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Minutes of the special meeting of the Executive Committee of the Board of Regents of the University of Wisconsin: August 26, 1938. 1938

Madison, Wisconsin: Board of Regents of the University of
Wisconsin System, 1938

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8-26-38
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

Madison, Wisconsin

Friday, August 26, 1938, 10 A.M.

A special meeting of the Executive Committee of the Regents of the University of Wisconsin was held on the 26th day of August 1938.

The meeting was called to order by the Chairman of the Executive Committee and on roll call the following answered present: John Callahan, Harold M. Wilkie, Clough Gates, constituting the entire membership of the Executive Committee.

After discussion of the offer of the United States of America to aid by way of grant in financing the construction of dormitory buildings including necessary equipment, the following resolution was proposed by Regent John Callahan and read in full:

A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE REGENTS OF THE UNIVERSITY OF WISCONSIN TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION OF DORMITORY BUILDINGS INCLUDING NECESSARY EQUIPMENT

Be it resolved by the Regents of the University of Wisconsin

SECTION 1. That the offer of the United States of America to the Regents of the University of Wisconsin to aid by way of grant in financing the construction of dormitory buildings, including necessary equipment, a copy of which offer reads as follows:

FEDERAL EMERGENCY ADMINISTRATION
OF PUBLIC WORKS

Washington, D. C.
Dated: August 15, 1938
Docket No. Wis. 1501-F

The Regents of the University of Wisconsin
Madison, Wisconsin

1. Subject to the Terms and Conditions (PWA Form No. 230, as amended to the date of this Offer), which are made a part hereof, the United States of America hereby offers

to aid in financing the construction of dormitory buildings, including necessary equipment (herein called the "Project"), by making a grant to The Regents of the University of Wisconsin (herein called the "Applicant") in the amount of 45 per cent of the cost of the Project upon completion, as determined by the Federal Emergency Administrator of Public Works (herein called the "Administrator"), but not to exceed, in any event, the sum of \$229,909.

2. By acceptance of this Offer the Applicant covenants to begin work on the Project as early as possible but in no event later than 8 weeks from the date of this Offer and to complete such Project with all practicable dispatch, and in any event within 16 months from the commencement of construction.

3. This Offer is made subject to the express condition that, if the Administrator shall determine at any time that the Applicant has paid or agreed to pay, whether directly or indirectly, a bonus, commission or fee to any person, firm or corporation for attempting to procure an approval of the Applicant's application, or for alleged services in procuring or in attempting to procure such approval, or for activities of the nature commonly known as lobbying performed or agreed to be performed in connection with the application, then the Administrator shall have the right, in his discretion, to rescind this Offer and any agreements resulting herefrom, and, in the event of such rescission, the United States of America shall be under no further obligation hereunder.

UNITED STATES OF AMERICA

Federal Emergency Administrator
of Public Works

By (Sgd) H. A. Gray
Assistant Administrator

be and the same is hereby in all respects accepted.

SECTION 2. That said Regents of the University of Wisconsin agree to abide by all the Terms and Conditions relating to such grant, a copy of which Terms and Conditions were annexed to the Government's offer and made a part thereof.

SECTION 3. That the Secretary of the Regents of the University of Wisconsin be and he is hereby authorized and directed forthwith to send to the Federal Emergency Administration of Public Works three certified extracts from the minutes of this meeting showing the adoption and containing the full text of this Resolution, and such further documents or proofs in connection with the acceptance of the Government's offer as may be requested by the Federal Emergency Administration of Public Works.

(Sgd) John Callahan
Chairman of the Executive Committee

The above resolution was seconded by Regent Clough Gates and was adopted, with the following voting aye: Callahan, Gates, Wilkie, and the following voting nay: None.

Upon motion duly made and seconded, the following resolutions relating to additional dormitories for men were adopted:

Resolution authorizing loan from Annuity Board to provide 55% of estimated cost of five additional men's dormitories and kitchen:

That the Wisconsin University Building Corporation be authorized to borrow \$281,000 from the Annuity Board to be amortized over a period of thirty years with interest at four per cent per annum, and that authority be given to combine this loan with the present loan of \$289,280 maximum incurred May 3, 1938, making the total combined indebtedness of the Corporation for new men's dormitories \$570,280. It is understood that any part of the \$289,280 loan not needed for the three units of men's dormitories now under construction may be used for necessary construction and equipment costs in connection with the five additional units of men's dormitories and the kitchen to be financed under the P.W.A. grant of \$229,909, Project - Wisconsin 1501-F.

Resolution approving leases between the Regents and the Wisconsin University Building Corporation:

(a) That in accordance with the provisions of section 36.06 (6) of the Wisconsin Statutes the lease of lands by the Regents to the Wisconsin University Building Corporation executed May 3, 1938, and covering the site on which the new men's dormitories are located and will be located be ratified, confirmed, and approved in so far as it pertains to the area to be used for the construction of five additional units of men's dormitories and a kitchen as proposed in the acceptance of the offer of the United States, P.W.A. Docket Number Wisconsin 1501-F.

(b) That in accordance with the provisions of section 36.06 (6) of the Wisconsin Statutes, the President and the Secretary of the Regents be authorized to sign an amendment to the lease of buildings from the Wisconsin University Building Corporation executed May 3, 1938, or a new lease if necessary, to provide for an annual rental to be paid by the Regents from earnings of the Department of Dormitories and Commons in an amount sufficient to amortize the loan or loans from the Annuity Board incurred by the Wisconsin University Building Corporation in a period of thirty years with interest at four per cent per annum. The lease of May 3, 1938, specifies an annual rental of \$16,729.09 to amortize the loan of \$289,280 in thirty years. The additional loan

of \$281,000 to aid in financing the five additional units and the kitchen will require an annual payment of \$16,250.26. Therefore, if the total amount of \$570,280 is borrowed, the required annual cash payment on account of new men's dormitories will be \$32,979.35.

Resolution approving trust agreement for P.W.A. funds to aid in financing men's dormitories and kitchen:

That the President and the Secretary of the Regents be authorized to sign a trust agreement with the Wisconsin University Building Corporation for the custody and disposition of P.W.A. funds received by the Regents to aid in financing the construction of men's dormitories and kitchen, including equipment, P.W.A. Docket number Wisconsin 1501-F.

Schedule of costs - Additional men's dormitories and kitchen.

That upon the recommendation of the State Chief Engineer the following schedule of costs for five additional units of men's dormitories and kitchen be approved:

Preliminary Expenses		\$	500.00
Construction:			
General Construction	\$305,000.00		
Plumbing	35,000.00		
Heating & Ventilating	48,000.00		
Electrical	23,000.00		
Contingent	20,909.00		431,909.00
Equipment			50,000.00
Engineering and architectural			17,500.00
Administrative and overhead			1,000.00
Interest during construction			<u>10,000.00</u>
	Total		\$510,909.00

and that the Wisconsin University Building Corporation be authorized to revise the details of the schedule of costs within the total.

Approval of plans and specifications:

That the plans and specifications prepared by the State Bureau of Engineering for five additional units of men's dormitories and a kitchen be approved.

Authority to advertise for bids and award contracts:

That the Wisconsin University Building Corporation be authorized to advertise for bids on five additional units of

men's dormitories and a kitchen, including necessary equipment and to award contracts in accordance with the terms and conditions of the offer of the United States to aid in financing the project, P.W.A. Docket No. Wis. 1501-F.

The Comptroller reported on the finances of the Department of Dormitories and Commons and on the investment, indebtedness and amortization costs of the dormitory plant, as follows:

- (a) The present dormitories, both men's and women's, produced \$34,000 excess of revenue over expense available for amortization of loans in 1937-38.
- (b) The mortgage loans incurred by the Building Corporation for dormitories and commons will total \$1,105,280, when the projected plan for additional dormitories is completed, as follows:

First Mortgage Loans for Dormitories

Balance on Tripp and Adams	\$ 36,000
Three units of men's dormitories, now under construction	289,280
Additional men's dormitories and kitchen	281,000
Women's dormitories #1 PWA grant (accepted)	198,000
Additional loan for first unit of women's dormitories	50,000
Women's dormitories #2 PWA grant (pending in Washington)	<u>251,000</u>
TOTAL	\$1,105,280

- (c) The annual amortization cost of the loans totalling \$1,105,280, with interest at 4% will be \$63,918 for thirty years. This is approximately \$34 per year per student housed, including the students housed in all University dormitories, new and old.
- (d) It may be advisable to finance the annual carrying charge of \$63,918 by paying a part of it from cash applicable to reserves, thus reducing the amount to be charged against the annual operating revenues. This is the policy that has been followed in amortizing the loan for the construction of Tripp and Adams halls.

Regent Gates suggested that when it is time to establish definite rates and operating policies for the new units, consideration be given to a revision of the amortization schedules to permit the amortization of the entire principal sum over a longer period than thirty years.

Upon the recommendation of the Comptroller, it was VOTED, That beginning with the fiscal year 1939-40, the rates for room and board in the University dormitories be established at a figure sufficient to cover costs including a sum sufficient to meet annual rentals for amortization of construction and equipment loans, it being understood that costs include a suitable reserve basis for building repairs and equipment replacements and repairs.

Mr. Roger Kirchhoff, State Architect, presented sketches and a plot plan of the proposed lake shore dormitories for women. Mr. Kirchhoff suggested that these dormitories be placed between the Observatory hill road and the lake, and parallel with the road and the lake, and that the development include five connected units, with the central unit placed near the upper side of the area and the remaining units placed farther down the slope toward the lake and to the east and west of the central unit. The natural grade of this area will permit the substitution of a first floor for the top floor, as the "wing" buildings are located farther down the slope, thus making it possible to adhere to the general plan of three stories and basement in all of the five connected units.

Mr. Kirchhoff estimated that about five hundred girls could be housed in the five units, and that the PWA project (Wisconsin 1503-F) that has been accepted by the Regents would finance the central unit, which will include the kitchen and diningrooms, and two of the "wings". This would provide rooms for about 260 girls.

Upon motion duly made and seconded, it was VOTED: (a) That the site proposed for the new women's dormitories be approved.
(b) That the general plan for new women's dormitories presented by the State Architect be approved.
(c) That the State Architect be authorized to complete the plans and specifications for the proposed central unit and two "wings".

Upon motion duly made and seconded, it was VOTED, That the Public Works Administration be requested to extend the time for the commencement of construction of women's dormitories beyond the deadline of eight weeks from August 11, 1938, established in the PWA offer - Docket Wisconsin 1503-F.

Upon motion duly made and seconded, the following recommendations of Dean Sellery, on behalf of the President, were adopted:

- Physical Education - Men -

1. That the title of George T. Fox be changed from football assistant to instructor in intercollegiate athletics for the academic year 1938-39; no change in salary, p. 29. (To correct an error in the budget)

Adopted.

2. That Lowell N. Douglas be reappointed baseball coach for four months, beginning February 1, 1939; salary \$1000 for the period; charge to vice Douglas, p. 29, fund 5C.

Adopted.

- Agriculture -

1. That the following persons be granted College of Agriculture scholarships in the long course for the academic year 1938-39; stipend \$100 each:

Jerry M. Pesek	Park Falls
Edwin G. Gonske	Cumberland
James S. Barnett	Kenosha
George L. Struck	Milwaukee
Robert J. Mooney	Salem.

Shuler
X

Adopted.

2. That the following persons be granted Sears and Roebuck Agricultural Foundation Scholarships in the long course for the academic year 1938-39: (Stipend \$135 each)

Clifford N. Bakkom	Zenda
John T. Clark	Oregon
J. Warren Deppe	Lake Mills
William B. Earleywine	Brodhead
Edward O. Gangstad	Chippewa Falls
Paul A. Gevelinger	Mineral Point
Charles J. Hill	Rosendale
Donald L. Hull	Montello
Howard H. Keller	Spring Green
Ivan H. Kindschi	Prairie du Sac
Elmer F. Kraemer	Spring Green
Neilus R. Larson	Stanley
Raymond W. Lichte	Lodi
Vernon V. Luther	Spring Green
Winston A. Malmquist	Wolf Creek
Herbert L. Marsh	Elroy
Robert H. Meier	Merrill
Quintin C. Metzsig	Fremont
Leonard A. Vodak	Elroy
Kenneth N. Wedin	Luck

Shuler

ALTERNATES: (Not to be made public)

Forrest G. Fellows	Lodi
Arthur B. Foster	Barron
Joseph F. McDonald	Dodgeville
David F. Nelson	Lodi
Harvey W. Mauth	Columbus.

Adopted.

3. That the memorandum of agreement between the Kelco Company and The University of Wisconsin relative to the establishment of an industrial fellowship in dairy industry be accepted, and that the Comptroller be authorized to sign the agreement.

Adopted.

4. That Arthur M. Swanson be appointed industrial fellow in dairy industry from September 1, 1938, to August 31, 1939; salary at the rate of \$225 per month, total for the period \$2700; charge to Kelco Company fund, 15B.

Adopted.

5. That the memorandum of agreement between E. I. DuPont & Company and The University of Wisconsin relative to the establishment of an industrial fellowship for the study of internal parasites of poultry be accepted, and that the Comptroller be authorized to sign the agreement.

Adopted.

6. That the resignation of John Pfeffer, assistant in dairy industry, be accepted, to take effect at the beginning of the academic year 1938-39.

Adopted.

7. That Roger Johnson be appointed assistant in dairy industry for the academic year 1938-39; salary for the year \$600; charge to item for Pfeffer, resigned, p. 87, fund 1A(I).

Adopted.

8. That the resignation of George P. Zimmer, half-time assistant in plant pathology, be accepted, to take effect at the beginning of the academic year 1938-39.

Adopted.

9. That James P. Jolivette be appointed half-time assistant in plant pathology for the academic year 1938-39; salary \$600 per annum; charge to item for Zimmer, resigned, p. 100, fund 3R(R).

Adopted.

10. That the resignation of Sue R. Toepfer, assistant in agricultural journalism, be accepted, to take effect at the beginning of the academic year 1938-39.

Adopted.

11. That Alice W. Hantke be appointed part-time assistant in agricultural journalism from September 1, 1938, to June 30, 1939; salary \$500 for the period; charge to item for Sue Toepfer, resigned, p. 80, fund 15A(E).

Adopted.

12. That Paul H. Hornburg be appointed assistant in soils from September 1 to October 1, 1938; salary \$125 for the period; charge to item for assistant, p. 104, fund 5-2 R, and that he be appointed half-time assistant in soils from October 1, 1938, to March 1, 1939; salary at the rate of \$60 per month, total for the period \$300; charge to item for assistant $\frac{1}{2}$, soils, p. 104, fund 1A(R).

Adopted.

13. That the appointment of Otto R. Zeasman, associate professor of agricultural engineering and soils, be changed for the academic year 1938-39 from full time to part time and that his salary be correspondingly reduced from \$4000 to \$2300 per annum, pages 79 and 104, funds 1A(I) and 15A(E). (Mr. Zeasman will devote the balance of his time to and receive the balance of his salary from the Soil Conservation Service.)

Adopted.

14. That the renewal of the memorandum of agreement between the United States Maltsters' Association and The University of Wisconsin relating to an industrial fellowship be approved, and that the Comptroller be authorized to sign the agreement.

Adopted.

15. That the following persons be appointed industrial fellows in soils for the academic year 1938-39; each to be paid the amount indicated and charged to the item shown:

Kermit C. Berger, \$600, Boron Industrial Fellowship, 15B X

Carl J. Rehling, \$650, Milwaukee Sewerage Commission Fellowship, 15B X

Randall J. Jones, \$650, American Potash Fellowship, 15B. X

Adopted.

- Letters and Science -

1. That Denise Gaudelut be appointed graduate assistant in French for the academic year 1938-39; salary \$1200 per annum; charge to salary allotted to Eliot G. Fay, p. 47, fund 5-1.

Adopted.

2. That Don D. Leacohier, professor of economics, be granted a leave of absence without pay for the first semester of the academic year 1938-39. *Leave*

Adopted.

- Research -

1. That the resignation of F. Stanton Charlton, research assistant in chemistry, be accepted, to take effect September 1, 1938. Allotment RF38:270.

Adopted.

2. That Chester L. Throckmartin be appointed research assistant in chemistry for the academic year 1938-39; salary \$600 per annum; charge to item for Charlton, resigned, allotment RF38:270.

Adopted.

3. That Donald P. White be appointed research assistant in soils for the academic year 1938-39; salary \$600 per annum; charge to item for assistance, soils, allotment RF38:294.

Adopted.

4. That Margaret Halbert be appointed research assistant on the Jonathan Bowman Memorial Fund for the academic year 1938-39; salary \$750 per annum; charge to item for research assistant (vice Biljan) fund 15B, Bowman Fund.

Adopted.

- Extension -

1. That (Miss) Gregg Reeve Montgomery be appointed assistant in visual instruction from October 1, 1938, to July 1, 1939; salary for the period \$900; charge to item for Elva M. Dunham, resigned, p. 213, fund 2AB.

Adopted.

2. That the following persons be appointed substitutes in English for the periods shown, each to receive the salary shown; charge to additional instruction, correspondence study, p. 208, fund 2A:

Lester F. Zimmerman, August 20 to September 20, 1938; \$150.
Magdalen Duncan, August 22 to September 15, 1938; at the rate of \$150 a month, total for the period \$122.

Adopted.

- School for Workers in Industry -

1. That the following persons be appointed teachers in the School for Workers in Industry for nine months, beginning September 1, 1938; to receive \$1350 each for the period; charge to fund 5-1:

Edward J. Lossin
Warren Nelson
William Rabinovitz
Walter H. Uphoff
Florence Henderson
Harry Miller.

Adopted.

2. That Robert Powers be appointed teacher in the School for Workers in Industry for ten months, beginning August 1, 1938; to receive \$1500 for the period; charge to fund 5-1.

Adopted.

Upon motion duly made and seconded, the following recommendations of the Comptroller were adopted:

1. That upon the recommendation of Mr. Haas, authority be requested of the Governor to exchange two sedans operated by the extension service of the College of Agriculture with two new sedans at an estimated net cost of \$970, chargeable to 15A, U. S. Grants, federal revolving fund for agricultural extension.

Adopted.

2. That the Emergency Board be requested to approve the following salary and wage increases in the classified service:

- (a) Carl Hanson, mason helper, from 55¢ to 60¢ an hour, effective September 1, 1938
- (b) John Postel, Head waiter, Wisconsin Union, from \$118 (1 M) to \$128 (1 M) effective September 1, 1938.

Adopted.

3. That the Comptroller be authorized to approve bills and to make disbursements for necessary supplies, expense, and payrolls when approved by the University Radio Committee for radio stations WHA and WLBL, which have been transferred to the University as of September 1, 1938, pending the approval of a budget for the radio stations.

Adopted.

4. That the budget for the Agricultural Short Course dormitories and dining halls be approved, as shown in EXHIBIT A, attached.
Adopted.

The meeting ADJOURNED at 12:30 P.M.

M. E. McCaffrey

Secretary

POSTSCRIPT: This meeting of the Executive Committee was held in the office of the Comptroller at 10 A.M., August 26, 1938, and was attended by the following, in addition to the members of the Executive Committee:

Regents Campbell and Combs
Dean Sellery
Secretary McCaffrey
Comptroller Peterson
Dean Greeley
Mr. Halverson
Mr. Burns
Mr. Gallistel
Mr. Kirchhoff, State Architect

Notice of Special Meeting and Consent to Meeting appended.

NOTICE OF SPECIAL MEETING

To the members of the Executive Committee of the Regents of the University of Wisconsin

Notice is hereby given that a special meeting of the Executive Committee of the Regents of the University of Wisconsin will be held in the Comptroller's Office at the Administration Building at 10 o'clock A.M. on the 26th day of August, 1938, for the purpose of considering an offer of the United States of America to aid by way of grant in financing the construction of dormitory buildings, including necessary equipment and adopting a resolution approving and authorizing the acceptance of such offer.

Dated this 23rd day of August, 1938

(Signed) John Callahan
Chairman of the Executive Committee

CONSENT TO MEETING

We, the undersigned members of the Executive Committee of the Regents of the University of Wisconsin, hereby accept service of the foregoing notice, waiving any and all irregularities in such service and such notice, and consent and agree that said Executive Committee of the Regents of the University of Wisconsin shall meet at the time and place therein named, and for the purpose therein stated.

(Signed) John Callahan

(Signed) Clough Gates

(Signed) Harold M. Wilkie

1938-39 Budget

Farm Short Course 1938-39

(5) (AA)

Balance (1937-38) \$ 2777.36

Receipts:

300 students @ \$1.00 per week for 15 weeks	4500.00	
300 students @ \$4.00 per week for 15 weeks	18000.00	
Miscellaneous Receipts	<u>500.00</u>	<u>23000.00</u>
		25777.36

Expenditures:

Leaders - 4 for 4 mos. @ \$12 per month 192		
Board for above \$4 per week <u>240</u>	432.00	
Night Watchman - 1 @ \$100 per mo. - 4 mos.	400.00	
Labor	400.00	
Telephone	165.00	
Supplies	350.00	
Insurance	350.00	
Equipment Repair	200.00	
Building Repair	550.00	
Heat, Light, & Water	2500.00	
Subsistence - 300 students @ \$4.00 per week - 15 weeks	18000.00	
Miscellaneous Subsistence	550.00	
Furniture & Replacement	1000.00	
Refunds	200.00	
Travel	50.00	
Freight	50.00	
Contingent for Emergency	<u>580.36</u>	<u>\$25777.36</u>