Ferguson, J. A. Browning and Robert H. Shaw, on the basis of regulations in effect prior to December 9, 1953, approving same if they complied with such regulations, and

BE IT FURTHER RESOLVED that the Insurance and Annuity Committee of the Iowa State College be instructed to accept or consider no new applications for substitution until this Board has had opportunity to review the entire policy relative to substitute plans, not only at the Iowa State College but also as at the State University and the Teachers College.

On motion, the action taken in executive session was approved and ratified, with Mrs. Brooks passing.

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ATOMIC ENERGY COMMISSION - DEVELOPMENT LABORATORY. At the meeting held on April 13, 1951, Business Manager Platt was authorized to negotiate with the Atomic Energy Commission for a proposed lease requested by the Commission on land directly north of the Research Building to be used as a site for a proposed Development Laboratory; and all matters pertaining to the construction of the proposed building were referred to the Building and Business Committee with power to act.

Chairman Plock reported that in executive session on April 8, 1954, Business Manager Platt and Professor F. H. Spedding were authorized to negotiate with the Atomic Energy Commission regarding additional facilities.

On motion, the action taken in executive session was approved and ratified.

FRILEY-HUGHES DORMITORY ADDITION - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee the following change orders to contracts for the construction of the Friley-Hughes Dormitory Addition were authorized:

Change Order #1 to the general construction contract, Klinger Construction Company, covering the following at a net addition of \$1,370 to the contract price:

Installation of deadlocks on 14 sets of stairwell doors, add	\$427.00
Installation of concrete floor slab in Room B5, add	268.00
Installation of partition and door to provide small storage room in each of the lounges on 2nd, 3rd, and 4th floors, add	727.00
Substitution of natural split-texture slate for sawed-finish slate in passageway, deduct	- 52.00

Change Order #2 to the general construction contract, Klinger Construction Company, covering substitution of one course 4" thick concrete floor for two course 5½" thick floor specified in dining room area, including necessary re-grading, at a net deduction of \$1,249.00 from the contract price.

Change Order #1 to the contract with Furlong and Baker for the electrical work, covering the following at a net addition of \$345.36 to the contract price:

Installation of switch and 6 outlets in tunnel under dining room, add	\$ 90.90
Installation of plug-in strip in toilet rooms 1, 201, 301, and 401, add	151.62
Installation of wall switches to control lights in 11 telephone booths, add	102.84

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SCIENCE BUILDING ADDITION - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee the following change orders to contracts for the Science Building Addition were authorized, subject to approval by the Budget and Financial Control Committee:

Change Order #3 to the contract with the Conditioned Air Corporation for the installation of plumbing and heating, covering roughing in waste, gas, and water lines to sink in laboratory hood, Room BE4, at an addition of \$330.75 to the contract price.

Change Order #4 to the contract with the Conditioned Air Corporation for the installation of plumbing and heating, providing ventilation and heating ducts for 13 incubator rooms, at an addition of \$582.90 to the contract price.

Change Order #2 to the contract with Brammer Electric Company for electrical work, providing electric heating equipment and controls for 13 incubator rooms at an addition of \$1,617.87 to the contract price.



April 8-9, 1954

IOWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on April 9, 1954:

APPOINTMENT. Upon the recommendation of President Maucker and the Faculty Committee Reverend David R. Bluhm was appointed associate professor of Religion in the Department of English and Speech on a half-time basis, effective July 1, 1954, at an annual salary of \$6,600, twelve months' basis, to be divided equally between the College and the College Hill Interdenominational Church, which he will serve as minister on a half-time basis.

ADMINISTRATIVE REORGANIZATION - REVISION OF FACULTY COMMITTEE STRUCTURE. Upon the recommendation of the Faculty Committee, action on the report and recommendations proposed by President Maucker regarding administrative reorganization and revision of faculty-administrative relationships and faculty committee structure was deferred under the rule about new business.

(Page B6, Volume I, Precedents and Decisions. RESOLVED: That whenever anything is proposed which is in the nature of an innovation, either in the course of study or in the general policy of an institution, the matter be referred to a committee to be considered and reported back to the Board for action at a subsequent meeting.)

DIRECTOR OF FIELD SERVICES. Upon the recommendation of President Maucker and the Faculty Committee, authority was granted for the appointment of a Director of Field Services.

SURVEY OF HEATING AND POWER PLANT. Upon the recommendation of President Maucker and the Building and Business Committee, the Brown Engineering Company was authorized to bring the 1948 Survey of the Heating and Power Plant up to date for a fee of \$500.00, which would be applied against any fee for engineering services for work done.

April 8-9, 1954 - Iowa State Teachers College

NURSERY SCHOOL - SALE. The Building and Business Committee reported that on March 23, 1954, the following bids were received and opened for the old frame building known as the Nursery School:

M. R. Shreve, Cedar Falls	\$168.50
Ralph Mitchell, Cedar Falls	360.00

and that the building was sold to Ralph Mitchell at the price he bid, \$360.00.

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

EDUCATIONAL TOUR OF SOUTHWESTERN UNITED STATES - LIABILITY INSURANCE. Business Manager Jennings reported that arrangements had been made for liability and accident insurance in accordance with the action taken by the State Board of Education on March 19, 1954, relative to the Educational Tour of the Southwestern United States.

USE OF FACILITIES - CEDAR FALLS CHAMBER OF COMMERCE. Upon the recommendation of President Maucker and the Building and Business Committee, the request of the Cedar Falls Chamber of Commerce to use The Commons for its annual banquet to be held on April 29, 1954, was granted.

EMERITUS STAFF - COMPUTATION OF SALARIES. Upon the recommendation of President Maucker, a special cost of living increase of 10% for emeritus staff members which was put into effect July 1, 1951, was approved, retroactive to that date. President Maucker stated that no record of official approval of the increase at the time it became effective could be found.

RETIREMENT PLAN - TEACHERS INSURANCE AND ANNUITY ASSOCIATION. Upon the recommendation of President Maucker, authority was granted to extend Teachers Insurance and Annuity Association privileges to the administrative staff in the student personnel area of the Iowa State Teachers College, specifically the residence halls and food service.

April 8-9, 1954 - Iowa State Teachers College

STORAGE COAL. The Building and Business Committee reported that bids for 1,000 tons of storage coal for the Iowa State Teachers College would be received and opened in the Board's Office in Des Moines, Iowa, at 2 p.m., April 14, 1954.

COMPLETION AND PAYMENT AND EQUIPPING CAMPUS LABORATORY BUILDING, UNIT A - KITCHEN AND CAFETERIA EQUIPMENT - ACCEPTANCE. The Building and Business Committee reported that on April 7, 1954, E. E. Cole, Superintendent of the Buildings and Grounds Department, and Mr. Ritts, of the Architect's Office, inspected the kitchen and cafeteria equipment installed by the Hockenberg Fixture and Supply Company, Des Moines, in the Campus Laboratory Building, Unit A, and found that the contractor had completed the work in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee the kitchen and cafeteria equipment for the Campus Laboratory Building, Unit A, was accepted from the contractor, the Hockenberg Fixture and Supply Company, as of this date, April 9, 1954, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

TRANSFER OF FUNDS. Upon the recommendation of President Maucker and the Building and Business Committee, authority was granted to request the Governor and the State Comptroller to transfer \$15,000 from the appropriation for Salaries, Support, Maintenance and Miscellaneous to the fund for Repairs, Replacements, Alterations and Equipment, Iowa State Teachers College, to replace a 29 passenger bus purchased in 1941 which has a mileage record of 236,000 miles.

April 8-9, 1954 - Iowa State Teachers College

USE OF FACILITIES. Upon the recommendation of President Maucker, the request of the St. John's Lutheran Brotherhood for the Iowa State Teachers College to assist in housing some of the estimated 180 men who will need accommodations while attending a meeting in Cedar Falls on June 12, 1954, was granted, with the understanding that approximately 90 men will be housed in one of the men's dormitories for one night at a reasonable room charge.

April 8-9, 1954

IOWA BRAILLE AND SIGHT-SAVING SCHOOL

The following business relating to the Iowa Braille and Sight-Saving School was transacted on April 9, 1954:

DIPLOMAS. Superintendent Overbeay recommended that the following students be granted diplomas on May 28, 1954:

Laurel Genevieve Michaels	Morning Sun, Iowa
Helen Louise Sanquist	Cedar Rapids, Iowa
Rosellia Mae Sharp	Cedar Rapids, Iowa
Dove DeWayne Tanner	Marion, Iowa
Margaret Pauline Warren	Luzerne, Iowa
Delia Ann Wilmot	Cherokee, Iowa

On motion, the recommendation was approved and the diplomas authorized.

SCHOOL CALENDAR FOR 1954-1955. Upon the recommendation of Superintendent Overbeay and the Faculty Committee, the following School Calendar for the 1954-1955 school year was approved:

August 30	Students Return
August 31	School begins
October 15	Centennial Recognition
October 29	End First Quarter
November 4-6	Iowa State Teachers' Convention
November 24-28	Thanksgiving Vacation (begins at noon)
December 12	Christmas Program
December 17-Jan.2	Christmas Vacation (begins at noon)
January 21	End Second Quarter
January 24	Second Semester Begins
March 18	End Third Quarter
March 28	Fourth Quarter Begins
April 1-2	Preliminary Music Contest, Solos and Ensembles
April 1-11	Easter Vacation (begins at noon)
April 29-30	Final State Music Contest, Solos and Ensembles
May 6-7	Final State Music Contest, Large Groups
May 21-24	Pre-School Institute
May 22	Baccalaureate
May 27	Commencement. School officially closes at noon.

179 actual days of school.

April 8-9, 1954 - Iowa Braille and Sight-Saving School

SUPERINTENDENT'S NEW HOME AND FURNISHINGS. The Building and Business Committee reported that bids for the Superintendent's New Home would be received and opened at 2 p.m., April 28, 1954, in the Office of the Superintendent of the Iowa Braille and Sight-Saving School, Vinton, Iowa.

ADJOURNMENT. The meeting adjourned at 3:30 p.m., April 9, 1954.

*David A. Dancer*  
David A. Dancer, Secretary