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Minutes, September 17, 1952

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MINUTES OF THE MEETING
OF THE
BOARD OF TRUSTEES
OF
THE UNIVERSITY OF CONNECTICUT
held in Storrs, September 17, 1952

Present: Mr. Belden Mr. Jorgensen Mr. Staples
 Mr. Bishop Mr. Joy Mr. Suisman
 Mr. Brock Mr. Ryan Mr. Watson
 Mr. Christensen Mr. Shippee

1. The minutes of the meeting of July 30, 1952, having been mailed out, were approved without being read.
2. Report of Special Finance Committee on biennial budget requests. Because of the importance of this matter and because of pressure of time for submitting budget forms to the State Budget Office, it was decided to have the report of the Special Finance Committee before consideration of all more or less routine matters.

Mr. Lester Shippee, Chairman of the Special Finance Committee composed of Messrs. Shippee, Brock, and Watson, presented the report. Mr. Shippee's report began with the following summary:

	<u>Budget</u> <u>1952-53</u>	<u>Requested by</u> <u>Departments</u>		<u>Recommended</u>		<u>Increases over</u> <u>1952-53</u>	
		<u>1953-54</u>	<u>1954-55</u>	<u>1953-54</u>	<u>1954-55</u>	<u>1953-54</u>	<u>1954-55</u>
Personal Services	4,675,516	6,033,992	6,294,982	5,325,358	5,510,358	650,000	835,000
Contractual Services	234,950	335,205	345,816	274,887	276,816	40,000	42,000
Supplies & Materials	381,771	570,003	579,986	452,448	455,948	72,000	73,000
Equipment*	<u>316,375</u>	<u>1,406,945</u>	<u> </u>	<u>687,375</u>	<u> </u>	<u>370,000</u>	<u> </u>
	5,608,612	8,346,145	7,220,784	6,740,068	6,243,122	1,132,000	950,000

*Biennial Appropriation. Shown in first year of the new biennium for purposes of comparison.

2. (Cont.)

The following principles were followed by the administration in the preparation of the budget forwarded to the Special Finance Committee:

1. That the State of Connecticut plans to develop only one State University.
2. That the State of Connecticut will not appropriate State funds for the support, in any form, of private higher education.
3. No change in the over-all student enrollment of the University during the coming biennium.

NOTE: The number of applications received to date (September 6, 1952) total 5063 as compared to 4298 on the same date one year ago. It is expected that the number of applicants will continue at slightly more than 5000 until 1958 and then, shortly thereafter, the number of applicants will increase by at least 50%.

The administration did not recommend any new services to the Special Finance Committee. Any new services will, therefore, have to be approved by the General Assembly in response to the efforts of agencies other than the University.

INCREASES IN RECOMMENDED BUDGET OVER BUDGET FOR 1952-53

	<u>1953-54</u>	<u>1954-55</u>
<u>PERSONAL SERVICES</u>		
Cost of 40-hour week - best estimate - actual amount to be determined by the "management survey" to be conducted by the State Budget Department	146,000	146,000
Merit and Mandatory increases - best estimate - actual amount to be determined after Barrington adjustments for the classified service and the equivalent for the professional staff have been completely processed - represents the equivalent of one step per each full-time employee	185,000	370,000
Increases in student labor, etc. - only \$2,000 represents increase over the present year for student labor - the remainder represents an accumulation of many minor adjustments throughout the entire University. A good example is the transferring of part of Mr. Anderson's salary from Creamery Revolving Fund to the State. The major part of his time is devoted to teaching and research which should be financed by the State and not by the Creamery Revolving Fund.	17,000	17,000

2. (Cont.)

1953-541954-55

School of Law and College of Insurance. The Legislature did not provide General Fund Appropriations for the School of Law and the College of Insurance. Therefore, surplus funds intended for library shelving and library books were used. These funds are now exhausted. The \$65,000 represented here is intended to cover only the full-time instruction in these two colleges. All part-time instruction, all contractual services, and all supplies will be financed from fees collected only from the students attending the College of Insurance and the School of Law. This plan is not in violation of accreditation requirements and does not violate legal restrictions on charging tuition.

65,000

65,000

New Positions (qualitative improvement). The Legislature failed to appropriate funds for the College of Pharmacy. Therefore, to finance the program during the first year of the biennium, it was necessary to deplete the Pharmacy Fund accumulated over a period of time and intended for the purchase of laboratory equipment. During the second or current year of the biennium, no monies are available in this Fund. To carry the Pharmacy program, it has been necessary to impose on other departments of the College of Arts and Sciences the responsibility for teaching 350 students in Pharmacy in the non-technical pharmaceutical courses which comprise the total Pharmacy curriculum.

237,000

237,000

While the School of Pharmacy was located in New Haven, fee income was used to produce annual recurring expenses (actually tuition equal to charges, when the college operated as a private college). Continuing tuition charges after the college was transferred to University control by action of the Legislature was an exception to our University policy. It was done, however, with approval of the Board to accumulate a surplus for laboratory needs, as well as to finance the major part of the annual recurring expenses. When the college was moved to the campus, the tuition fee was abolished and fee charges were established identical with the fees charged all other campus students.

Incidentally, no General Fund Appropriations were made for the School of Physical Therapy. True, the University did not request funds for this School, but failure to appropriate funds for Pharmacy, Law, and Insurance made the problem of absorbing the School of Physical Therapy more difficult.

It was necessary to over-budget by \$100,000 throughout the University to provide internal budgets for all current and approved programs and services because, during the second or current year of the biennium, the Pharmacy Fund of approximately \$100,000 was depleted.

2. (Cont.)

It was, therefore, necessary in the current year to reduce the quality of almost all operations throughout the entire institution by delaying the filling of vacancies and filling vacancies at rates lower than would ordinarily seem wise in order to absorb these amounts and by greatly increasing the sizes of classes and the teaching loads of faculty members.

In effect, therefore, only \$40,000 of the \$237,000 requested is for what can truly be considered new positions.

NOTE: It is important that sources of funds are not confused with actual internal budgets which have been set up to carry services and programs authorized by the State even though the Legislature failed to appropriate State funds for the four schools previously mentioned.

For the information of the Board, the following new positions were recommended for inclusion in the biennial budget requests:

<u>Bureau of Business Administration</u>	
2 Typists, Grade II	\$4920
<u>Division of Student Personnel</u>	
Key Punch Operator	2100
Typist, Grade II	2460
<u>News Coordinator's Office</u>	
Typist, Grade I	2100
Photo Laboratory Technician	2800
<u>College of Agriculture</u>	
Instructor - Dairy Manufacturing	4740
Typist, Grade II	2460
Research Assistant - Animal Pathology	4020
<u>College of Arts and Sciences</u>	
Botany	
Professor	7140
Chemistry	
Professor	7140
Economics	
Instructor	4020
Foreign Languages	
Instructor	4020
Government and International Relations	
Associate Professor	5760
Mathematics	
Instructor	4020
Music	
Assistant Professor	5160
Philosophy	
Instructor	4020

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2. (Cont.)

Psychology	
Assistant Professor	5160
Physics	
Instructor	4020
Speech and Drama	
Instructor	4020
Zoology and Entomology	
Instructor	4020
Art	
Instructor	4020
Statistics	
Assistant Professor	5160
<u>College of Pharmacy</u>	
3 Instructors, part-time, at \$1560	4680
<u>School of Business Administration</u>	
Business	
Instructor	4020
Associate Professor	6960
Accounting	
Assistant Professor	5160
Industrial Management	
Laboratory Technician	2940
Research Assistant	4020
Marketing	
Assistant Professor	5160
Stenographer, Grade II	2460
<u>School of Education</u>	
4 Instructors	4020 (16,080)
<u>School of Engineering</u>	
Electrical Engineering	
Skilled Tradesman	3300
Mechanical Engineering	
Research Assistant	4020
Stenographer, Grade II	2460
Skilled Tradesman	2820
Associate Professor	7260
<u>School of Nursing</u>	
2 Instructors	4020 (8,040)
Instructional Costs (Hartford Visiting Nurses Assoc.)	1000
<u>School of Social Work</u>	
Instructor	4020
<u>University Library</u>	
Typist, Grade II	2460
<u>Division of Military Science</u>	
Univ. of Conn. Maint. Labor (Hartford and Waterbury Units)	300

2. (Cont.)

<u>School of Physical Education</u>		
2 Assistant Professors	5160	(10,320)
<u>Labor-Management Institute</u>		
Assistant Professor	5160	
Research Assistant	4560	
<u>Institute of Public Service</u>		
2 Research Assistants @ 4560	9120	
<u>Plant Maintenance</u>		
Building Service Division		
6 Cleaners for summer, June to October	11400	
5 Skilled Tradesmen (Painters) @ 2940	14700	
Stenographer, Grade II	2460	
Skilled Laborer (Key man)	2460	
Landscape Maintenance		
Garageman	2280	
2 Groundsmen @ 2100	4200	
(in form of 8 temporary men in summer)		
Incinerator man (janitor)	2280	
<u>Graduate School</u>		
35½ Graduate Assistants	47850	

	<u>1953-54</u>	<u>1954-55</u>
Total increase in Personal Services over current budget	650,000	835,000

NOTE: The increases indicated in Personal Services do not include adjustments growing out of the Barrington study for the classified service and the equivalent adjustments for the professional staff. Funds for these adjustments will be automatically provided by the State.

CONTRACTUAL SERVICES

The increase in contractual service is to cover additional power to service new buildings now under construction, more travel, and some increase in telephone and telegrams in addition to increased cost of all services. In general, the breakdown is as follows:

Printing and Binding	5,000	5,000
Dues and Subscriptions	1,000	1,000
Fees -School of Nursing- professional services provided by New Haven and other affiliated hospitals - accreditation requirements necessitate certain changes in clinical relationships	2,000	2,000

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2. (Cont).

	<u>1953-54</u>	<u>1954-55</u>
Travel -about \$4,000 represents increases for Agricultural Extension Service. During the current biennium reductions for travel are below a reasonable and necessary minimum. \$5,000 represents restoration for travel for the fifteen schools and seven divisions	9,000	9,000
Light and Power - new buildings	19,000	21,000
Telephone and Telegraph	8,000	8,000
Rents (IBM, etc.)	3,000	3,000
General Repairs	2,600	2,500
Sundry Operating Services	4,000	4,000
	<hr/>	<hr/>
Increase over current (internal) operating budget	53,600	55,500
*Less unallotted appropriation (internal budget cut)	<u>13,500</u>	<u>13,500</u>
Actual increase over legislative appropriation for 1952-53	40,100	42,000

SUPPLIES AND MATERIALS

The increase here is primarily occasioned by the increased cost of commodities and the increase in the amount of fuel necessary to heat buildings now under construction which will be completed later this year.

Agricultural and Horticultural supplies - fertilizers, seeds, insecticides, etc.	2,500	2,500
Forage and Veterinary supplies - primarily, feed	12,000	12,000
Laundry, Cleaning and Disinfecting supplies	1,000	1,000
Laboratory Supplies	9,000	9,000
Fuel - new buildings	62,000	64,000
Office Supplies	13,000	13,000
Educational Supplies	2,500	2,500
Repair Materials	7,000	7,000

*This is an internal budgeting adjustment. These funds will be allotted and expended primarily for power, fuel and repairs this fiscal year.

2. (Cont).

	<u>1953-54</u>	<u>1954-55</u>
Miscellaneous Operating Supplies	1,000	1,000
Increase over current (internal) operating budget	110,000	112,000
*Less unallotted appropriation (internal budget cut)	<u>38,700</u>	<u>38,700</u>
Actual increases over legislative appropriation for 1952-53	71,300	73,300

CAPITAL OUTLAY - EQUIPMENT - Increase over 1951-53 biennium \$370,000. This represents total for the biennium - funds for capital outlay (equipment) are appropriated on the biennial basis and not annually.

Laboratory - This represents an increase of \$100,000 per year for laboratory equipment. This is far short of the amount necessary to assure reasonable annual recovery on laboratory equipment due to depreciation of equipment and obsolescence	200,000
Library	20,000
Other Items - this represents such items as farm, general plant, household, office, medical and surgical, tractors	70,000
Television - studio equipment at Storrs. At this point, it should be made clear that the request of \$80,000 for television is not consistent with the approach adopted for budget planning for the coming biennium which provides for no additional services. However, it is included here for the Board's consideration because of the long-time implications of educational television.	80,000

Minimum Building Needs to Meet Existing Commitments

1. Science Building for all physical sciences	2,900,000
2. Classroom Building	900,000
3. Water Storage	80,000
4. Replacement of Force Water Main	100,000
5. Central Receiving and Stores & Supplies Building	300,000
6. Chemical Engineering Wing to Engineering Building	400,000

*This is an internal budgeting adjustment. These funds will be allotted and expended primarily for power, fuel and repairs this fiscal year.

2. (Cont).

7. Addition to Engineering Building for Engineering Experiment Station	400,000
8. Complete Animal Isolation Unit -Animal Pathology Building	40,000
9. Complete Building Connection - Atwater Laboratory and Animal Pathology Building	10,000
10. Butler-type steel building, 40x100	8,000
To heat, light, and equip for use as an Agricultural Engineering and Farm Machinery Laboratory	<u>4,000</u>
	12,000
11. Replacement of Feed House - Poultry House	10,000
12. Replacement of Feed House and Range Shelters - Poultry Isolation Plant	20,000
13. Major Improvements to existing buildings:	
(a) R.O.T.C. Storage and Garage facilities	15,000
(b) Hawley Armory (converting from men's to women's gym). Repair of shower rooms, replacement of gymnasium floor, repainting, replacement of stage fixtures	30,000
(c) Library	
Regilding dome (gold leaf)	3,500
Replace grill doors with solid doors to large reserve and general reading rooms	10,000
Continue a corridor wall (Fire Marshal requirement)	2,500
(d) Beach Building	65,000
Replacement floor covering, replacement main exhaust system, repair all window frames to eliminate looseness, miscellaneous lighting, air conditioning in research laboratories for control of moisture and temperature	
(e) Engineering Annexes	4,000
Replacement of lighting in drafting rooms	
(f) Engineering Building	10,000
Replacement of lighting in drafting rooms	
(g) Swimming Pool - Hawley Armory	10,000
Installation ceramic floor tile	
(h) Dairy Building - Poultry Building - lighting	10,000
(i) Maintenance Building	2,000
Repair roofs, releveilling first floor (#521)	

2. (Cont.)

(j) Automatic fire alarm transformer vaults	12,000
(k) Poultry Houses - repairs	10,000
(l) Remodel basement space in the School of Social Work and remodel garage building for Social Work curricular activities	15,000
(m) Remodel and equip a Speech and Hearing Clinic	15,000

After the excellent presentation of the budget requests by Mr. Shippee and considerable discussion by the members of the Board, with Mr. Brock and Mr. Watson contributing from their experience in working on the budget requests as members of the Special Committee, THE BOARD VOTED to approve the budget recommendations as summarized above.

3. In connection with the presentation of the budget for the coming biennium, Mr. Shippee reported on the University Revolving Fund. After considerable discussion, Mr. Shippee, for the Special Committee on Finance, recommended that the Board approve financing the following projects from the Self-supporting Activities Fund, Account 6.4:

Official Residence - Terracing, road, walls	15,000
Faculty housing - Sewage overflow basins	7,500
Repair shower stalls, North Campus dormitories	50,000
Baseball Dugouts	10,000
Ten (10) Tennis Courts (Varsity)	40,000
Four (4) Tennis Courts, "D" Group	16,000
Five (5) Tennis Courts, "A", "B", "C" Groups	20,000
Roof repairs, faculty housing apartments	25,000
Auditorium, completion (University museum)	100,000
Auditorium equipment (additional)	100,000
Equipment, facilities building (Stadium)	10,000
Refinish 40 kitchens, dining rooms, and lounges	10,000
"A" and "B" Group, acoustical tiles, all rooms	25,000
Equipment, replace in all dormitory lounges	15,000
Roads, walks, and curbing	150,000

THE BOARD VOTED to approve the list of projects as necessary and as appropriate and proper to be financed from the Revolving Fund under authority granted the Board by the General Assembly.

The President reported that the above projects, when completed, will exhaust all surpluses in the Self-supporting Activities Fund with the exception of the amount deposited each year with the State Treasurer to meet amortization and debt service requirements on self-liquidating bonds for one year in advance of schedule requirements.

The Board reaffirmed its policy of depositing funds with the State Treasurer to meet bond requirements, including interest, one year in advance of annual requirements.

The President further reported that after projects now under construction or authorized to be financed by means of self-liquidating bonds are completed, the Self-supporting Activities Fund income will be just adequate to meet self-liquidating bond schedules and that there will be no surpluses in the future.

4. The administration, in forwarding to Hartford the required budget forms will, as in years past, follow the directions issued by the Budget Department expressing the policies of the Governor. A covering statement with the University budget forms submitted to Hartford will indicate that the forms have been filled out in accordance with policies issued by the Budget Department. Furthermore, the statement will respectfully request that no "recasting" of the Board's budget presentation be made by the Budget Department which will, in any way, include a reorganization or readjustment of the University's financial program involving Federal funds, Revolving Funds, and requests to the General Assembly for State appropriations. If any reorganization in form is to be made, it is expected that the Special Committee of the Board of Trustees, the President of the University, and the University Comptroller will be consulted in order that no misunderstandings and confusions will arise through a change in the presentation of the University's budget requests.
5. The President recommended that a committee of three, composed of Messrs. Brock, Christensen, and Joy meet at the University at the convenience of the committee to review with the President, the Comptroller, the Provost, and the Dean of Agriculture the inventories of September 9, 1952 prepared by Dean Young of all herds and flocks, the committee to assist in determining the size of each herd and each flock necessary for the teaching, demonstration, research, and breeding programs under the immediate direction of the College of Agriculture. THE BOARD VOTED to approve the recommendation.
6. THE BOARD VOTED to accept the following resignations:
 - (1) Ethel Bernstein, Resident Educational Counselor, effective June 16, 1952.
 - (2) Eunice G. Fried, Library Assistant, effective September 23, 1952.
 - (3) Virginia Hargrove, Library Assistant, effective September 20, 1952.
 - (4) Marjorie Plunkett, Departmental Assistant, Placement Office, effective August 8, 1952.
 - (5) Stanley Vance, Assistant Professor of Industrial Administration, effective September 16, 1952.
7. THE BOARD VOTED to approve the following appointments:
 - (1) Walter Adelsperger, M.A., Instructor in Speech and Drama, \$4020, September 16, 1952.
 - (2) William A. Aho, M.S., Associate Professor of Poultry Husbandry, \$6960, October 1, 1952. Replacing R. E. Jones.
 - (3) Frederick Amling, M.A., Instructor in Finance, \$4560, September 16, 1952.
 - (4) Ruth Dickensen, Departmental Assistant Junior Grade (Laboratory Technician), \$2940, August 1, 1952.
 - (5) Rose-Anne Fanga, R.N., Infirmary Nurse, \$3360, September 16, 1952. Replacing Joan Johnson.
 - (6) John R. Foxen, M.A., Instructor in Speech, \$4020, September 16, 1952. Replacing Robert F. Newman.

7. (Cont.)

- (7) Robert Farnsworth Holt, Ph.D., Assistant Professor of Agronomy, \$5160, September 16, 1952.
 - (8) Hai-tsin Hsu, M.S., Instructor in Mathematics, \$4020, September 16, 1952. Replacing Rose W. Sedgewick.
 - (9) George Wendell Johnson, BEE, Instructor in Electrical Engineering, \$4020, September 1, 1952.
 - (10) Adnah G. Kostenbauder, M.A., Instructor in Mathematics, \$4020, September 16, 1952. Replacing Doris S. Stockton.
 - (11) Leona E. Levy, B.S., Instructor in Nursing, \$4020, September 1, 1952.
 - (12) William W. Loika, M.A., Instructor in Physical Education, \$4920, August 16, 1952.
 - (13) Constance Malley, M.S., Instructor in Psychiatric Nursing, \$4380, September 1, 1952. Replacing Florence Melberg.
 - (14) Walter Meigs, M.F.A., Associate Professor of Art and Head of the Department, \$6660, February 1, 1953.
 - (15) Calvin K. Mutchler, M.Ag.E., Instructor in Agricultural Engineering, \$4380, September 16, 1952. Replacing George Crowther.
 - (16) Frank Pressly Shannon, M.S., Instructor in Animal Industries, \$4920, August 16, 1952. Replacing F. A. Buschner.
 - (17) Arnold Chauncey Smith, Ph.D., Assistant Professor of Dairy Manufacturing, \$5640, September 16, 1952. Replacing H. L. Wildasin.
 - (18) LeRoy Stanley Ward, B.S., Instructor in Physical Education, \$4560, August 16, 1952.
8. THE BOARD VOTED to accept and place on file the following requests for leaves of absence:
- (1) Kenneth P. Brundage, Instructor in Agricultural Economics, military leave August 24 through September 7, 1952 to attend summer camp with 76th Infantry Division, Camp Drum, New York.
 - (2) Edna Coffey, Infirmary Nurse, sick leave August 15 to September 15, 1952.
 - (3) G. S. Timoshenko, Professor of Electrical Engineering, sabbatic leave first semester academic year 1953-54. Further study.
 - (4) C. F. Helmboldt, Associate Professor of Animal Diseases, military leave August 24 through September 7, 1952 to attend summer camp with 76th Infantry Division, Camp Drum, New York.
 - (5) Virginia Ihrke, Laboratory Technician in Animal Diseases, leave without pay September 16, 1952 for two months. Undergo surgery.

8. (Cont.)

(6) Max Morgan, Professor of Dairy Manufacturing, military leave August 25 through September 7, 1952 to attend summer camp with 819th Station Hospital Army Reserve Unit, Camp Drum, New York.

9. THE BOARD VOTED to accept the following scholarships and gifts and instructed the President to write appropriate letters of appreciation:

- (1) Annual scholarship of \$300 from Waterbury Druggists' Association, Waterbury.
- (2) Annual scholarship of \$150 from Regal Drug Company, New Haven.
- (3) Six annual scholarships totaling \$1250 from Sears Roebuck and Company -- five freshman awards at \$200 each and one sophomore award of \$250.
- (4) Annual scholarship of \$300 from Sisson Drug Company, Hartford.
- (5) Annual scholarship of \$300 from Apothecaries Hall Company, known as Thomas P. Kellogg Memorial Scholarship.
- (6) Two annual scholarships totaling \$300 from Traveling Men's Auxiliary of the C.P.A., known as Robert E. Smith Memorial Scholarship (\$150) and George Kerr Memorial Scholarship (\$150).
- (7) Eight annual scholarships of \$300 each from the Connecticut Light and Power Company.
- (8) Annual scholarship of \$100 from New Haven Pharmaceutical Association, known as Hugh P. Beirne Memorial Scholarship.
- (9) Annual scholarship of \$300 from Huber Ice Cream Co., Bridgeport.
- (10) Annual scholarship of \$100 from W. Atlee Burpee Co., Seed Growers, Philadelphia.
- (11) Annual scholarship of \$400 from American Foundation for Pharmaceutical Education.
- (12) Four annual scholarships of \$100 each from Sears Roebuck Home Economics Foundation.
- (13) Annual scholarship of \$100 from Eastern Connecticut Pharmaceutical Association, known as Carey-Reardon Memorial Scholarship.
- (14) \$150 scholarship for first semester academic year 1952-53 from Connecticut Pharmaceutical Association.
- (15) \$1000 from Berkman Grain & Coal Co., North Franklin, Conn. to cover Bessie L. Berkman Memorial Scholarship of \$200 annually for the next five years.
- (16) Income from Ratcliffe Hicks Trust "A" Fund, \$39.89, for scholarships.
- (17) Gift of books, plaques, picture, to College of Pharmacy by late Alice Esther Garvin.

10. THE BOARD VOTED to approve the following research projects to be carried on by the University staff and financed by the agencies indicated:
 - (1) \$5000 from New York Life Insurance Co. Renewal of grant for the study of career aspects of the life insurance business.
 - (2) \$2000 from Charles M. Cox Company. For research on histomonoistatic drugs.
11. THE BOARD VOTED to approve the following names selected for new roads in the Ledgebrook area and for the Faculty Apartment House:
 - (1) "Westwood Road" for the west road in Ledgebrook area.
 - (2) "Eastwood Road" for the east road in Ledgebrook area.
 - (3) "Northwood Road" for the extension of Ledgebrook off North Eagleville Road.
 - (4) "Mansfield Apartments" for the Faculty Apartment House.
12. THE BOARD VOTED to approve the following transfers in accounts:
 - (1) \$31,042 from Self-supporting Activities Fund to Project Account 8.556, Construction of Field House
 - (2) \$37,320 from Self-supporting Activities Fund to Project Account 8.149, Furnishing and Installing Furniture and Kitchen Equipment, Soda Bar, Student Union Building.
 - (3) \$1,200 from Self-supporting Activities Fund to 8.546, Alterations to President's residence.
13. The President presented to the Board a matter originating with Comptroller Riccio. In order to protect the University from undesirable tenants through the purchase of land owned by James Sullivan of Mansfield bordering the Sullivan Pond on the east, south and west, Mr. Riccio recommends that the University consider purchasing enough acreage on the three sides of the pond to protect the interests of the University. The University, at present, owns the land bordering the north side of this pond. THE BOARD VOTED to request the President to have Comptroller Riccio prepare a brief report indicating the amount of land involved and the best per acre price for the land, and then to discuss the matter with the Attorney General and with the Governor. IT WAS FURTHER VOTED that after Comptroller Riccio has all of the information, the matter should then be taken up with the Special Finance Committee which was given the power to act.
14. To implement the Barrington study and the equivalent adjustments for members of the professional staff, it is necessary to approve recommended official payroll titles for those staff members who carry two or more titles. The matter was presented to the President in the form of a letter from Provost Waugh who, with Comptroller Riccio, has reviewed all titles and recommends the following for approved changes:

14. (Cont.)

Albert I. Mann, who has carried the titles of director and professor, will be classed for payroll purposes as director.

Arless A. Spielman, with titles of professor and associate director, will be classified as professor.

Robert G. Hepburn, with titles of professor and associate director, will be classified as professor.

Arwood S. Northby, with titles of director and associate professor, will be classified as director.

Sumner M. Cohen will carry the title of administrative assistant.

Reuben B. Johnson will carry the title of administrative assistant.

Franklin O. Fingles will carry the title of administrative assistant.

Thomas E. Roberts will carry the title of administrative assistant.

J. O. Christian, who has the titles of director and associate professor, will be classified as director.

E. George VanBibber, who carries the titles of director and associate professor, will be classified as director.

George E. Pinckney, who carries the titles of instructor and alumni secretary, will be classified as alumni secretary.

Augustus A. Maier, whose title has been carried in error as associate professor on the payroll, is a professor and should be so classified.

Robert N. Deming is an acting county club agent, but until September 16, 1952, he holds the title of assistant county club agent. Consequently, no adjustment will be necessary in his case for the new salary scale. When he becomes an associate county club agent on September 16, 1952, he will be brought to the new minimum for that rank.

Elizabeth E. W. Farnham is an acting county club agent but her actual title is associate county club agent. No adjustment is necessary since she is already on step for that rank.

Paul Alcorn carries the titles of librarian, director, and associate professor and will be classified as director.

Dr. John C. Allen carries the titles of dean, medical director, and professor, and will be classified as director.

Harold G. Baldwin carries the titles of associate professor and agricultural editor and will hereafter be classified as administrative assistant.

John H. Eglof carries the titles of associate professor and assistant dean, and will be classified as associate professor.

14. (Cont.)

Dr. John B. LeRoy and Dr. Kenneth W. Schenk (who is on military leave as of August 1, 1952) carry the titles of associate physician and associate professor, and will be classified as associate professor.

Dr. Franklin M. Goodchild carries the titles of University Physician and director and will be classified as director.

Marian B. Milhensch carries the titles of vocational counselor for women and assistant instructor, but will hereafter be classified as departmental assistant senior grade.

Louise P. Minnum carries the titles of assistant agricultural editor and instructor, but will hereafter be classified as departmental assistant senior grade.

Charles Niles carries the titles of news coordinator and assistant director but will hereafter be classified as administrative assistant.

George A. VanHorn carries the titles of assistant agricultural editor and assistant professor. He will continue to carry the title of assistant professor but when he is replaced, his successor will carry the title of departmental assistant senior grade.

Walter Stemmons now carries the titles of editor, director, and professor. He will carry the title of director until January 1, 1953 after which he will carry the title of professor.

Joseph M. Loughlin now carries the titles of director and associate professor, and will be classified as director.

Mildred P. French carries the titles of professor and assistant director. She will hereafter be classified as an administrative assistant.

Marguerite L. Fifield, Ellen Teller, and Cora H. Webb are being carried on the payroll as associate home demonstration agents whereas they hold official appointments as home demonstration agents and should be so classified.

Maynard C. Heckel is carried on the payroll as an associate county club agent although he was appointed as county club agent and should be so classified.

Richard A. Wargo carries the titles of instructor and trainer, and will be classified as a trainer.

George J. Zaronas carries the title of instructor. He has no instructional duties and none are contemplated for him. Therefore, he is incorrectly classified. It is recommended that his appointment as instructor be terminated effective one month after the Trustees act on this recommendation. It is recommended that a position in the classified service be established such as supervisor of central mail and duplicating services.

Miriam McReynolds carries the title of research assistant. Since Mrs. McReynolds' work is not professional in nature, it is recommended that she be classified as University office assistant in the classified service and the position of research assistant which she holds be terminated one month after the Trustees act upon this recommendation.

September 17, 1952

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14. (Cont.)

THE BOARD VOTED to approve the changes as listed above.

15. The President presented the request of Comptroller Riccio for including members of the University Security Department under Section 96b of the 1951 Supplement to the General Statutes - Disability Compensation for certain State employees. THE BOARD VOTED to request the President to have Comptroller Riccio take up this matter with the Attorney General and to prepare a report, following such a meeting with the Attorney General, for an early meeting of the Board with specific recommendations.

Respectfully submitted,

-s- J. Ray Ryan

J. Ray Ryan
Secretary