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President's Report to Board of Trustees, 1955

Clemson University

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The Honorable Board of Trustees
of
The Clemson Agricultural College

Gentlemen:

I am submitting herewith a report covering the activities of the college since the meeting last October.

I regret to report the death of Cadet Frederick B. West which occurred on January 27. The young man was a member of the Senior Class and a candidate for graduation on January 30. He had completed his examinations and had gone to his home in Conway presumably to bring his parents up for graduation. His car collided with a truck and he was fatally injured. The faculty voted to award his degree posthumously and this was done at the graduation exercises.

The health of the student body remains satisfactory. There were the usual number of respiratory infections during the first semester including several cases of pneumonia. After Christmas we were threatened with an epidemic of influenza but fortunately it did not develop.

From time to time the College Surgeon advises me as to the general health of the administrative staff and faculty. In his recent report, Dr. Milford has called attention to an increase in the tension among several members of the Business Manager's Office Staff.

Many of you are probably acquainted with The Newcomen Society in North America and the meetings sponsored by the organization from time to time. At these meetings honor is done to states, organizations, or individuals by the members of the Society. Dr. Charles Penrose, Senior Vice-President for North America, recently read a copy of "Thomas Green Clemson — His Life and Work" and has written to suggest that we plan to hold a meeting at Clemson in the spring of 1956 which would be the sixty-fifth Anniversary of the founding of the Institution. On this occasion special attention would be given to Mr. Clemson and to the college. Before definite plans are made I would like to have an expression of opinion from members of the Board.

YMCA

Mr. P. B. Holtzendorff, YMCA Secretary, has received good reports on the recent Religious Emphasis Week Services and unusually fine comments from the visiting ministers and speakers who seemed to be impressed with this week at Clemson.

The "Y" is continuing to render excellent service to students, faculty and people of the community. There have been some changes due to the construction of the new dormitories and additional space provided in the Student Center, but a number of student organizations still are asking for club rooms and meeting space in the "Y" and a number of community groups meet there regularly.

Some of the outstanding student leaders during the present session are boys who have taken an active interest in the work of the YMCA since they enrolled here as freshmen.

Military

As you know, Colonel R. J. Werner, Professor of Military Science and Tactics and Commandant, was promoted to Brigadier General and was transferred to Atlanta as Chief of the Georgia Military District. We regretted to have him leave us for he was doing an excellent job here at Clemson. Colonel Lloyd H. Tull, Professor of Air Science and Tactics, has been appointed as Commandant since he
Colonel Tull reports that the high level of mutual cooperation continues between the Army and Air Force staffs. He believes the discipline, appearance, and general competence of the Cadet Corps has shown an improvement over recent years and attributes this to the care exercised in the selection of cadets for appointment to key positions and the elimination from the Cadet Corps of juniors and seniors who failed to maintain standards warranting their retention.

The Air Science Department has continued to place emphasis on its counseling program and all students have been counseled at least once this session. Colonel Tuff feels that the leadership laboratory progress for the past semester has been encouraging and the program of training has been turned over to the cadets with a minimum amount of supervision. It is felt that too much emphasis cannot be placed on the development of leadership qualities of future Air Force Officers.

Colonel George A. Douglass, a former Clemson man, has been assigned here as Professor of Military Science and Tactics, and I believe he will make us a good officer.

Clemson College is still operating under the Branch Plan of the ROTC and the Branches available include Armor, Corps of Engineers, Infantry, Ordnance Corps, Quartermaster Corps and Signal Corps.

On several occasions letters have been received from the Department of the Army suggesting and urging that we consider the General Military program which would eliminate the Branches. We have continued to operate under the Branch Plan because we have felt there were a number of advantages over the General Military Plan.

In 1952–53 when the General Military Science Course was conducted for the first time in the Senior Division of the Army ROTC Program, 59 ROTC units were converted to this course. The results achieved during the first year were so favorable from both academic and military standpoints the number was increased to 109 the following year and during the present session the number has been increased to 165.

We have recently received a letter from The Honorable Hugh M. Milton, Assistant Secretary of the Army, giving information about the favorable operation of the General Military as opposed to the Branch Program and urging that we give serious consideration to the question of conversion. The Department of the Army strongly urges favorable consideration of this matter.

Public Relations and Alumni Affairs

Mr. Walter Cox, Director of Public Relations and Alumni Affairs, continues to be of assistance to the administration, faculty, students and alumni.

During the fall the office was moved from the Field House to the new quarters in the Student Center. The convenient location to both students and faculty has increased the number of visitors and the Director now spends a large part of each day counseling with students and working with faculty members' problems and projects. This is important and contributes to good relations and future active alumni, and relieves the administration of many problems. Since the appointment of the Alumni Secretary last summer, the office has secured new and correct addresses for 1,600 more alumni and now has over 13,000 accurate alumni addresses.

Other members of the office continue to render valuable service and it is felt the work is organized along most satisfactory lines. Mr. Frank Jervey, President of the Alumni Corporation, has given unselfishly of his time to the public relations and alumni affairs program. More alumni have been personally visited than ever before and we feel the program is just becoming established so that it will serve Clemson College and the alumni.

Photography is a necessity for reporting news and serving publications and Mr. Cox believes the employment of a full-time photographer at an early date is of vital importance.
The Clemson Foundation has received thus far this year as contributions and investment earnings over $37,000 and this will likely be increased by several thousand dollars by the end of the fiscal year. The Alumni Corporation collected $7,100 in dues and fees. The total sum of $44,000 received by the alumni office is a 16% increase over last year.

Supervision of the student center, with the exception of the Canteen, comes under Mr. Cox’s direction. The facilities are being used by the students who are proud of the fine lounges and meeting rooms. A hostess is on duty each day from 2 p.m. until the building is closed at 10 p.m.

Enrollment Trends

The second semester enrollment of 2619 students indicates an increase of 173 over the 2446 students enrolled for the second semester last year. While the 2619 enrollment figure includes 60 men enrolled in the special programs at Blackville and Florence and 58 women students enrolled at Clemson, there is still a net increase of 55 exclusive of these two groups.

The enrollment for the second semester is only 71 short of the 2690 enrolled in September. This small reduction compares with a drop last year of 303. The number of students graduated at the end of the first semester was approximately the same for both years, but this year fewer students left college in the middle of the session and more new students entered at that time.

A total of 122 students withdrew during the first semester and 113 left at the end of the semester. Last year 127 students withdrew during the first semester and 204 left at the end of the semester. Thus, while the number of students leaving during the semester was approximately the same as last year, the number leaving at the close of the semester was considerably less, making a total of only 235 this year compared with a total of 331 who left last year during and at the close of the first semester.

There were several significant differences between the withdrawals this year and those last year: (1) Students attended longer in the semester before obtaining discharges, and (2) There was a decrease in the number of students leaving to transfer to other colleges as well as a decrease in the number of students leaving because of a dislike for the institution.

A total of 144 new students enrolled at the beginning of the second semester compared with only 82 at the same time last year.

Of the 58 women students enrolled this semester, 13 are enrolled as graduate students and 45 as undergraduates. Eleven are enrolled on a full-time basis and 47 on a part-time basis. Forty-two are married and 16 single, and they vary in age from 18 to 65. Fifty-five of the 58 have previously been enrolled for college work in some institution and three entered college for the first time when they entered Clemson.

While the vast majority of the women students are enrolled on a part-time basis, the nucleus of 11 full-time students will form a basis for growth in this group when the regular session opens in September. Only three regular applications have been received from high school girls interested in entering Clemson as freshmen in September, but over 100 girls have written for additional information and the number of official applications will probably increase as time passes.

The 11 full-time women students enrolled this semester include five in the School of Arts and Sciences, two in Education, and four enrolled as unclassified students.

The enrollment of veterans decreased steadily from 2114 in the first semester of 1947-1948 to 268 in the fall of 1953, but this year the trend was reversed when 534 were enrolled for the first semester and 585 enrolled for the second semester. This number will continue to increase for several years as men are released from the service who are eligible for benefits under Public Law #550. The number at Clemson, however, will be partly restricted due to the lack of sufficient housing facilities for married students.

Forty-six per cent of the Public Law 550 veterans enrolled for the first semester were married students compared with only 24 per cent of the 2114 G. I. veterans enrolled in 1947. In addition, the number of non-veterans who are married has increased from 141 in 1947 to 167 this year. When the student
body totaled 3253 in 1947, there were 518 married students; this past fall, with an enrollment of only 2690, there were still 452 married students.

The enrollment this past fall was the lowest enrollment since the war, but the outlook is now for an upward trend beginning in September. A total of 892 applications have been received compared with only 504 a year ago. While it is too early to say that the freshman class will increase in proportion to this early increase in applications, these figures do point toward a rising trend in enrollment. The increase in the second semester enrollment also points in this direction. At this time we are estimating that the first-semester enrollment next year will equal or exceed 2800 students.

Scholastic Improvement

The grades made by students this past semester are the highest for any first semester in the history of the present grading system established in 1926. During the past few years definite steps have been taken to improve the scholastic work of the institution, and it is gratifying to know that these steps have produced appropriate results.

The counseling system, study hall facilities for freshmen, revised quality standards for graduation, improved dormitory facilities, and appropriately adjusted teaching loads have all contributed to improvement in scholastic work. The percentage of failing grades is still high and will hardly be greatly reduced without the use of an entrance examination, but the percentage of superior grades is following an upward trend. The students and the faculty have definitely responded to the steps taken to improve scholastic work.


<table>
<thead>
<tr>
<th>Session</th>
<th>Total</th>
<th>Per Cent of Students Receiving Each Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades</td>
<td>A</td>
</tr>
<tr>
<td>1950-1951</td>
<td>19,926</td>
<td>9.1</td>
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<tr>
<td>1951-1952</td>
<td>18,932</td>
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<td>18,792</td>
<td>6.6</td>
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<tr>
<td>1953-1954</td>
<td>18,138</td>
<td>11.8</td>
</tr>
<tr>
<td>1954-1955</td>
<td>17,486</td>
<td>13.3</td>
</tr>
</tbody>
</table>

Study of the Teaching Load

A special study of the teaching load was made last year by the Deans to determine the amount of time faculty members devote to teaching and other duties. The figures have been recently summarized for the institution as a whole and are presented here.

This study was confined to the teaching staff and the average figures given below have been compiled on the basis of an equivalent full-time teacher paid from Collegiate Activities. While the number of hours devoted to research may appear to be small, it must be remembered that faculty members were asked to indicate the number of hours "excluding research for which you receive special pay." Thus, the research indicated here may be considered as research done on a purely voluntary basis.

Hours Per Week Devoted to Teaching and Other Duties

<table>
<thead>
<tr>
<th>Description of Duties as taken from the Questionaire distributed to Faculty Members</th>
<th>Average Hours Per Faculty Member Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hours per week spent teaching.</td>
<td>16.7</td>
</tr>
<tr>
<td>2. Hours per week devoted to preparation for class and</td>
<td></td>
</tr>
</tbody>
</table>
laboratory instruction, including study of the subject and related material, making lesson plans or notes on material to be presented, preparing visual aids to instruction, preparing laboratory materials, etc. ........................................ 10.9

3. Hours per week devoted to grading papers, checking laboratory reports, arithmetical averaging of grades filling out IBM cards for mid-semester reports and final grades, etc. ................................................................. 6.8

4. Hours per week devoted to counseling and advising students, including counseling freshmen and other students, class advising, work at the time of registration and the week following, etc. ........................................... 3.5

5. Hours per week devoted to committee work including standing faculty committees, special or departmental committee, ad hoc committees, etc. ................................................................. 1.0

6. Hours per week devoted to research, excluding research for which you receive special pay. .................................................. 2.3

7. Hours per week devoted to additional duties as a faculty member, such as attending faculty meetings and graduating exercises, filling out teaching-load report forms, survey-of-opinion blanks, etc. ........................................... 1.1

8. Hours per week devoted to other activities. If you devote time to additional activities which you feel are undertaken as a part of your duties to the institution or as work done in the interest of the institution, describe the activities below and estimate the average number of hours per week spent on this work ................................................................................... 4.3

Total ................................................................. 46.6

As has been my custom in the past, I am giving you condensed information from the reports submitted by the various Deans and Directors.

School of Agriculture

Coordination and cooperation between Teaching, Research and Livestock Disease Eradication has been excellent. Conferences held weekly with the administrative staff have done much to bring about support and cooperation. The anticipation of moving into new quarters has kept the interest of the staff at a high pitch. It is felt that grouping the Extension people with the Teaching and Research Departments will do much to smooth out certain organizational difficulties.

The Plant and Animal Science Building is nearing completion. The Food Industry Building may require an additional thirty days beyond the completion date of the Plant and Animal Science Building. The greenhouses are being occupied as rapidly as they are made acceptable to the college.

All of the stations need help and guidance under the new program. With the emphasis on "research" and less emphasis on "farming" there has occurred considerable confusion and it will take some time to straighten out all of these problems.

All of the stations have been mapped for soil type and into workable field units. These maps will aid in planning of research and demonstration projects.

Listed below are some of the problems with which the School is faced:

1. The establishment of a service section in the Plant and Animal Science Building to handle duplication, bulletin mailing, receiving and dis-
patching of mail, freight and express, and photography.

2. A coordinating committee to handle problems arising out of the 10 new greenhouses occupied by three major departments.

3. A shop and maintenance section to keep the equipment of the Agricultural Center and related departments functioning properly.

4. The installation and equipping in the new buildings and the reorganized space within Long Hall.

An excellent brochure on "Career Opportunities in Agriculture" has been prepared by the Resident Instruction Section, Division of Agriculture, of the Land Grant Institutions. Approximately 8,000 copies of the pamphlet will be purchased for distribution to County Agents, Agricultural Teachers, High School Administrators and prospective college students.

The Smith-Douglass Company, Inc. of Wilmington, N. C. has provided $3,000 for the establishment of four four-year agricultural scholarships at Clemson. Two of the scholarships will be available to freshmen enrolling in 1955-1956 and two will be available for freshmen enrolling for 1956-1957. Eligibility is limited to residents of eleven South Carolina Counties.

The Ralston Purina Company of St. Louis, Missouri, is establishing "Ralston Purina Scholarships" at Clemson and other Land Grant Institutions. The Scholarship has a value of $500 and is to be awarded to a rising senior in the School of Agriculture. Clemson will recommend one student to receive the award for 1955-1956.

A special printed announcement of Freshman Agricultural Scholarships at Clemson College for 1955-1956 has recently been prepared. The announcement has been distributed to Agricultural Teachers, County Agents, High School Administrators and others. It is hoped that the announcement will create new interest in agricultural careers as well as in agricultural scholarships.

The Agricultural Curricula Committee is completing a study of curricula offered in a number of Land Grant Colleges and Universities. The information obtained from the study is being summarized and will be made available to all members of the agricultural faculty. The summary includes Wildlife Management, a new major field being considered at Clemson.

A new course in "Conservation of Natural Resources," Agricultural Economics 358, has been approved. The course will be taught in Summer Sessions. Attention will be given to both the technical and economic phases of the subject, with emphasis on soil, water, forest, and wildlife conservation.

Additional new courses approved are as follows: Ag En 501, Special Problems in Agricultural Engineering; Ag En 522, Advanced Drainage and Irrigation Engineering; Agronomy 505, Soil Fertility; Bact 501-503, Taxonomy on Bacteria; Bact 505-507, Physiology of Bacteria; Bact 591, Research; Bact 592, Research; Botany 502, Advanced Mycology; Botany 504, Physiology of Parasitism in Plants; Botany 505, Special Problems in Plant Pathology; Botany 506, Chemical Control of Plant Diseases; Botany 591, Research; Botany 592, Research; Dairy 356, Artificial Insemination of Farm Animals; Zool 405, Animal Histology.

Dr. D. M. Graham, Associate Professor of Dairying, taught a three hour elective Dairy Products Judging course during the second semester of 1953-1954. From the group of twelve students enrolled in the course, Dr. Graham selected a judging team. The team competed in the Southern Regional Dairy Products Judging contest at Blacksburg, Virginia, and in the National Intercollegiate Dairy products Judging Contest at Atlantic City, New Jersey. In the latter contest, the Clemson team placed "second" in judging cheese.

The Dairy Cattle Judging Team, trained by Associate Professor C. C. Brannon, competed in the Southern Intercollegiate Cattle Judging Contest at Memphis, Tennessee, and in the National Intercollegiate Dairy Cattle Judging Contest at Waterloo, Iowa. The Clemson Team placed "sixth" in the Southern Contest with eight teams competing. In the National Contest the Team was "twelfth" with twenty nine teams competing.

Three Artificial Insemination Courses have been conducted by the Dairy Department since July 1, 1954. A total of seven men have been trained.
School of Arts and Sciences

Again this year we expect several members of our staff to complete requirements for their doctorates during the spring or summer.

For the last several years salary recognition of advancement in preparation has played a big part in our success in getting our men to improve themselves for their service to the college. Even though prospective budgets for the next fiscal year may present difficulties, it is essential that we plan for merit adjustments for those individuals who have earned the recognition.

Following the action last fall by the Board of Trustees approving inaugurating a new curriculum in Industrial Management, we have worked concertedly toward preparations for beginning work in this curriculum in September 1955.

The first draft of the new curriculum was made after intensive study by a faculty committee composed of representatives from three schools: Arts and Sciences, Engineering, and Textiles. The curriculum proposed by this group was carefully studied and with slight modifications approved by the curriculum committee of the School of Arts and Sciences and subsequently by the college committee on Curricula and by the President's Council of Deans and Directors. Copies of the approved curriculum have been released to interested students and prospective students, and announcement is being made in the new college catalog that students will be registered for the new curriculum beginning in September 1955. So far the interest shown in the new curriculum has exceeded even optimistic anticipation. All indications are that the new program meets with general approval of staff and students, and the general opinion is that it fills a long felt need and once established will develop rapidly in strength.

We have proceeded about as far as we can without further action by the Board of Trustees, and at the meeting recommendations will be presented in regard to the formal establishment of the Department and appointment of the necessary personnel.

School of Chemistry and Geology

During the past semester we had the smallest number of failures in the freshman chemistry course, taken by all students in the college, since just after the Second World War when the student body consisted primarily of veterans. This improvement may be attributed to several factors but it is believed that a de-emphasis of distracting factors such as "rat service" and time spent on military activities, coupled with better study conditions with only two students per room, are primarily responsible for the improved scholarship.

Largely through the efforts of Dr. Brownley, Professor of Analytical Chemistry, the Chemistry Department was the recipient of a $3,240 research grant award from the National Department of Health, Education and Welfare for a study of the "Determination of Fluorine in Water." With all of the public interest in Fluoridation of municipal water supplies for the prevention of tooth decay, there is still no simple, accurate method for the determination of the fluorine content of water. Dr. Brownley hopes to evolve such a method. This is the second research contract in The School of Chemistry the other one still in effect being with the Atomic Energy Commission.

It is encouraging to learn that a fine group of well qualified students are in the graduating classes of other South Carolina colleges and are interested in our graduate program and will probably enter Clemson in the fall.

Our graduate courses have been critically reviewed, some dropped, and some new ones added with the intention of using the latter as foundation work for a Ph. D. program.

As has been the case for the past several years, the openings in industry for our graduates far exceed the supply. The starting salaries offered are phenomenal, especially in comparison with our present teaching salaries. Only seven seniors will graduate in Chemistry in June although the Textile Chemistry seniors will increase the number to fifteen. This may seem like a small number, but a letter from the head of the Chemistry Department of the
University of Georgia, a school twice the size of Clemson, states they
do not have a single student graduating in chemistry this June and have only one in
the junior class. This condition seems to be quite general in the larger
schools so it is easy to see why the industries are competing so strenuously
for the small number of chemists available.

We are now for the first time running into difficulties with respect
to summer school teaching. Since our number of graduate students has increas-
ed it was inevitable that some of them would wish to work on their research
during the summer. We have been rotating our summer school teaching for the
past several years in order to give all of the staff an opportunity to augment
their salaries through this work. It so happens that one of our graduate students
wishes to work on his thesis during the coming summer under the direction of a
staff member who is not scheduled to teach this summer. There are no funds
available to provide for this instruction. This is an isolated case but with
the anticipated increase in graduate students these cases can be expected to
increase and no easy solution to the problem is apparent at the moment.

After surveying the graduate schools in Geology for a Ph. D. to head
the department it was decided it would be better to encourage our present
Geology instructor to work towards his Ph. D. degree and employ another
instructor with an M.S. degree. Our present geologist has one year of work
past his Master's and has already made arrangements to take advanced work at
the University of Tennessee. We are desperately in need of two additional
petrographic microscopes to add to the four we have in this department, since
the course in Optical Mineralogy required in the curriculum of the Ceramic
Department necessitates one instrument per student and less than six students
per section is not economical from an instructional standpoint. These instru-
ments cost approximately $1,000 each.

School of Education

The graduate work being offered for teachers of Vocational Agriculture
and others at the Edisto Station and at the Florence Station seems to mark a
new era in serving teachers of agriculture and others in the field.

Scholarships are being offered students of Vocational Agricultural
Education on the same basis in some areas as those in specialized agricultural
courses and it is felt this is fine cooperation through the leaders in the
School of Agriculture. Also, loans for financial assistance to students are
being made available through the cooperative efforts of Mr. J. M. Eleazer,
Chairman of the Camp Loan Fund.

Practice teaching for six weeks full time in the public schools seems
to be progressing successfully. Vocational Agricultural students have been
located in many areas of the state and we plan to continue on that basis.

The Adult Education Program has enrolled 1180 so far and it is
possible a few more will be added. This is the second year of the undertaking
which is sponsored by the School of Education, the State Department of Education,
and the local chapter of the American Association of University Women and indications
are it will be a great success.

Vehicles used by the Department of Industrial Education are being
housed in a garage built largely by students many years ago. The roof of this
garage should be repaired and the building painted.

School of Engineering

The second contract with the U. S. Department of Agriculture on the
Chemical Treatment of Bamboo is about complete, and the final report is in
preparation. We are submitting an additional program to the Department of
Agriculture in the near future for further work in this line, which would take
place during the next fiscal year, starting July 1, 1955.

The Ceramic Engineering Department has three industrially sponsored
research projects which have been started this fall. One with the Commercial
Ores, Inc., one with the Zonolite Company, and one with the West Virginia Pulp
& Paper Company of Charleston. These projects are being handled under the
supervision of Professor G. C. Robinson, Head of the Department, and Dr. Hugh
H. Wilson, who joined our staff in September. The projects should develop
This semester we ran into serious trouble in scheduling freshman drawing as a large number of students could not take it during the morning hours when rooms were available. This resulted in having to turn down about 60 freshmen as our afternoon sections were full with 32 men each, and no further space was available in the class rooms. This occurs nearly every year, and with the continued increase in the enrollment, not only in Engineering, but also in Textiles, which require the freshman drawing, it is necessary to have an additional freshman drawing room next fall to accommodate 32 tables. To have this available in time, it will be necessary to build the locker stands and drawing tables before the latter part of the summer as these are fabricated here at Clemson. It will also be necessary to purchase 32 steel drawing stools for this class room. It is requested that the Board allocate the sum of $3,025 to cover the cost of this equipment for an additional freshman drawing room so that we will be able to take care of the students that require this course in their curriculum. We plan to use one of the rooms in Annex "D" for this purpose, which is at the present time used by the Architectural students for their freehand drawing classes. Since these classes are held outdoors, except during inclement weather and a few of the first periods of the semester, we shall schedule them in one of the architectural drawing rooms in Riggs Hall. This is not too satisfactory an arrangement, but we will make it work on a temporary basis.

Several departments have reached the point of maximum loads for their staff and with the increased number of students in Engineering which will reach the sophomore, junior and senior level next year, it will be necessary to add staff members in several departments. Due to the critical shortage of qualified instructors in Engineering at the present time, it is necessary to make prospective staff members definite offers in the spring in order to secure the type of men that we want. In order to assist in making arrangements for our staff for the fall semester, it will be of great assistance to have these positions authorized at this time so that we can give these men a firm offer and know what salary can be offered. It is requested that the following positions be authorized by the Board of Trustees at this time for the 1955-1956 session:

- Associate Professor of Civil Engineering: $5100.00
- Assistant Professor of Drawing & Design: $4200.00
- Professor of Chemical Engineering: $6100.00
- Instructor in Mechanics & Hydraulics: $3900.00
- Assistant Professor of Electrical Engineering: $4600.00
- Associate Professor of Industrial Engineering: $5100.00

The salary scale at Clemson is losing ground at an alarming rate compared to other institutions in the Southeast as well as other parts of the country. While our salaries stood still last year, other colleges granted increases which left us even further behind. The Dean received a request for recommendations from the Dean of Engineering at another state college for an opening as Associate Professor of Mechanical Engineering. The requirements included a Master's Degree and teaching experience. The salary is $6000 to $7000 for the academic year. Our salary for this rank ranges from $4120 to $4590 for the academic year. Many of our staff are fully qualified for this opening.

Unless we can make appreciable merit increases for our staff this year, we shall soon lose some of our well trained men that we have developed in the last ten years, and on whom we must depend to furnish the experience and the prestige of our college within the next ten years.

School of Textiles

The enrollment of 507 students for the first semester was 20 percent of the total enrollment of 2517 for all ten textile schools. The highest number in any other school was 509 at Lowell Textile Institute. The textile enrollment is 19 percent of the total enrollment at Clemson but 57 percent higher than prewar level, while that for all of the other schools is only up approximately 2 percent. The demand for our graduates far exceeds the number we can supply. It is believed that the high starting salaries being currently offered to engineering graduates has attracted some students away from textiles. It is doubtful, however, if opportunities for advancement for engineers are relatively as great as for textile graduates.
Since this time a year ago we have had the following new research contracts:

<table>
<thead>
<tr>
<th>Name of Contract</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Evaluation Contract, B. F. Goodrich Company</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Leno Motion Project, Swift Manufacturing Company</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Deering Milliken Project, Deering Milliken Company</td>
<td>$862.01</td>
</tr>
<tr>
<td>Ultrasonic Project, Pacific Mills</td>
<td>$2,250.00</td>
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<tr>
<td>Small Scale Cotton Finishing Contract, USDA</td>
<td>$15,000.00</td>
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<tr>
<td>Frictional Properties Contract, USDA</td>
<td>$25,000.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$59,112.01</strong></td>
</tr>
</tbody>
</table>

We have recently secured a new contract with the Union Bay State Chemical Company on the evaluation of a number of their products used in finishing textile materials. The contract is open ended but it seems it may involve several thousand dollars. Also, we are in the process of negotiating a rather large contract with the DuPont Company on the evaluation of coated tarpaulin fabrics.

We have a number of projects carried on by the school on which we expect to use Sirrine funds (matched by the college) to employ professors during the summer.

We are still having much interest in the new developments made in the school that were listed last year, of which the following are mentioned:

1. The development for inserting temporary twist of yarns on spinning frames is to be given a full scale trial by the U. S. Rubber Company.

2. Pneumafil Corporation is still interested in our loom drive.

3. Our new method for making leno is to be given a mill trial by the Swift Manufacturing Company.

4. Since last year the pre-twister for roving frames has been adopted for use throughout mills of several different companies and two different rubber companies are manufacturing the device.

5. Since last year we have developed what seems to be a processing method of producing line loss in carding cotton. This is to be reported at this year's Cotton Research Clinic.

All together the work going on at Clemson has induced several companies to send large delegations to visit the school and we have had individual visitors throughout the year.

Salary increases will be requested in line with the merit raises requested last fall. Due to our low salary level we have lost three of our best professors since June. One of them has been replaced but until we have more students the other two positions may not have to be filled.

Some new equipment will be requested for 1955-56. More items should be added for the Time and Motion study which will cost approximately $1,500 for the first year and about $1,500 for the second year.

We are looking forward to having the space for our sub-library which will be a fine addition to our school. There is need for more office space and a conference room, both of which can be served by the present library space when a new library is provided. The Sirrine Foundation has provided funds for a larger library room in the textile building, as well as for books and a librarian.

To be in line with the schools at North Carolina State College and at Georgia Tech, we should have additional rooms for research and another air-conditioned laboratory. Space for both of these can be had when space used by the Military is returned to the school. However, to make best use of this space will require between $5,000 and $10,000 for air conditioning and other equipment.
Graduate School

The program of graduate instruction at the Branch Stations which was authorized in October, 1954, was started this semester. Two courses are being taught at both the Pee Dee and Edisto Stations. Preliminary plans had been made to teach only one course and to provide for a total enrollment of 18 at each place. The number of students was such, however, that it was necessary to organize another course at each place in order to provide for all of the applicants. The total enrollment amounts to 59 and is about equally divided between the two locations.

The policies which were established for this work provide that all students must be graduate students and must indicate a desire to become candidates for a Master's degree. It is planned to permit these students to complete a maximum of one half of their course requirement for a Master's degree at the Branch. All other work must be completed on the campus.

All reports on this Branch work are very encouraging and the instructors and observers report that the students are exhibiting an unusual interest and seriousness of purpose.

An experimental program of evening classes was also started this semester for part-time graduate students in Civil Engineering. One course was scheduled for Tuesday evenings. This program is on campus and has an enrollment of eight of which seven are students who have not been previously enrolled. If this program proves successful, it is anticipated that other work of this nature may be offered later.

The general attitude of the staff and faculty towards graduate work has improved during the past year. The faculty of several departments which have previously accepted few if any students are now actively working to develop their graduate programs. This increased interest and activities emphasize more than ever the need for additional resources for graduate assistantships, equipment, and other aids for the graduate program.

Experiment Station

Changes have been made in the content, type, and number of publications in which research information is being issued. The following publications are now issued: Annual Reports, Agricultural Research, Bulletins, Circulars, Departmental Mimeographed Series, Technical Contributions, Newsletters, and Feature Articles.

The planning of departmental expenditures which are being made from the gross receipts from the sale of farm products presents one of the more difficult problems in the operation of the Experiment Station. Since legislative authorization is made on the basis of anticipated gross receipts in each department or Branch station, the Farm Products Account in each department becomes a revolving fund with deposits and withdrawals being made at frequent intervals. Under this system, certain departments frequently overdraw their accounts, and the total Farm Products Account for the Experiment Station varies over a wide range. A more realistic allotment of funds and the elimination of the revolving characteristic would permit more efficient administration of the funds available.

Vacant positions continue to retard progress in research. Some very valuable staff members have resigned to accept higher paying jobs in other states. A still more serious problem has been the inability to hire qualified personnel at the salaries that can be offered. The military services continue to take valuable members from the staff.

Extension Service

Extension work is getting underway for the crop year of 1955 in good shape following a series of planning conferences with agricultural leaders and agencies during January and up to the present time. Besides state-wide and county meetings with representatives of the people served by Extension throughout the state, a series of training meetings for the benefit of extension workers have been held. The extension staff generally is approaching its responsibility this year with its usual sincerity and vigor.
Livestock Sanitary

The Livestock Auction Markets and the Technical Livestock Committee continue to give excellent cooperation to this department. The recent Vesicular Exanthema outbreak, however, emphasizes the need to bring under license and control more of the dealers who are not directly associated with the auction markets. A drive is being made at this time to accomplish this end. Every effort is being made to locate violators of both intrastate and interstate regulations. Successful prosecutions have been obtained in a number of instances.

The livestock industry is accepting the ideas presented at the last Board meeting in regard to the testing of livestock intended for sale or exhibition purposes. All requests have been answered with service but with a warning that this department would be unable to continue such service in view of the accelerated state-wide disease control projects. In lieu of actual testing service the services of a veterinarian at a sale have been offered and accepted in every case.

The accelerated Brucellosis Program is being carried forward with gratifying results. The amount of testing has tripled in the last several months and is continuing to increase every day. The program is being offered to every county in South Carolina and with the goal that all interested cattle owners can become a part of the program during the next year and a half. The livestock industry particularly is very enthusiastic about such a program and every eligible veterinarian in the state has offered his services.

Again Vesicular Exanthema has appeared in South Carolina. The outbreak reported on December 9, 1951, involving in excess of 3,000 head was brought under control and the state declared free by December 28, 1951. All members of the department are to be commended on their diligence and industry during this period. The source of this particular break was never found and the potential of a few scattered outbreaks still remains. To prevent future outbreaks every possible step in being taken and the vigilance of the garbage inspectors has been increased. Over 1,600 monthly inspections are made on farm premises containing swine. The control of the livestock dealer is considered essential to the eventual eradica-
tion of disease. Unfortunately the attitude of our neighboring states towards Vesicular Exanthema does in many cases unnecessarily interrupt our normal sales of livestock. At the present time indemnity for the complete and rapid eradication of infected and exposed animals seems to be the only solution and is the only way of handling an outbreak so that our borders may be reopened as rapidly as possible.

All counties are being reaccredited for Tuberculosis on schedule. The modified plan presented to the Board at the last annual meeting is successful and being accepted by each county.

The total vaccination by all veterinarians in this state dropped appreciably in the past year due to several factors. The price of swine, of course, is one factor but probably the low incidence of infection is the major factor. At this time, therefore, there are more susceptible swine in South Carolina than there have been in a number of years. Use of the new modified vaccines has increased markedly during the past year but several areas in this state will not utilize them at the present time. Education is required in these areas. The beginning of hog cholera eradication should be considered within the foreseeable future.

The laboratory and offices have lived up to all expectations. Few minor changes have been required to put the building in operation. The Poultry industry continues to utilize the laboratory services and the other animal industries are beginning to see the value of proper diagnosis. The type of work done by the laboratory personnel is already reflecting the value of proper facilities.

Business Manager's Office
(Including reports of the Building Program and the Housing, Laundry, Purchasing, Subsistence and Service Divisions)

At the end of the first semester the college (collegiate activities) has been able to operate well within the budget estimates, and in addition to provide for several unforeseen contingencies which developed during this period. The projected estimates during the second semester, from February 1 to June 30, now appear to be reasonably accurate based upon the second semester enrollment and, barring unforeseen contingencies and by strict economy, we shall be able to operate within our 1954-1955 collegiate activities budget. A summary of this estimate is as follows:

Estimated Income and Estimated Budget for 1954-1955
Collegiate Activities
Revised 2-19-55

<table>
<thead>
<tr>
<th>A. State Appropriation</th>
<th>Estimated July 1, 1955</th>
<th>Revised Estimate 2-19-55</th>
<th>Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. State Appropriation</td>
<td>$1,931,947.00</td>
<td>$1,931,947.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>B. Student Fees:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Regular Session</td>
<td>161,631.00</td>
<td>161,631.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2. Summer Session</td>
<td>63,000.00</td>
<td>78,431.00</td>
<td>15,431.00</td>
</tr>
<tr>
<td>C. Federal Funds</td>
<td>15,558.86</td>
<td>15,558.86</td>
<td>0.00</td>
</tr>
<tr>
<td>D. Endowment Funds</td>
<td>92,266.36</td>
<td>92,266.36</td>
<td>0.00</td>
</tr>
<tr>
<td>E. Sales, Elec. Current &amp; Water</td>
<td>81,500.00</td>
<td>91,000.00</td>
<td>9,500.00</td>
</tr>
<tr>
<td>F. Rents - College Residences</td>
<td>16,000.00</td>
<td>16,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>G. Miscellaneous</td>
<td>4,000.78</td>
<td>7,000.78</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Total Estimated Income</td>
<td>$2,312,904.00</td>
<td>$2,312,904.00</td>
<td>$2,931.00</td>
</tr>
</tbody>
</table>

July 1, 1954, Estimated Income $2,312,904.00
Plus Estimated Increase 27,931.00
Estimated Income as of 2-19-55 $2,340,835.00

July 1, 1954, Estimated Budget $2,312,904.00
Plus:
1. Increase in 1954 Summer School Budget 5,029.00
2. Increase in Cost of Electric Current 12,498.71
   $2,330,431.71

Estimated Balance for Contingencies $10,403.29
The central telephone exchange has been in operation since the middle of January and, although some minor adjustments and corrections in the system are now underway, it is felt that the service to the college departments and to the public at large has been greatly improved. Necessary adjustment to further facilitate improved service will be made from time to time based upon studies of the telephone company engineers.

Building Program

Clemson Sub-Committee on Buildings

A. Dormitory Program

The Dormitory Program has been finalized in the matter of construction funds and from a construction standpoint only minor scheduled items need further attention. Final approval by the Architects, and acceptance of the work by the College, is expected when these scheduled items are resolved.

The finalized total cost of the Dormitory Program, including furnishings and equipment, is in the amount of $5,224,528.73. All areas in the dormitories are now in full use by the College.

B. Animal Livestock Laboratory - Pontiac, S. C.

The Animal Livestock Laboratory at the Sandhill Experiment Station, Pontiac, S. C., has been finished and occupied. The reported cost of construction and new furnishings and equipment totals $168,118.16. The construction work has been approved by the Architects and Engineers and by the Clemson Sub-Committee on Buildings, and it is recommended that the structure be formally accepted by the College.

C. Agricultural Program

Construction work on the Auditorium Annex and the Greenhouses is virtually complete. Certain scheduled items of construction and operation have not yet been finalized. Repairs to the floor of the Ballroom of the Annex are now being made and are scheduled for completion on Monday, March 14, 1955.

The construction work on the Plant and Animal Science Building and the Food Industry Building is progressing according to schedule. Dr. Farrar is well advanced on his plans for purchasing furnishings and equipment for the buildings.

The program should be finalized in all respects by the last of May or the middle of June.

D. Furnishings and Equipment - Special Account

The Board of Trustees made available for furnishings and equipment in the Auditorium Annex and the Student Union section of the dormitories the sum of $21,000.00. Mr. Royal Harold Woodin, of Tomorrow Incorporated, was given a contract to select the furnishings as per scheduled cost estimates and selections made before the contract was processed.

Distributed separately are itemized and detailed reports as prepared by the Clemson Sub-Committee on Buildings covering the Building Program as listed under headings "A", "B", "C," and "D," above.

Housing

In accordance with the plans approved at the June meeting of the Board of Trustees, certain administrative changes have been placed into operation. All rentals are now being deposited into one account. The Housing Office maintains subsidiary accounts that record the income from each class unit and the 1955-56 Housing Budget will reflect the expenses for the operation of all housing units at Clemson.

The student demand for prefabs is far in excess of the number available. Some years ago, it was necessary to house a number of our faculty and employees in these units as sufficient housing accommodations were not available elsewhere. In 1953, we discontinued the policy of allowing faculty or staff members to be assigned prefabs. Presently, there are three (3) faculty and eleven (11) staff members who remain in these units.
For the first time in several years, we have vacancies in the Faculty Apartments. This is attributed to the fact that the faculty and staff continue to construct or purchase their own homes. The units are being offered to students and "outsiders" in an effort to maintain a high occupancy percentage. We are not experiencing any difficulty in maintaining full occupancy of the New Brick Apartments.

It is estimated that it will require $20,000 to repair and renovate the staff dwelling units at the branch experiment stations. It will take approximately six (6) years to collect this amount in rentals. The Housing Office is returning to each station the rentals collected after insurance cost has been deducted. To accomplish immediate major repairs or renovations, it will be necessary to provide funds from sources other than rentals.

There are twenty-seven (27) houses located on the lands recently deeded to the college. These units are assigned to the departments and are classified as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Residences</th>
<th>Houses</th>
<th>Tenants</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farms</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>Residence good, others poor</td>
</tr>
<tr>
<td>Animal Husbandry</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>Residence good, others poor</td>
</tr>
<tr>
<td>Horticulture</td>
<td>1</td>
<td>2</td>
<td></td>
<td>House good, others fair</td>
</tr>
<tr>
<td>Agri. Engineering</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Fair</td>
</tr>
<tr>
<td>Dairy</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Fair</td>
</tr>
<tr>
<td>S. C. Forestry</td>
<td></td>
<td></td>
<td>1</td>
<td>Fair</td>
</tr>
<tr>
<td>Agronomy</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Residence good, others poor</td>
</tr>
<tr>
<td>Housing</td>
<td></td>
<td>11</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Total: 27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The tenants consist of three (3) share croppers, four (4) land renters, fifteen (15) farm laborers and two (2) "outsiders" renters.

Dormitories

On February 19, there were 1,737 students residing in the dormitories. Because of this relatively small number, we have closed dormitories 4, 5, 6 and 7. Construction is nearing completion on the new dormitories and all but thirty-two of the 974 rooms in this building have been turned over to the college.

Insurance

Fire and windstorm insurance coverage in 1949 on buildings and equipment at Clemson amounted to $5,828,673 and the premium on this coverage amounted to $18,542.83.

In 1950, the Sinking Fund was able to increase our coverage by reinsuring our primary buildings on the campus with the Boston Factory Mutual Company of Boston, Massachusetts.

Recently, we accepted the Sinking Fund's proposal to reinsure all buildings on the campus with the Boston Company. The result of this proposal is that we will receive $20,750,000 coverage for the premium of $26,475. From a percentage standpoint, we have increased this type coverage 255% and increased the premium 42%.

Laundry

During the first semester of the 1954-1955 school year the Laundry handled a total of 2,330,440 pieces of finished laundry and dry cleaning. This was an increase over the same period in the previous school year. At the beginning of the semester there was some delay in finishing the work due largely to educating the freshmen in the proper manner of delivering their laundry for initial marking and packaging. Since this indoctrination process, the laundry has operated on schedule. In addition to the cadet laundry we handle the entire demands of the hotel and its guests.

In the years past the volume of the student laundry could be fairly accurately estimated because the prescribed articles of uniform were more or less fixed by the War Department for ROTC and our operation could be geared to this based on the enrollment figures. The student body now being partly ROTC and partly civilian has necessitated a drastic change in laundry equipment and operation for handling all types of clothing brought by the students. The
advent of co-eds will necessitate further mechanical adjustments to care for the finishing of a wider range of wearing apparel. The new facilities and equipment will be adjusted to meet the changing conditions and the service kept on schedule.

Purchasing

In general our present purchasing procedure appears to be operating satisfactorily. A few questions concerning this procedure have come up at some of the experimental stations. Once the problems have been determined, however, steps have been taken to remedy the difficulties thereby permitting the continuance of a satisfactory operating procedure at the station.

The following studies are currently underway:

1. Plans are being formulated to transform the present space under the Dining Hall into a suitable storage area. Mr. Glenn and the Service Division are working on these plans.

2. The previous inventories of all departments are being reviewed with the purpose of ascertaining not only working inventory values but also how much of a revolving fund might be necessary to maintain such inventories.

The Director of Purchasing attended the N.A.E.B. Purchasing Institute at Louisiana State University. This was the seventh such institute for short courses in purchasing for higher educational institutions and covered seventeen varying aspects of purchasing.

Subsistence

The Subsistence Department is now established in the new kitchen and dining hall, and the splendid equipment is giving excellent service to the students. This has been a trying year—having to move twice and continuing operations at the same pace without a break in service.

The completion of the coolers has been held up. These were supposed to have been ready for use in October 1954 and have recently been placed in operation. During this delay it has been necessary to continue the use of the temporary army refrigeration units. The Armed Services are inquiring about the return of this equipment and it is now being placed in proper shape to be sent back to the Army installations.

The student Mid-Winters Ball was held in the new dining hall and from all reports it was a decided success. The Central Dance Association had the area attractively decorated and we feel that the hundreds of young lady guests had an opportunity of viewing perhaps one of the finest and most attractive student dining halls in the entire country. This was possible without interruption of any kind in feeding service.

The Subsistence Department continues to buy the highest quality foods that can be secured and to hold operations to the point that the students receive the maximum amount of high quality food from every dollar paid for their board. A survey over the last few years reveals the fact that of every dollar paid by the student, approximately 72% is for raw food and the remainder for operating cost of conducting the Subsistence Department and this is a high percent of food return to the student per dollar.

The Department is working closely with the Purchasing Department in getting bids on all items. Bids are worked up each week and sent to the various vendors furnishing the bulk of the food supplies. In the bids for food supplies standards of high quality are considered as well as the price range.

Service Division

The Service Division is trying to meet the needs of a greatly expanded Clemson. Although the large expansion program and the construction of new buildings on the Clemson campus is done by a contractor, it is necessary that these buildings and appurtenances be made to work successfully to carry out the functions for which they were designed.
The Division through its organization and staff has made an earnest endeavor to assist the contractors in every way possible and to take over the buildings after completion and get them in readiness for occupancy and to do this we assisted in hanging draperies, installing venetian blinds, installing carpets, making new furniture and laboratory equipment, correcting leaky valves, adding additional heating coils to hot water tanks, and many other construction and mechanical jobs too numerous to mention.

On the outside of the buildings we have formed and poured 5,095 ft. of new concrete curb; reset 388 ft. of curb and gutter; poured 182 ft. of concrete side walk, 157 ft. of retaining walls, and 128 ft. of concrete curb and gutter. To make a complete job on the retaining wall we installed 36 ft. of pipe hand rail. In addition to this, we developed two large parking areas for students and extended the parking area around the Clemson House to give more space for parking there. Most of the area around the new student dormitories has been seeded. We prepared the sub-grades for surface treatment in the sally ports prior to bituminous surface treatment being applied by the South Carolina Highway Department.

The Construction & Repair Department formed and built the foundation for the new Babcock & Wilcox Boiler. We had two bids by contracting firms, the lower one being for $17,108 by the Terry Construction Company of Greenville, S. C. The other bid was by Daniel Construction Company and was for $19,980. We succeeded in effecting a saving of $4,872.61 from the lowest bid. In addition to this we included a platform and boxes for hoist equipment on the operating floor of the boiler house and connecting of the breeching, which was not included in the contracting bids. This effected an additional saving of more than $600 making a total saving of $5,522.61 on this boiler plant extension job.

Retaining walls have been built between the steam plant and new laundry along with adequate parking spaces for the laundry employees. We have prepared plans and specifications for the installation of water line expansion to the new cotton ginning laboratory. This work has been contracted for and completed. The grading and road work was satisfactorily repaired and put back in good condition.

We have started our shade tree fertilization program. Due to the extreme dry weather we were late in seeding the campus for winter grasses and only a portion of our grass seed has been sowed. We have begun our tree planting program.

When the consultants were securing information in connection with a report pertaining to the organizational set up at Clemson, they found that many of our buildings have had spent on them only a nominal amount for maintenance. For example, during the fiscal year 1953-54 less than $100 was spent for maintenance of Long Hall which could not be replaced at the present time for $700,000.00.

In the demolition of the greenhouses we obtained one of the greenhouses and rebuilt it at a cost of about $2,100.00.

The condensate return line from the Clemson House and Housing Project became defective again in November. Since this condensate is in the conduit "Ric Wil Presseald," we had to install a new condensate return line. Quite a few leaks had developed within the casing of the Ric Wil.

Electric meters were installed in all the Clemson homes so that the electric current could be measured to all of the tenants renting the apartments.

It is important that we install electric meters and water meters, steam and gas, when natural gas is run to Clemson to all of our buildings.

Moving the kitchen and feeding facilities to the Field House involved considerable work in which the Buildings and Grounds Department assisted. We were instrumental in effecting a saving of $1,000 on transportation of beds from Atlanta to Clemson.

Oconee County has installed new stone crushing equipment and has given us crushed stone which we have hauled with our trucks and used to repair numerous walks and muddy places which are unpaved.

The Grounds Department has graded and prepared for surface treatment Water Street, Klugh Avenue, and a portion of Calhoun Circle. This was later surface treated by the South Carolina Highway Department.

The staff workers, both supervising personnel and workers, have contributed unstintingly of their time to make the foregoing accomplishments possible.
possible. Breakdowns and emergencies call for long hours and night duty and our people respond unhesitatingly when such an emergency arises.

Employees have responded to numerous calls to fight forest fires, grass fires, and residence fires when they occur. Wherever possible to use mechanized equipment, it is important to do so. It is only in this way the same number of workmen can keep up with an expanded job. Up to now, however, there has been no mechanization that will load a garbage can on to a truck or bring chairs into the Field House, or drive a truck or a lawn mower.

We have added approximately 1,000 tons of air conditioning to the plant at Clemson, and this will require "know-how" with refrigeration. We will have to have refrigeration mechanics.

We need additional laborers for on the campus and more carpenters for maintenance in connection with our public buildings. It is important to have a supervisor of janitors or someone to visit various buildings and report each day any needed repairs so we may practice preventative maintenance.

One of our greatest needs is additional space for storing and cutting glass, repairing furniture, and a paint refinishing room. Assuming we go to a central store room, it would be impractical to have some commodities in such a room. A Central store room would be more applicable to such items as janitor supplies, office supplies, and things that are common to all departments.

We have nine or more trucks standing out in the weather each night and day while we have tanks and government cars stored in sheds built for motor vehicles of the Buildings and Grounds Department. We strongly recommend and construction of a military equipment shed that will house this army equipment.

We would like to adapt our organization to the need of Clemson College in its expanded stage, and we are seeking in every way possible to reduce cost and to give improved service. The only way to do this is to encourage the workmen we employ to be more efficient and to try to provide them with the best and most improved tools with which to work. We have equipped our mechanics with service trucks such as are used by utilities companies and the Southern Bell Telephone Company and they are doing a more efficient job of repairing oil stoves, replacing window glass, repairing locks, installing lamps and street lights, and doing various other maintenance jobs.

There is a great need for adequate funds to properly maintain our campus buildings and property.

Wildlife Management As A Part Of Multiple Land Use On The Clemson College Land

Ever since the project began in 1934, wildlife management has been featured in the multiple land use program on the Clemson College lands. The basic purpose of the project was to demonstrate, though research and development, that worn-out and badly eroded farmlands and deteriorated woodlands could be restored for valuable public use. Consequently, as a part of the early development phase for erosion control, about 1,000 acres were planted in wildlife food plots on formerly cultivated fields. Subsequently, these plantings were followed up by quail population studies under the supervision of a game specialist.

A significant contribution, however, was made to wildlife management in 1949 when the college entered into a cooperative agreement with the South Carolina Wildlife Resources Department. Operating under a program of Federal Aid in Wildlife Restoration, a project leader has been in charge of game research and development on the college lands since then. The leader has worked in close cooperation with the administration, the Department of Zoology, and the Clemson Wildlife Club.

The following significant research and demonstration projects have been accomplished on the college lands:

1. The northern division, consisting of 11,000 acres, has been posted to hunting and has been set aside for a wildlife management project. Over 200 acres of open land have been planted in permanent plots to provide food for the game. Wild turkey and deer have been successfully introduced. Afforded food, cover, and protection, small game of all kinds is increasing. This area is being used to demonstrate methods for improving the wildlife
population in the Piedmont area of the region.

2. A 2,000 acre pasture-quail propagation research project has been established on the southern division. Its purpose is to devise methods for increasing the numbers of quail under pasture conditions. Food plots have been established and quail population counts are made twice a year. These indicate that there has been a significant increase in the numbers of quail since the project began in 1952.

3. Lake Issaqueena, a lake of 108 acres that was completed in 1938 on the north division, has been used as a refuge for migratory waterfowl since 1952. Here ducks and geese are afforded food and protection from October to April.

The results of this effort have been extremely gratifying. The waterfowl population is increasing each year, there now being around 1,500 ducks and 30 geese as permanent winter residents on the lake. The Clemson Wildlife Club has been very helpful in providing feed and in the general improvement of the sanctuary. And this interest has also caught on in Greenville, Anderson, Seneca, Walhalla, etc.

The Wildlife Club in Greenville, for example, recently mailed a check for $44 to help purchase corn for the ducks and geese.

This show-place has been well-publicized in the State and local newspapers. Hundreds of people drive to the lake each week to observe the antics of these waterfowl. Here they witness the simple fact that we can materially increase the numbers of our migratory waterfowl through providing a resting place, food and protection.

This project is a lesson in conservation that few observers will forget.

4. After Lake Issaqueena was completed in 1938, it was stocked with six different kinds of fish. However, during recent years, fishing has been poor. In an effort to correct this condition, a fish population study was made in June 1954, in cooperation with the S. C. Wildlife Resources Department. This study indicated that the lake was greatly overstocked, and also out of balance in the desirable species of fish. The lake was drained and later stocked with bream and largemouth bass. These fish should develop rapidly and the lake should be open to fishing by May 1956.

This research, development, and demonstration program in wildlife management on the Clemson College lands has already aroused much interest among the people in the upper part of South Carolina. Sportsmen favor it because they believe that herein lies an answer to a gradually declining supply of game occasioned by increasing hunting pressures; and recreationists and conservationists welcome it because this gives them the opportunity to observe and study wild turkey, deer, ducks, geese and many native forms of small wildlife in a natural state.

Mr. Dave Tillinghast, feature writer for the Greenville Piedmont, recognized the full significance of this program when he recently wrote in his column:

"The Clemson lake refuge and wildlife project, which covers many thousand acres, should be the focal point for real conservation and management in the Piedmont area.

"It offers the start, the beginning of a new era in wildlife for the upstate."

Attached to this report is a detailed report prepared by the Clemson Sub-Committee on our recent building program. Also, attached you will find material submitted by the Department of Fertilizer Inspection and Analysis which will be considered by the Fertilizer Board of Control.

Respectfully submitted,

R. F. Poole, President
BUILDING PROGRAM

CLEMSON SUB-COMMITTEE ON BUILDINGS

A. Dormitory Program.

The Dormitory Program has been finalized in the matter of construction funds and from a construction standpoint only minor scheduled items need further attention. Final approval by the Architects, and acceptance of the work by the College, is expected when these scheduled items are resolved.

The finalized total cost of the Dormitory Program, including furnishings and equipment, is in the amount of $5,224,528.73. All areas in the dormitories are now in full use by the College.

B. Animal Livestock Laboratory-Pontiac, S. C.

The Animal Livestock Laboratory at the Sandhill Experiment Station, Pontiac, S. C. has been finished and occupied.

The reported cost of construction and new furnishings and equipment totals $168,118.16. The construction work has been approved by the Architects and Engineers and by the Clemson Sub-Committee on Buildings, and it is recommended that the structure be formally accepted by the College.

C. Agricultural Program.

Construction work on the Auditorium Annex and the Greenhouses is virtually complete. Certain scheduled items of construction and operation have not yet been finalized. Repairs to the floor in the Ballroom of the Annex are now being made and are scheduled for completion on Monday, March 14, 1955.

The construction work on the Plant and Animal Science Building and the Food Industry Building is progressing according to schedule. Dr. Farrar is well advanced in his plans for purchasing furnishings and equipment for the buildings.

The program should be finalized in all respects by the last of May or the middle of June.

D. Furnishings and Equipment - Special Account.

The Board of Trustees made available for furnishings and equipment in the Auditorium Annex and the Student Union section of the dormitories the sum of $91,000.00. Mr. Royal Harold Woodin, of Tomorrow Incorporated, was given a contract to select the furnishings as per scheduled cost estimates and selections made before the contract was processed.

Distributed separately are itemized and detailed reports as prepared by the Clemson Sub-Committee on Buildings covering the Building Program as listed under headings "A", "B", "C" and "D" above.
MEMORANDUM

DORMITORY PROGRAM

February 28, 1955

From: Clemson Sub-Committee on Buildings

The Dormitory Program from a construction standpoint has been finished for some time. Certain repairs have been made and are still being made. Considerable difficulty has been experienced with the fiberglass ceilings on the refrigeration rooms. The fiberglass insulation for the ceilings has been replaced and repairs will be necessary on the replaced portion. The refrigeration sub-contractor has promised that the necessary repairs will be made at once to the refrigeration units needing attention. The final overall servicability and efficiency of the refrigeration units can only be proven by their use over a period of time.

Under the one year guarantee clause of the construction contract, certain minor repairs, replacements and adjustments will be made from time to time as the necessity arises. These include roof repairs, testing out the air conditioning units during the summer months, and other items coming under the terms of the guarantee.

The finalized inspection and formal approval of all phases of the dormitory construction program has not, as yet, been made by the Architects and Engineers. However, this formal approval should be forthcoming when all items of construction have been completed as to materials, workmanship and servicability as called for under the terms of the construction contract.

Available construction funds are $14,829.25 under commitments on the construction contract. (See section "B", Item #15) The Board of Trustees Building Committee and the State Budget and Control Board have authorized an additional $10,000.00 from the Student Tuition Bond account. If this amount is applied to the $14,829.25 deficit, only $4,829.25 will remain to be provided for.

Under the Furnishings and Equipment account the commitments exceed the presently available funds by $3,175.14. Funds collected from the Alumni on the Student Union furniture drive are now available to cover this excess over commitments. (See furnishings and equipment report-account #979.) With the above exceptions it is not expected that further construction funds will be needed to complete all the terms and conditions of the construction contract.

The attached memorandum is a finalized report on the Dormitory Program.
MEMORANDUM

FINALIZED REPORT ON DORMITORY CONSTRUCTION PROGRAM

From: CLEMSON BUILDING COMMITTEE

Section "A" - Itemized Cost of Program

Item I - Construction Contract - Daniel Construction Company, Inc.

1. Original Construction Contract as approved by Board of Trustees------------------------- $4,390,000.00
2. Added by Change Orders and duly approved by Board of Trustees:
   (a) Added by Change Order #1 - 4/23/54-------- 117,548.00
   (b) Added by Change Order #2 - 6/3/54-------- 11,844.00
   (c) Added by Change Order #3 - 6/3/54-------- 18,238.00
   (d) Added by Change Order #4 - 7/23/54-------- 28,086.00
   (e) Added by Change Order #5 - 7/23/54-------- 77,656.00
   (f) Added by Change Order #6 - 12/17/54-------- 22,662.00
3. Total added by change orders to Daniel Construction Co.'s Construction Contract------ $276,034.00
4. Total Final Construction Cost - Dormitory Program-----------------------------$4,666,034.00

Item II - Costs not Included in Construction Contract.

1. Engineering and Architectural Fees (Paid to Lyles, Bissett, Carlisle & Wolff)-----  $210,697.07
2. Surveys-Test Borings, Mock-up, Advertisement, Legal Expenses, site clearance, etc.---- 31,542.32
3. Temporary Kitchen and Mess Hall--------- 18,050.66
4. Total Const. Cost not in Contract-----------------------$ 260,290.05

Item III - Furnishing and Equipment

1. Dormitory Furnishings (student bedrooms)--- $ 93,728.76
2. Dining Room and Kitchen-furniture and equipment---------------------------------------- 120,674.66
3. Furnishings and equipment-Student Canteen and Barber Shop----------------------------- 21,195.62
4. Furnishings-Student Union Section---------------------- 60,434.20
5. Shelving and cabinets-QM Supply room-------- 2,171.44

Total for furnishing and equipment-----------------------------------------------$ 298,204.68

Item IV - Total Cost Dormitory Program---------------------------------------------$5,224,528.73
Section "B" - Source of Funds - Dormitory Program

Item I - Construction Contract

1. From sale of Dormitory Revenue Bonds-- $3,849,302.93
2. Transferred to Barracks Construction Account from 1952-53 Special appropriations for Utilities:
   (a) From Electric Utilities Account-- $32,612.14
   (b) From Steam Utilities Account-- 47,054.81
   (c) From Water & Sewer Line Account-- 10,392.36
   (d) From Addition to Boiler Plant Acct.-- 20,251.94
   (e) From Addition to Filter Plant Acct.-- 38,759.25
3. Total from Special Appropriation----------------------- $149,070.50
4. From 1953-54 Room Fees - by Deferring Bond Sale from Sept. 1, 1954------------------------ $260,000.00
5. Transferred from Student Tuition Bond Account, Reimburse Dormitory Fund for Cost of Utility lines to Agricultural Program----- $92,111.62
6. From 1954-54 Special Appropriation for furnishings, equipment and construction Dormitory Program-------------------------- 122,000.00
7. Saving from $35,000.00 Special Appropriation of 1953-54, for temporary kitchen----- 16,949.34
8. From 1954-55 Subsistence Acct. - Mess Hall--- $7,687.00
9. From 1954-55 Athletic Dept. Funds------------------ 10,551.00
10. From Student Tuition Bond Sale----------------------- 140,000.00
11. From 1953-54 Dormitory Reserve Acct.------- 3,532.46
12. Total Funds Expended-------------------------------- $4,651,204.85
13. Construction Contract - Daniel Const. Co. ------ $4,666,034.00
15. BALANCE DUE DANIEL CONSTRUCTION COMPANY---- $14,829.25

Item II - Source of Funds Not in Construction Contract.

1. For Engineering and Architectural Fees:
   (a) From sale of Dormitory Revenue Bonds-- $150,697.07
   (b) From 1952-53 Dormitory Fees Planning Account------------------ 60,000.00
2. From 1952-53 Dormitory Fees Planning Account------------------ 24,400.32
3. From Sale of Scrap from Old Boiler Plant and Collegiate Funds------------------ 7,542.00
4. From 1953-54 Special Appropriation of $35,000.00 Temporary Kitchen Fund

\[ \text{\$18,050.66} \]

5. Total Fund Expended Not for Construction

\[ \text{\$260,690.05} \]

---

Item III - Furnishings and Equipment

1. From 1953-54 Special Appropriation for Furnishing, Equipment & Construction:
   
   (a) To Dining Hall and Kitchen
   \[ \text{\$62,500.00} \]
   
   (b) To Student Dormitory Bedrooms
   \[ \text{\$87,561.63} \]

2. From Kress Fund - Furnishings for Student Union

\[ \text{\$60,434.20} \]

3. From 1954-55 Reserve Subsistence Acct.
   
   (a) To Kitchen and Dining room
   \[ \text{\$58,174.66} \]
   
   (b) To Q. M. Supply Rooms
   \[ \text{\$2,171.44} \]

4. From 1954-55-Housing Acct. #929

\[ \text{\$6,167.13} \]

5. From Athletic Dept. Funds

\[ \text{\$21,195.62} \]

6. Total Expenditures Furnishings and Equipment

\[ \text{\$298,204.68} \]
MEMORANDUM

From: Clemson Building Committee

Subject: Finalized Report on Construction of The Clemson Livestock Laboratory, Sand Hill Experiment Station, Pontiac, S. C.

The Clemson Livestock Laboratory at Pontiac, S. C. has been completed and occupied since mid December of 1954.

Attached hereto is a breakdown of all costs incidental to the Construction Program.
MEMORANDUM

From: Clemson Building Committee

Clemson Livestock Laboratory - Pontiac, South Carolina

Item "A" - Construction Contract

1. Original Construction Contract-
   Daniel Const. Company---------------- $149,350.00
2. Added for Incinerator, etc.---------------- 10,617.95
   Revised Construction Contract----------------- $159,967.95

Item "B" - Incidental Cost not in Construction Contract

1. Engineering and Architects fees
   and supervision------------------------ $ 3,745.97
2. Supplies-------------------------------- 221.38
3. Advertising----------------------------- 64.70
4. Furniture and Equipment----------------- 4,118.16
5. Total for other than Construction--------------------- 8,150.21

Item "C" - Total Cost-Clemson Livestock Laboratory----------------- 168,118.16

Item "D" - Source of Funds

1. From 1952-53 Special Appropriation---- $ 132,500.00
2. From 1953-54 Special Appropriation----  31,500.00
3. From Livestock Sanitary Account #390--  4,118.16
   Total Funds Available and Expended--------------------- $168,118.16
MEMORANDUM

From: CLEMSON BUILDING COMMITTEE

Subject: PROGRESS REPORT ON AGRICULTURAL BLDG. PROGRAM

A. AUDITORIUM ANNEX

The Auditorium Annex to the Clemson House has been occupied and in use for some time. Certain repairs and renovations have as yet not been made but these have been scheduled and this part of the program should be finalized in two or three weeks.

B. PLANT AND ANIMAL SCIENCE BUILDING - FOOD TECHNOLOGY BLDG. - GREENHOUSES

The Greenhouses have been finished and are now occupied. As yet they have not been formally accepted by the College. They will be finalized when certain repairs are made to some of the heating units, not now operating satisfactorily.

Work on the Food Technology Building and the Plant and Animal Science Building is now in its final stages. The construction work should be substantially completed by the middle of March or the first of April. The character and rate of construction is being carried on to the satisfaction of the Architects and the College.

Dr. Farrar is well advanced in his plans for purchasing furniture and equipment for the buildings. Considerable quantities of the cabinets and laboratory tables will be constructed under plans and specifications made by members of his staff.

The construction of the buildings should be sufficiently advanced by the first of March, 1955 for installation of a considerable portion of the furniture and equipment.
# Agricultural Program

## A. Total Expenditures and Commitments

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Kitchen Equipment - Auditorium Annex</td>
<td>$29,894.56</td>
</tr>
<tr>
<td>2. Engineering &amp; Architectural fees</td>
<td>$160,000.00</td>
</tr>
<tr>
<td>3. C. Hardy Cliver - Architectural fees</td>
<td>$3,525.00</td>
</tr>
<tr>
<td>4. To utilities contract - Daniel Const. Co., to provide utility lines to Ag. Bldg. site</td>
<td>$92,111.62</td>
</tr>
<tr>
<td>5. Transferred to Barracks Const. Acct.</td>
<td>$160,000.00</td>
</tr>
<tr>
<td>6. H. A. Fickett - Grading Cherry Rd.</td>
<td>$900.00</td>
</tr>
<tr>
<td>7. Bryant Davis Electric Co.</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>8. Advertisement - Bonds and Contract</td>
<td></td>
</tr>
<tr>
<td>11. Reserved for furnishings and equipment - Agricultural Program</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>12. Equipment - Kitchen and Auditorium Annex (from Acct. #979 Kress Fund)</td>
<td>$33,801.59</td>
</tr>
<tr>
<td>13. Reserved for area lighting and sidewalks - Ag. Area</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>15. Reserved for Construction contingencies</td>
<td>$26,547.44</td>
</tr>
<tr>
<td>16. Total Expended or Committed</td>
<td>$3,791,223.62</td>
</tr>
</tbody>
</table>

## B. Source of Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Tuition Bond Sale</td>
<td>$3,095,832.33</td>
</tr>
<tr>
<td>2. Second Tuition Bond Sale (proposed)</td>
<td>$700,000.00</td>
</tr>
<tr>
<td>3. From account #979 (Kress and others)</td>
<td>$33,801.59</td>
</tr>
<tr>
<td>4. Total Available or proposed</td>
<td>$3,829,633.92</td>
</tr>
<tr>
<td>5. Available funds over and above commitment</td>
<td>$38,410.30</td>
</tr>
</tbody>
</table>

## C. Agricultural Program Total Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Funds authorized from tuition bond acct. to Dormitory Const. acct.</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>2. Total committed from tuition bond acct. and from acct. #979</td>
<td>$3,791,223.62</td>
</tr>
<tr>
<td>3. Charged to Agricultural Program</td>
<td>$3,641,223.62</td>
</tr>
</tbody>
</table>
D. Breakdown of Cost-Agricultural Program

1. Construction Cost---------------------- $2,933,088.00
2. Engineering and Architectural fees------- 163,525.00
3. Furnishing and equipment--------------- 416,406.76
4. Utilities to site------------------------ 92,111.62
5. Contingencies ($26,547.44)
   Miscellaneous ($9,544.80) -------------- 36,092.24

6. TOTAL AGRICULTURAL PROGRAM--------------------- $3,641,223.62
# AGRICULTURAL PROGRAM

### First Issue - Tuition Bond - Account # 1202

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Kitchen Equipment - Auditorium Annex, Wright Co.</td>
<td>$29,894.56</td>
</tr>
<tr>
<td>B. To Utilities Contract - Daniel Construction Co. - Utilities to Ag. Build. Site</td>
<td>$92,111.62</td>
</tr>
<tr>
<td>C. Architectural &amp; Engineering Fees</td>
<td>$139,965.30</td>
</tr>
<tr>
<td>D. Transferred to Barracks Construction Acct. &amp; paid Daniel Const. Co.</td>
<td>$140,000.00</td>
</tr>
<tr>
<td>E. H. A. Pickett - Grading Cherry Rd.</td>
<td>$900.00</td>
</tr>
<tr>
<td>F. Bryant Davis Electric Co.</td>
<td>$1,560.00</td>
</tr>
<tr>
<td>G. Advertisement</td>
<td>$84.80</td>
</tr>
<tr>
<td>H. Paid to Daniel Const. Co. on Ag. Program Construction Contract</td>
<td>$2,302,058.00</td>
</tr>
<tr>
<td>I. Paid for furnishings - Clemson House Annex</td>
<td>$2,901.32</td>
</tr>
<tr>
<td>J. Approved for transfer to Barracks Construction Account</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>K. Approved for furnishings and equipment Agricultural Program</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>L. Total Expenditures or Approved for Specific Purposes</td>
<td>$3,069,284.89</td>
</tr>
<tr>
<td>M. Tuition Bond Account</td>
<td>$3,095,832.33</td>
</tr>
<tr>
<td>N. Remaining and Reserved for Construction Contingencies</td>
<td>$26,547.44</td>
</tr>
</tbody>
</table>

The items shown above completely commit all of the funds available from the sale of the first issue of the Clemson Tuition Bonds.
MEMORANDUM

February 21, 1955

AGRICULTURAL PROGRAM

CONSTRUCTION ACCOUNT

A. Daniel Construction Co. - Construction
   Contract------------------------------------- $2,867,971.00

1. Added by Change Order #1 ---------------- 65,117.00

2. Total Construction Contract
   as of Feb. 17, 1955------------------------ 2,933,088.00

B. Paid to Daniel Construction Co. on
   Const. Contract as of 2/17/55---------- 2,302,058.00

C. Commitments due Daniel Const.
   Co., above payment as of 2/17/55------------ $631,030.00

D. Commitments on Agricultural Program
   not in Construction Contract

1. Engineering & Architectural fees - balance due------- 23,559.70

2. Reserved for area lighting & sidewalks------------------ 7,000.00

E. Total Commitments as of Feb. 17, 1955
   on Second Tuition Bond Issue---------------------- $661,589.70

The above commitments of $661,589.70 is within the funds expected from the Second Tuition Bond sale. If Second Tuition Bond Issue is sold in the amount of $700,000.00 then there will remain from the second Tuition Bond issue the sum of $38,410.30 not yet committed.

The Clermont Sub-Committee on buildings also questioned paying a commission on freight bills. At the insistence of Mr. Woodin, the concurrence by representatives of the Architect, this commission was allowed. The only items exempted from a commission is the gross cost to the College and the costs of the fixture and carpet material and the State tax.

The chairs selected and purchased for the T. T. Campus of the Student Union, after less than one month assembly, were over fifty percent (50%) unserviceable due to structural weakness. These chairs were removed from the area and negotiations are now in progress to give the College a rebate on the sales price. If this sum is recovered, it will amount to approximately $450.00.
MEMORANDUM

February 28, 1955

From: Clemson Sub-Committee on Buildings

Subject: Furnishings and Equipment - Student Union and Auditorium Annex

Clemson College entered into a contract with "Tomorrow Incorporated" of Columbia, S. C., authorizing that firm to select furnishings for the Student Union, Canteen and Auditorium Annex. Under the terms of the contract, Mr. Harold Royal Woodin, of Tomorrow Incorporated, was authorized to select furnishings for the above mentioned areas, the selection to be approved by the Architects and Clemson College. For these services, Mr. Woodin was to receive a commission of ten percent (10%) on net cost of furnishings, including labor. The contract was based on an estimate of cost prepared by Mr. Woodin of Tomorrow Inc., which estimate included an itemized listing of all gross costs of the furnishings, in place, in each area to be furnished.

Actual expenditures and commitments for furnishings, as selected by Mr. Woodin, exceeded his estimated costs by $12,066.57. Due to the overage spent for furnishings, the College was obliged to curtail other expenditures for equipment and furnishings not included in the Woodin contract, authorized to be purchased from the furnishings account.

It was the understanding of the College Building Committee that the purchase price of the material for drapes and carpets was to be exempt from a commission by Tomorrow Inc. Mr. C. E. Daniel was to arrange for these purchases and the invoices for same to be made by the College through Mr. Liberty and Mr. Glenn. This was done. Mr. Louis Wolff was informed of this exemption by letter and was requested to so inform Mr. Woodin. Mr. Woodin now claims a ten percent (10%) commission on these items. The actual sums paid for the questioned items amounts to $10,718.74. If this sum is allowed Mr. Woodin, an additional $1,071.87 must be added to the $2,107.04 due Mr. Woodin as shown under section "B", item (e).

The Clemson Sub-Committee on buildings also questioned paying a commission on freight bills. At the insistence of Mr. Woodin, and the concurrence by representatives of the Architects, this commission was allowed. The only items exempted from a commission in the gross cost to the College was the costs of the drapes and carpet material and the State tax.

The chairs selected and purchased for the T, V. areas of the Student Lounge, after less than one months service, were over fifty percent (50%) unservicable, due to structural weakness. These chairs were removed from the area and negotiations are now in progress to give the College a rebate on the sales price. If this sum is recovered, it will amount to approximately $450.00.
The Clemson Sub-Committee on Buildings was forced to curtail further purchases by Mr. Woodin and invoices were cancelled involving considerable further expenditures above the alloted sums.

Further, other items of cost, included in Mr. Woodin's estimate, were paid for out of the construction contract funds (Change Order #6) of the Dormitory Program. (These include purchase of materials for rostrum, student chapel and installation of drapery hangers.)

Considerable confusion, and certainly very unbusiness like procedures, were followed by Mr. Woodin throughout the progress of the contract. For considerable lengths of time he was not available to the College, and written communications received no answers.

The Clemson Sub-Committee on Buildings recommends that Mr. Woodin be paid the remaining portions of his commission, and that he be relieved of all further responsibility in connection with the furnishings contract.

It further recommends that the sum of $1,071.87 claimed by Mr. Woodin for commissions on the purchase price of drapes and carpets, not be paid.
FURNISHINGS AND EQUIPMENT

A. EXPENDITURES FROM ACCOUNT #979 - KRESS FUND, ETC.

1. Furnishings and Equipment Student Union
   (a) Actual Expenditures from account------ $58,459.84

2. Furnishings and Equipment - Auditorium Annex
   (a) Air Conditioning units and window glass-  23,785.96
   (b) Annex Furnishings and Equipment------  9,438.50
   (c) Total Expenditures from Account------ $91,684.30

B. NOTE:

Of the total shown under (a) above $214.88 should have been invoiced to The Athletic Department. Add to this the 10% commission, then the Athletic Department owes $236.37 to Account #979.

1. Commitments to Account #979 and not paid include:
   (a) Buildings and Grounds Department - Labor-
       Hanging Drapes, etc.------------------$  517.98
   (b) Labor on erecting the Rostrom - Student Chapel-------------------------- 198.70
   (c) Installation of TV sets, etc.-------  88.69
   (d) Stamping machine and tape-----  15.00
   (e) Final Commission to Woodin--------  2,107.04

2. Total added commitments---------------------------------- $ 2,927.41

3. Total expenditures and commitments to account #979
   Charged to Student Union-----------------------------------$61,387.25

C. REVISED EXPENDITURES AND COMMITMENTS - ACCOUNT #979

(a) Furnishings and Equipment-Student Union$61,387.25
(b) Air Conditioning and window glass - Aud.
    Annex------------------------------------- 23,785.96
(c) Annex-Furnishings and Equipment------  9,438.30
    Total expended and committed------------------ $94,611.51
(d) Total in Account #979----------------- 91,000.00
(e) Account over-committed------------------  3,611.51

D. SOURCE OF ADDITIONAL FUNDS NEEDED

(a) From Athletic Department Funds to replace items paid out of the account correctly chargeable to Athletic Department for Canteen Furnishings----  $  236.37*
(b) To be authorized---------------------  3,375.14
It is anticipated that the Alumni will make this amount available at an earlier date.

The cost of furnishings for the Student Union Section chargeable to Account #979 was estimated by Woodin under the terms of his contract as $49,320.68. Actual commitments and expenditures amounted to $61,387.25, making an over-expenditure of $12,066.57. Of this over-expenditure, the estimated cost of drapery and carpeting material was $6,689.00. The actual cost of draperies was $10,718.74.

* Pay Woodin on commission account the sum of $236.37 from Athletic Department funds to reimburse account #979.
PRESIDENT'S RECOMMENDATION -- MARCH 18, 1955

1. Having successfully completed one of the regularly prescribed courses of study and upon approval of the faculty and by authority of the President and the Board of Trustees, the Bachelor's degree was conferred upon 132 men and the Master's degree upon 6 men and 1 woman on January 30, 1955. The list of individuals awarded degrees is given below.

[Removed to Publications]

D. Taylor 4/93

[...]

The following are granted the following degrees without any and without approval of any sections:

- To B. Anderson, Assistant Agricultural Engineer, from January 12, 1955, for work with the Iowa State College.
- To J. Ray, Assistant Agricultural Engineer, effective December 30, 1955, for military leave.
Upon authority of the By-Laws I have accepted the following RESIGNATIONS and ask your approval of my actions:

Agricultural Division
School of Agriculture

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
D. C. Price                 | Instructor in Dairying and Assistant in Dairying | Feb. 28, 1955

Experiment Station

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
Robert Aycock               | Plant Pathologist, Edisto Station          | Feb. 15, 1955
C. A. Fennell               | Assistant Agronomist                      | Feb. 15, 1955
W. P. Law, Jr.              | Associate Agricultural Engineer            | Jan. 15, 1955

Extension Service

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
L. M. Asbill                | Extension Marketing Specialist             | Feb. 28, 1955
J. W. Brunson               | Assistant County Agent, Florence Co.       | Dec. 15, 1954
C. T. Rogers                | Assistant County Agent, Marlboro Co.       | Feb. 15, 1955

Livestock Sanitary Department

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
J. C. Cornell               | Assistant State Veterinarian               | Oct. 31, 1954
Patricia E. Moore           | Laboratory Technician                      | Jan. 15, 1955

School of Arts and Sciences

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
R. A. Branham               | Graduate Assistant in Physics              | Jan. 31, 1955
B. F. Masters               | Physics Laboratory Technician              | Mar. 6, 1955
W. B. Rogers, Jr.           | Graduate Assistant in Physics              | Jan. 31, 1955

School of Engineering

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
E. S. Giles                 | Assistant Professor of Electrical Engineering | Jan. 31, 1955

School of Textiles

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
R. G. Carson, Jr.           | Associate Professor of Textiles            | Jan. 31, 1955

Military Department

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
M/Sgt. C. C. Oliver         | Sergeant Major                             | Jan. 18, 1955

Miscellaneous

Name                        | Title                                      | Effective Date
---                          | ---                                        | ---
D. G. Curtis                | Filter Plant Operator                      | Jan. 15, 1955

TERMINATION OF SERVICES

Name                        | Title                                      | Date          | Reason
---                          | ---                                        | ---           | ---
R. C. Campbell              | Assistant in Agronomy                      | Jun. 30, 1954 | Retired

I have granted the following LEAVES OF ABSENCE without pay and ask your approval of my actions.

J. H. Anderson, Assistant Agricultural Engineer; from January 12, 1955 to January 12, 1956; for graduate work at Iowa State College.

J. J. Floyd, Assistant Agricultural Engineer; effective December 28, 1954; for military leave.
5. I have made the following TRANSFERS and ask your approval of the same.

J. C. Martin from Assistant Professor of Physics to Assistant Professor of Electrical Engineering; Salary $4,200; Effective July 1, 1955.

S. G. Woods from Assistant Animal Husbandman, Coast Station to Assistant Animal Husbandman, Edisto Station; Salary $4,200; Effective March 1, 1955.

F. M. Fleming from Assistant County Agent, Florence County to Assistant County Agent, Pickens County; Salary $4,300; Effective November 1, 1954.

6. Under authority given me in the By-Laws, I have made the following APPOINTMENTS and ask your approval of my actions.

**Agricultural Division**

**School of Agriculture**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. D. O'Dell</td>
<td>Instructor in Dairying and Assistant in Dairying</td>
<td>$4,116</td>
<td>Mar. 1, 1955</td>
</tr>
<tr>
<td>J. C. Whitesides</td>
<td>Instructor in Agricultural Engineering</td>
<td>3,800</td>
<td>Feb. 1, 1955</td>
</tr>
<tr>
<td>R. W. Earhart</td>
<td>Plant Pathologist</td>
<td>6,000</td>
<td>Jan. 1, 1955</td>
</tr>
<tr>
<td>W. R. McCaskell</td>
<td>Assistant Chemist</td>
<td>3,524</td>
<td>Jan. 10, 1955</td>
</tr>
<tr>
<td>M. C. McLellan, Jr.</td>
<td>Graduate Research Assistant</td>
<td>100 mo.</td>
<td>Feb. 16, 1955</td>
</tr>
<tr>
<td>J. R. Smith</td>
<td>Graduate Assistant</td>
<td>1,800</td>
<td>Feb. 1, 1955</td>
</tr>
<tr>
<td>W. H. Thomas</td>
<td>Graduate Research Assistant</td>
<td>100 mo.</td>
<td>Feb. 1, 1955</td>
</tr>
<tr>
<td>H. O. Vaigneur</td>
<td>Assistant Agric. Engineer</td>
<td>3,996</td>
<td>Feb. 4, 1955</td>
</tr>
<tr>
<td>H. M. White</td>
<td>Laboratory Assistant</td>
<td>3,600</td>
<td>Jan. 1, 1955</td>
</tr>
</tbody>
</table>

**Extension Service**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. C. Altman</td>
<td>Asst. Co. Agent, Marion Co.</td>
<td>$3,610</td>
<td>Nov. 11, 1954</td>
</tr>
</tbody>
</table>

**Livestock Sanitary Department**

Dorothy J. Hitchcock    Assistant Parasitologist    $5,700    Jan. 1, 1955

**School of Chemistry and Geology**

E. C. Hardin            Instr. in Chemistry (Temporary) 1,600    Feb. 1, 1955

**School of Engineering**

W. D. Ashcraft         Student Asst. in Electrical Engineering    $ 60 mo.  Feb. 1, 1955

Jessie G. Bryan         Instructor in Ceramic Arts (Part-Time) 75 mo.  Feb. 1, 1955

J. C. Von Kaenel       Instr. in Mechanical Eng.  3,900  Feb. 1, 1955
APPOINTMENTS (Continued)

School of Textiles

J. C. Shell
Asst. Professor of Textiles $4,000 Feb. 1, 1955

Military Department

W. T. Davis
Asst. Class Attendance and Provost Officer 3,600 Jan 17, 1955

Col. G. A. Douglass
Associate Commandant 880 Jan. 19, 1955

CWO K. J. Irving
Sergeant Major 696 Jan. 19, 1955

Capt. J. L. Kennedy, Jr.
Assistant Adjutant-Commandant 100 Sept. 1, 1955

Miscellaneous

Margaret H. Cole
Hostess, Student Center (Temporary) $3,000 Nov. 27, 1954

Betty Faye Edwards
Library Assistant (Temporary) 800 March 11, 1955

W. A. Gaines
Law Enforcement Officer 3,000 Oct. 15, 1955

Virginia S. Gravely
PBX Operator 3,300 Jan. 3, 1955

L. L. Law
Internal Auditor 6,000 Jan. 6, 1955

R. L. Owens
Filter Plant Operator 2,925 Jan. 18, 1955

C. E. Raynal, Jr.
Chaplain 1,000 Nov. 22, 1954

W. A. Simpson
Assistant to Mess Officer 2,520 Dec. 1, 1954

C. W. Wise
Backfield Coach 7,500 Feb. 1, 1955

I recommend the following CHANGES IN TITLE.

C. J. Cruz from Graduate Assistant, School of Chemistry to Research Assistant, School of Chemistry; Salary $1,600; Effective February 1, 1955.

Roberta N. Morton from Clerk, Experiment Station to Assistant Bookkeeper, Experiment Station; Salary $2,760; Effective February 1, 1955.

M. M. Phillips from Associate Agronomist to Chemist; Salary $5,832; Effective October 1, 1954.

W. H. Rhodes from Associate Horticulturist, Sandhill Station to Acting Superintendent, Sandhill Station; Salary $5,004; Effective December 1, 1954.

A. W. Snell from Associate Professor of Agricultural Engineering to Associate Professor of Agricultural Engineering and Associate Agricultural Engineer; Salary $5,268; Effective February 1, 1955.

L. H. Tull from Associate Commandant to Commandant; Salary $880 Effective January 19, 1955.

The following changes in title are temporary and apply from February 1, 1955, to May 31, 1955.

W. F. Chamberlain from Associate Entomologist to Associate Entomologist and Associate Professor of Entomology.

J. F. Chaplin from Assistant Agronomist, Pee Dee Station to Assistant Agronomist and Assistant Professor of Agronomy.

W. J. Goodwin from Associate Entomologist to Associate Entomologist and Associate Professor of Entomology and Zoology.

W. M. Kirk from Associate Entomologist, Pee Dee Station to Associate Entomologist and Associate Professor of Entomology.

H. D. Taylor from Associate Horticulturist to Associate Horticulturist and Associate Professor of Horticulture.

J. E. Fenwell from Graduate Assistant in Chemistry to Graduate Assistant in Agricultural Chemistry Research.
CHANGES IN TITLE (Continued)

E. H. Wamhoff from Associate Professor of Entomology and Zoology to Associate Entomologist and Associate Professor of Entomology and Zoology.

J. G. Watts from Entomologist, Edisto Station to Entomologist and Associate Professor of Entomology.

8. Since the last meeting of the Board it has been necessary to make certain CHANGES IN SALARIES. Under the current Appropriation Act all such changes must be approved by the Budget Commission before they become effective.

Quincy Benbow, Assistant Negro Agricultural Agent Colleton County; from $3510 to $3600; Effective August 10, 1954.

J. G. Bowman, Jr., Assistant Negro Agricultural Agent, York County; from $3540 to $3720; Effective August 1, 1954.

W. R. Fleming, Extension Marketing Specialist; from $1,560 to $1,660; Effective February 1, 1955.

Hugene Gerald, Assistant Negro Agricultural Agent, Florence County; from $3540 to $3600; Effective September 1, 1954.

W. J. Goodwin, Jr., Associate Entomologist; from $1,800 to $5100; Effective October 1, 1954.

E. A. Gunnin, Assistant Professor of Architecture; from $1,200 to $1,500; Effective November 1, 1954.

L. C. Hamilton, Extension Marketing Specialist; from $1,260 to $1,560; Effective February 1, 1955.

R. M. Hart, Store Room Keeper; from $2,400 to $2,520; Effective December 1, 1954.

Ralph Hendricks, Shop and Laboratory Technician; from $3,520 to $4,000; Effective November 1, 1954.

Rudolph Hendricks, Sr., Machinist, School of Engineering; from $3,660 to $3,600; Effective November 1, 1954.

J. M. Hubbard, Head Butcher; from $2,592 to $2,640; Effective December 1, 1954.

F. D. Miller, Athletic Canteen Manager; from $3,300 to $3,600; Effective January 1, 1955.

L. O. Van Elaricom, Associate Professor Food Technology and Associate Food Technologist; from $5,148 to $5,682; Effective September 1, 1954.

W. J. Warren, Assistant Negro Agricultural Agent, Richland County; from $3,900 to $4,080; Effective August 6, 1954.

Julius Westbrook, Assistant Negro Agricultural Agent, Spartanburg County; from $3,540 to $3,600; Effective August 1, 1954.

J. L. Young, Assistant Professor of Architecture; from $3,900 to $4,200; Effective November 1, 1954.

9. Forty-one teachers and officers have performed special work on projects such as work for the U. S. Department of Agriculture, Bamboo Research, Land Use, certain industrial concerns and tutoring. This work has been in addition to their regularly assigned duties and in each case has been approved by the Dean or Director concerned and the Business Manager. I have authorized extra pay from special funds for this work and ask your approval of the same.

10. In compliance with the terms of the South Carolina Retirement Act, the following individuals who will have reached their 72nd birthday on or before July 1, 1955, will be required to retire from active service:
11. In compliance with the terms of the South Carolina Retirement Act, I recommend that the following individuals who will be 70 years of age or over but will not have reached their 72nd birthday on July 1, 1955, be continued in service for the fiscal year 1955-56:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Age</th>
<th>Service WithCAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carey, James Robert C.</td>
<td>Foreman, Grounds &amp; Roads</td>
<td>70</td>
<td>11 years</td>
</tr>
<tr>
<td>Fernow, Bernhard Edw.</td>
<td>Professor, Mech. Engineering</td>
<td>71</td>
<td>28 years</td>
</tr>
<tr>
<td>Galillard, Elizabeth</td>
<td>Steno., Co. Agr. of., Ext.</td>
<td>71</td>
<td>22 years</td>
</tr>
<tr>
<td>Henderson, Taylor Napoleon</td>
<td>Feeder, Exp., Dalry</td>
<td>71</td>
<td>43 years</td>
</tr>
<tr>
<td>Jenkins, Clifton</td>
<td>Laborer, Service Division</td>
<td>71</td>
<td>6 years</td>
</tr>
<tr>
<td>Sitton, Henry Philip</td>
<td>Machinist, Nutrition</td>
<td>70</td>
<td>9 years</td>
</tr>
<tr>
<td>Taylor, Rupert</td>
<td>Professor, English</td>
<td>71</td>
<td>28 years</td>
</tr>
<tr>
<td>Walker, Henry Brady</td>
<td>Laborer, Service Division</td>
<td>71</td>
<td>18 years</td>
</tr>
</tbody>
</table>

12. In compliance with the South Carolina Retirement Act, I recommend that the following individuals who will have reached the age of 65 but who will not have attained the age of 70 on July 1, 1955, be continued in the service of the college for the fiscal year 1955-56:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Age</th>
<th>Service WithCAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkley, Elizabeth</td>
<td>Cleaner, Supvr., C. House</td>
<td>65</td>
<td>10 years</td>
</tr>
<tr>
<td>Black, Frank Oscar</td>
<td>Ag. Statistician, Exp.</td>
<td>69</td>
<td>6 years</td>
</tr>
<tr>
<td>Bradwell, Mabel Lee</td>
<td>Steno., Co. Agr. of., Ext.</td>
<td>69</td>
<td>21 years</td>
</tr>
<tr>
<td>Brown, Daniel Cleveland</td>
<td>Tailor, Laundry</td>
<td>66</td>
<td>29 years</td>
</tr>
<tr>
<td>Chester, Thomas</td>
<td>Waiter, Subsistence</td>
<td>66</td>
<td>6 years</td>
</tr>
<tr>
<td>Cochran, Walter Berrys</td>
<td>Night Supt., Housing</td>
<td>68</td>
<td>8 years</td>
</tr>
<tr>
<td>Colvin, Flossie J.</td>
<td>Steno., Co.Agr. of., Ext.</td>
<td>66</td>
<td>17 years</td>
</tr>
<tr>
<td>Cook, Edward Williams</td>
<td>Foreman, Animal Husbandry</td>
<td>67</td>
<td>29 years</td>
</tr>
<tr>
<td>Cooper, Herbert Press</td>
<td>Professor, Agronomy</td>
<td>68</td>
<td>25 years</td>
</tr>
<tr>
<td>Cooper, Irwin Roland</td>
<td>Asst. State Vet., Livestock Service</td>
<td>65</td>
<td>21 years</td>
</tr>
<tr>
<td>Crouch, Sidney, J. L.</td>
<td>Prof., Inter. Relations</td>
<td>65</td>
<td>30 years</td>
</tr>
<tr>
<td>Dillard, Ernest</td>
<td>Asst., Forge &amp; Foundry</td>
<td>69</td>
<td>49 years</td>
</tr>
<tr>
<td>Dillard, Frank</td>
<td>Supt., Laundry</td>
<td>65</td>
<td>41 years</td>
</tr>
<tr>
<td>Evans, Samuel E.</td>
<td>Prof., Ag. Extension</td>
<td>69</td>
<td>13 years</td>
</tr>
<tr>
<td>Ferrier, Wallace Thomas</td>
<td>Chemist, Fert. Insp. &amp; Anal.</td>
<td>65</td>
<td>18 years</td>
</tr>
<tr>
<td>Foy, John Truelien</td>
<td>Supt., Pee Dee Station</td>
<td>66</td>
<td>43 years</td>
</tr>
<tr>
<td>Hall, Evey Eugene</td>
<td>Steno., C. Agr. of., Ext.</td>
<td>65</td>
<td>2 years</td>
</tr>
<tr>
<td>Hayes, Lula Bayard</td>
<td>Watchman, Clemson House</td>
<td>69</td>
<td>3 years</td>
</tr>
<tr>
<td>Holden, Ernest Clayton</td>
<td>Steno., Home Dem. Agrt.</td>
<td>69</td>
<td>11 years</td>
</tr>
<tr>
<td>Honour, Emily Kate</td>
<td>Head Butcher, Subsistence</td>
<td>65</td>
<td>2 years</td>
</tr>
<tr>
<td>Hubbard, Jesse M.</td>
<td>Carpenter Helper, Service Div.</td>
<td>65</td>
<td>36 years</td>
</tr>
<tr>
<td>Hunter, George</td>
<td>Cleaner, Clemson House</td>
<td>67</td>
<td>36 years</td>
</tr>
<tr>
<td>Jamison, Lawrence</td>
<td>Laborer, Exp., Hort.</td>
<td>67</td>
<td>3 years</td>
</tr>
<tr>
<td>Jenkins, Clarence, F.</td>
<td>District Agent, Ext.</td>
<td>65</td>
<td>14 years</td>
</tr>
<tr>
<td>Lazar, Jamie T.</td>
<td>Head, Industrial Arts-Dept.</td>
<td>69</td>
<td>30 years</td>
</tr>
<tr>
<td>Marshall, John Logan</td>
<td>Laborer, Pee Dee Station</td>
<td>66</td>
<td>32 years</td>
</tr>
<tr>
<td>Martin, Fred</td>
<td>State Home Dem. Agrt. Ext.</td>
<td>65</td>
<td>37 years</td>
</tr>
<tr>
<td>Meely, Juanita Henderson</td>
<td>Head, Farms Dept.</td>
<td>68</td>
<td>11 years</td>
</tr>
<tr>
<td>Patrick, Charner Scaife</td>
<td>Janitor</td>
<td>65</td>
<td>4 years</td>
</tr>
<tr>
<td>Pettigrew, Eddie</td>
<td>Shirt Ironer, Laundry</td>
<td>65</td>
<td>12 years</td>
</tr>
<tr>
<td>Reese, Rena</td>
<td>Dishwasher, Subsistence</td>
<td>69</td>
<td>25 years</td>
</tr>
<tr>
<td>Reid, Willie</td>
<td>Prof., Modern Languages</td>
<td>69</td>
<td>29 years</td>
</tr>
<tr>
<td>Rhyne, Crestes Pearl</td>
<td>Prof. Botany</td>
<td>69</td>
<td>12 years</td>
</tr>
<tr>
<td>Rosenkraus, Duane B.</td>
<td>Visit. Prof., Agr. Econ.</td>
<td>68</td>
<td>3 years</td>
</tr>
<tr>
<td>Simson, Francis Marion</td>
<td>Visit. Prof., Architecture</td>
<td>68</td>
<td>9 years</td>
</tr>
<tr>
<td>St. Hubert, Robert LaMontagne</td>
<td>Prof., Animal Husbandry</td>
<td>67</td>
<td>36 years</td>
</tr>
<tr>
<td>Starkney, Lawrence Vincent</td>
<td>Laborer, Service Div.</td>
<td>65</td>
<td>8 years</td>
</tr>
<tr>
<td>Vandiver, William A. C.</td>
<td>Director, Extension</td>
<td>66</td>
<td>40 years</td>
</tr>
<tr>
<td>Watkins, D. W.</td>
<td>Assorting Shirts, Laundry</td>
<td>66</td>
<td>30 years</td>
</tr>
<tr>
<td>Watkins, Jane</td>
<td>Sec.-Clerk, Fert. Insp. &amp; A.</td>
<td>67</td>
<td>17 years</td>
</tr>
<tr>
<td>Worley, Gertrude Ansell</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mr. T. N. Henderson of the Dairy Department and Mr. W. B. Cochran of the Housing Department have been recommended by their department heads for retirement on July 1, 1955. If the May 20, 1955 referendum is favorable toward Social Security for state employees, these two individuals would be eligible to draw Social Security benefits July 1, 1956. I recommend that in the event the referendum favors Social Security, they be continued in service to June 30, 1955, provided suitable work and funds are available.

13. George W. Daniels, Negro Agricultural Agent, Orangeburg County, is 66 years of age and has completed 39 years of service with the college. Director D. W. Watkins has recommended his retirement effective July 1, 1955. I recommend your approval.

Executive Committee

14. At the October 1954 meeting of the Board approval was given to the proposed curriculum in Industrial Management. I now recommend the establishment of a Department of Industrial Management effective July 1, 1955.

15. I recommend the promotion of Dr. Wallace D. Trevillian to Professor of Economics and Head of the Department of Industrial Management effective July 1, 1955.

16. I recommend the establishment of a new position of Assistant Professor of Industrial Management at a salary of $4,200 effective September 1, 1955.

17. I recommend the establishment of the following new positions in the School of Engineering effective July 1, 1955:

- Associate Professor of Civil Engineering: $5,100
- Assistant Professor of Drawing & Design: $4,200
- Professor of Chemical Engineering: $8,400
- Instructor in Mechanics & Hydraulics: $3,900
- Assistant Professor of Electrical Engineering: $4,800
- Associate Professor of Industrial Engineering: $5,400

18. I recommend the appointment of Mr. Harlan E. McClure as Professor of Architecture and Head of the Department at a salary of $8,400 effective July 15, 1955.

19. Following a meeting in Columbia on January 14, 1955 of the Clemson College officials and agricultural leaders from over the state, a meeting was held by the following Board members: Messrs. T. B. Young, B. T. Leppard, J. B. Douthit, R. M. Cooper, and J. F. McLaurin.

The minutes of the preceding meeting of the Athletic Council were discussed. Mr. Leppard was of the opinion this could not be construed as a call meeting of the Board members since no previous notice had been given. It was the consensus of those Board members present that they approve the recommendation that Mr. Frank Howard, Head Coach, be permitted to employ a new coach, and I was asked to secure approval of the other Board members. I request your approval of this action.

20. At the October 1954 meeting of this Board Change Order No. 1 on the Agricultural Building Construction Program was approved in the amount of $57,269. At that time additional miscellaneous construction changes had been approved by the architects and the college building committee in the amount of $7,848 making the total of Change Order No. 1 $65,117. This amount is set forth in the building report of the agricultural program to this Board. I request your approval of our action.

21. When the new agricultural facilities are complete and occupied there will be several areas in the original quarters vacated. I request your authority to allocate these areas to departments needing additional space as deemed to the best interest of the college.
22. I recommend that the old frame residence located near the main entrance to the agricultural building area be disposed of and demolished at the earliest practicable date.

23. The Clemson Building Committee and the Board of Trustees Building Committee approved the construction of recreational facilities and irrigation lakes in the lower area of the Land Use project at a cost of $19,526. These projects have now been completed and paid for from funds of the Government Land Timber Account, Land Use Project, and I request your approval of our action in this matter.

24. The Training Center site selected and agreed upon by a group of Army personnel and engineers on February 4, 1955, has been approved by the Chairman of the Board of Trustees, and the Chairman of the Executive Committee of the Board of Trustees.

The site selected and approved extends two hundred eighty (280) feet on Williamson Drive starting at the center line of U. S. Highway 123, and fronts along U. S. Highway 123 a distance of three hundred fifty (350) feet from the curb line of Williamson Drive. The property is rectangular in shape and contains approximately ninety-eight thousand (98,000) square feet. Clemson College proposes to donate this property to the U. S. Government in fee simple, costs of legal fees and documents incidental to the transfer to be borne by the U. S. Government.

The following stipulations are recommended as a condition to the transfer of this property:

1. The exterior finish of the structure shall be of brick and the type of brick used shall be approved by the college administration.

2. Prefabricated dwelling units 203, 204 and 205, which are now presently located on the property to be conveyed, shall be removed from the site and immediately reconstructed by the U. S. Government at a site to be selected by the college. The site selected shall be on the Clemson campus and not more than one half mile from the present location. As an alternate to removal and relocation, the houses may remain in their present location and be utilized by Clemson College. When the space occupied by the dwellings is required by the U. S. Government they are to be relocated at no expense to Clemson College.

I recommend that the college administration and the college attorney be authorized to continue negotiations with representatives of the United States for the transfer of this property and to determine the terms upon which the conveyance is made to the best interests of the college, final action to be approved by the Chairman of the Board and the Executive Committee.

25. At a meeting held on January 17, 1955, attended by the following Board members: Messrs. R. M. Cooper, C. E. Daniel, J. F. McLaurin and Dr. W. A. Bernette, the college administration was directed to proceed with completion of the Central Stores area for the Purchasing Director. The work can be done for approximately $8,184.82 and I ask your authority to pay for this from proceeds of Tuition Bonds.

26. I request your approval of our action in granting to the S. C. Highway Department a right-of-way for slightly relocating and surface treating road No. 279 in Anderson County through lands of Clemson College Land Use Area. The paving of this road will add materially to the value of this property.

27. We have granted to the S. C. Highway Department a right-of-way through lands of Clemson College Land Use Area for the construction of a highway from Clemson to the new Daniel High School near Lawrence's Chapel. The new high school will serve Central, Six Mile and Clemson areas and the construction of this road will materially increase the value of our property. I request your confirmation of our action.
28. I ask your authority to appoint the night watchman at the Clemson House Hotel as a campus policeman with power to make arrests or otherwise discharge the duties of a policeman at the Clemson House and the parking areas immediately surrounding the Clemson House.

29. I recommend that the Board of Trustees and Administration invite the Newcomen Society to hold a meeting at Clemson College during the year 1956.

30. The Director of the Band would like for the Clemson College Band to represent the college in a tour of Europe during the summer of 1956 and present a series of concerts here and abroad. I recommend that permission be granted provided the Director can secure a sponsor and the necessary means of financing the trip.

31. At the June 18, 1956 meeting of this Board it was recommended and approved that the Athletic Department and the Athletic Council be authorized to use any available funds for finishing the Canteen and the Barber Shop located in the new Student Center and to purchase and install the necessary furnishings and equipment. This has been done from current operating funds of the Athletic Department at a cost to date of $33,904.44. This expenditure has reduced the operating balance as of February 28, 1955 to $38,618.00, including the estimated income for the remainder of this fiscal year. This amount will not be sufficient to operate the Athletic Department for the remainder of the fiscal year, and the Athletic Council requests authority to borrow funds to the extent of $33,904.44 or so much of this amount as may be necessary. Such money as is borrowed is to be repaid from operating profits of the Athletic Department or profits from the operation of the Canteen as rapidly as these profits will permit.

I recommend that the Athletic Council be authorized to borrow funds to the extent necessary to operate the Athletic Department but not to exceed $33,904.44.

Agricultural Committee

32. I recommend that you approve the proposed fines on the various fertilizer companies for irregularities found in fertilizer (report of Fertilizer Control.)

33. I recommend that the following rules and regulations pertaining to the guarantees of additional plant nutrients in commercial fertilizers be promulgated and issued effective immediately:

**Boron** - the following tolerances will be allowed for guarantees of borax:

<table>
<thead>
<tr>
<th>Guarantee</th>
<th>Tolerance</th>
</tr>
</thead>
<tbody>
<tr>
<td>of 1/4 lb.</td>
<td>1/8 lb.</td>
</tr>
<tr>
<td>of 1/2 lb.</td>
<td>1/4 lb.</td>
</tr>
<tr>
<td>of 1 lb.</td>
<td>3/4 lb.</td>
</tr>
<tr>
<td>of 3 lbs</td>
<td>3 lb.</td>
</tr>
</tbody>
</table>

The following penalties will be assessed when the analysis of any sample is found to vary from the guarantee more than the above tolerance:

1. Up to and including 1/4 lb. of Borax per 100 pounds of fertilizer $3.00 per ton
2. Exceeding 1/4 lb., up to and including 1/2 pound of Borax per 100 pounds of fertilizer $5.00 per ton
3. Exceeding 1/2 pound of Borax per 100 pounds of fertilizer $10.00 per ton

**Manganese** - Should the total manganese content of any sample of commercial fertilizer be more than twenty-five percent below the guaranteed minimum, a penalty of three dollars per ton for each twenty-five percent deficiency shall be assessed by the Board against the registrant.
Other Plant Nutrients - If any additional plant nutrients, or com-

pounds not otherwise provided for shall fall short of the guaranteed

analysis more than ten percent, a penalty of $2 per ton for each ten

percent shortage shall be assessed by the Board against the registrant.

All penalties assessed under these rulings shall be paid as provided

for in Section 8 (B) of the South Carolina Fertilizer Law, R 672,

H 1792, (1954).

34. Representatives of the South Carolina Turkey Federation, Inc. and the

Poultry Improvement Association request an expression from this Board as to

whether or not the college would seek legislation to impose taxes on certain

poultry feeds for the further promotion of research in the poultry and turkey

industries. I am seeking the counsel of the Board on this matter.

35. The firm of Quattlebaum and Napier has submitted a low bid of $7,714.70

for the construction of two bathhouses and an addition to the staff house at

Camp Long. This has been approved by the Clemson Sub-Building Committee and

in order to have these facilities ready by the opening of camp, the work has

been started with funds on hand. I request your confirmation of this action.

36. At the October 26, 1954 meeting of the Building Committee of the

Board of Trustees a sum of not less than $350,000 was directed to be set

aside from the proceeds of Tuition Bond funds for purchasing and installing

equipment and furniture in the new agricultural buildings. I request your

confirmation of this action.

37. Some time ago I sent you the proposed new Memorandum of Agreement

between the United States Department of Agriculture and the Land Grant Colleges

which is to replace the Memorandum of Agreement established in 1914. It is

generally agreed that the new Agreement is better than the one signed in 1914.

I recommend that we have the Director of Extension sign for Clemson College

since the Secretary of Agriculture has designated the Federal Director of

Extension to sign for the Department of Agriculture.

38. At a meeting held in Columbia on January 14, 1955, composed of the

following Board members: Messrs. T. B. Young, B. T. Leppard, J. B. Douthit,

R. M. Cooper and J. F. McLaun, salary adjustments requested by Director D. W.

Watkins and inadvertently omitted from the October 1954 recommendations were

presented. The proposed adjustments are to be made wholly from Federal funds

and to be retroactive to November 1, 1954. Those Board members present went

on record as favoring the recommendations and I was instructed to secure the

vote of other members of the Board. I request your authority to make the

following adjustments:

<table>
<thead>
<tr>
<th>Administrative and Specialists</th>
<th>Present Salary</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. J. Barker</td>
<td>$5940</td>
<td>$6000</td>
</tr>
<tr>
<td>L. O. Clayton</td>
<td>$5940</td>
<td>$6000</td>
</tr>
<tr>
<td>E. G. Comer</td>
<td>$3120</td>
<td>$3720</td>
</tr>
<tr>
<td>A. L. DuRant</td>
<td>$5700</td>
<td>$5820</td>
</tr>
<tr>
<td>P. H. Gooding</td>
<td>$5940</td>
<td>$6000</td>
</tr>
<tr>
<td>H. P. Lynn</td>
<td>$1500</td>
<td>$1620</td>
</tr>
<tr>
<td>T. W. Morgan</td>
<td>$6660</td>
<td>$6780</td>
</tr>
<tr>
<td>M. C. Rochester</td>
<td>$5880</td>
<td>$6000</td>
</tr>
<tr>
<td>G. H. Stewart</td>
<td>$5880</td>
<td>$6000</td>
</tr>
</tbody>
</table>

District Agents

| L. B. Massey                  | $6300         | $6420          |
| J. T. Lazar                   | $6300         | $6420          |
| A. H. Ward                    | $6300         | $6420          |
### County Agents

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>O. W. Lloyd</td>
<td></td>
</tr>
<tr>
<td>J. D. Miller</td>
<td></td>
</tr>
<tr>
<td>L. P. Anderson</td>
<td></td>
</tr>
<tr>
<td>L. R. Allen</td>
<td></td>
</tr>
<tr>
<td>D. A. Benton</td>
<td></td>
</tr>
<tr>
<td>A. D. Boggs</td>
<td></td>
</tr>
<tr>
<td>J. W. Brunson</td>
<td></td>
</tr>
<tr>
<td>T. J. Bryson</td>
<td></td>
</tr>
<tr>
<td>W. T. Clayton</td>
<td></td>
</tr>
<tr>
<td>W. H. Haven</td>
<td></td>
</tr>
<tr>
<td>C. H. Fant</td>
<td></td>
</tr>
<tr>
<td>F. M. Fleming</td>
<td></td>
</tr>
<tr>
<td>J. M. Gaston</td>
<td></td>
</tr>
<tr>
<td>P. M. Smith</td>
<td></td>
</tr>
<tr>
<td>C. R. Tuten</td>
<td></td>
</tr>
<tr>
<td>J. R. White, Jr.</td>
<td></td>
</tr>
<tr>
<td>J. D. Williams</td>
<td></td>
</tr>
<tr>
<td>Nelly Jo Creech</td>
<td>Stenographer, Barnwell County</td>
</tr>
<tr>
<td>Boyd Weaver (Mrs.)</td>
<td>Secretary, Florence County</td>
</tr>
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</table>

### Assistant County Agents & County Stenographers

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Present Salary</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>L. P. Anderson</td>
<td></td>
<td>$2600</td>
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<tr>
<td>L. R. Allen</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
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<tr>
<td>D. A. Benton</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>A. D. Boggs</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>J. W. Brunson</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>T. J. Bryson</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>W. T. Clayton</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>W. H. Haven</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>C. H. Fant</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
</tr>
<tr>
<td>F. M. Fleming</td>
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<td>J. M. Gaston</td>
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<td>P. M. Smith</td>
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<td>C. R. Tuten</td>
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<tr>
<td>J. R. White, Jr.</td>
<td></td>
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<td>$2600</td>
</tr>
<tr>
<td>J. D. Williams</td>
<td></td>
<td>$2600</td>
<td>$2600</td>
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<tr>
<td>Nelly Jo Creech</td>
<td>Stenographer, Barnwell County</td>
<td>$1790</td>
<td>$1920</td>
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<tr>
<td>Boyd Weaver (Mrs.)</td>
<td>Secretary, Florence County</td>
<td>$2040</td>
<td>$2310</td>
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</table>

### Negro Agricultural Agents

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Present Salary</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. W. Williams</td>
<td>Negro State Supervisor</td>
<td>$1380</td>
<td>$1470</td>
</tr>
<tr>
<td>Waymon Johnson</td>
<td>Asst. Negro State Supervisor</td>
<td>$3810</td>
<td>$4200</td>
</tr>
<tr>
<td>Bonnava Mattison</td>
<td>Steno., Negro State Office</td>
<td>$2280</td>
<td>$2310</td>
</tr>
<tr>
<td>J. A. Amaker</td>
<td></td>
<td>$3140</td>
<td>$3660</td>
</tr>
<tr>
<td>R. C. Bacote</td>
<td></td>
<td>$3430</td>
<td>$4200</td>
</tr>
<tr>
<td>B. D. Barnwell</td>
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<td>$3750</td>
<td>$3940</td>
</tr>
<tr>
<td>D. A. Belton</td>
<td></td>
<td>$3740</td>
<td>$3940</td>
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<tr>
<td>C. A. Brown</td>
<td></td>
<td>$3790</td>
<td>$3850</td>
</tr>
<tr>
<td>G. W. Daniels</td>
<td></td>
<td>$3720</td>
<td>$3850</td>
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<tr>
<td>E. D. Dean</td>
<td></td>
<td>$3720</td>
<td>$4110</td>
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<tr>
<td>G. W. Dean</td>
<td>Negro Agent At Large</td>
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<td>$4110</td>
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<tr>
<td>S. C. Disher</td>
<td></td>
<td>$3280</td>
<td>$3510</td>
</tr>
<tr>
<td>Eugene Frederick</td>
<td></td>
<td>$3280</td>
<td>$3510</td>
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<tr>
<td>F. D. Garrett</td>
<td></td>
<td>$3280</td>
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<tr>
<td>B. J. Gill</td>
<td></td>
<td>$3280</td>
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<tr>
<td>T. A. Hammond</td>
<td></td>
<td>$3320</td>
<td>$3600</td>
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<tr>
<td>Joseph Hill</td>
<td>Asst. Negro Agricultural Agent</td>
<td>$2910</td>
<td>$3180</td>
</tr>
<tr>
<td>W. M. Holcomb</td>
<td></td>
<td>$3190</td>
<td>$3600</td>
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<tr>
<td>W. P. Johnson</td>
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<td>$3190</td>
<td>$3600</td>
</tr>
<tr>
<td>E. T. McIntosh</td>
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<td>$3190</td>
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<tr>
<td>J. D. Marshall</td>
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<td>$4110</td>
<td>$4320</td>
</tr>
<tr>
<td>B. T. Miller</td>
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<td>$3510</td>
<td>$3600</td>
</tr>
<tr>
<td>H. S. Person</td>
<td></td>
<td>$3140</td>
<td>$4000</td>
</tr>
<tr>
<td>Arthur Sanders</td>
<td></td>
<td>$3600</td>
<td>$3780</td>
</tr>
<tr>
<td>M. N. Sitton</td>
<td></td>
<td>$3600</td>
<td>$3780</td>
</tr>
<tr>
<td>Q. J. Smith</td>
<td>Asst. Negro Agricultural Agent</td>
<td>$3010</td>
<td>$3310</td>
</tr>
<tr>
<td>R. C. Smith</td>
<td></td>
<td>$3010</td>
<td>$3310</td>
</tr>
<tr>
<td>R. N. Smith</td>
<td></td>
<td>$3010</td>
<td>$3310</td>
</tr>
<tr>
<td>G. W. Stewart</td>
<td></td>
<td>$3510</td>
<td>$3720</td>
</tr>
<tr>
<td>V. B. Thomas</td>
<td></td>
<td>$3790</td>
<td>$3920</td>
</tr>
<tr>
<td>William Thompson</td>
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<td>$3720</td>
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<tr>
<td>C. N. Wilson</td>
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<td>$3720</td>
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</tr>
<tr>
<td>E. C. Wright</td>
<td></td>
<td>$3270</td>
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</tr>
<tr>
<td>J. W. Young</td>
<td></td>
<td>$3270</td>
<td>$3850</td>
</tr>
</tbody>
</table>

### Specialists & State Office Stenographers

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Present Salary</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtys Ballentine</td>
<td>Dist. Home Dem. Agent</td>
<td>$3160</td>
<td>$4430</td>
</tr>
<tr>
<td>Ellie L. Herrick</td>
<td>Ext. Family Life Specialist</td>
<td>$4260</td>
<td>$4600</td>
</tr>
<tr>
<td>Georgia M. Taylor</td>
<td>Asst. St. Girls' 4-H Club Agent</td>
<td>$4220</td>
<td>$4220</td>
</tr>
<tr>
<td>Ross T. Herring</td>
<td>Executive Assistant</td>
<td>$3360</td>
<td>$3632</td>
</tr>
<tr>
<td>Ila Moody Buchanan</td>
<td>Stenographer</td>
<td>$2160</td>
<td>$2160</td>
</tr>
<tr>
<td>Janette M. Covington</td>
<td>Stenographer</td>
<td>$2880</td>
<td>$2940</td>
</tr>
<tr>
<td>Eleanor W. Hoffman</td>
<td>Stenographer</td>
<td>$2880</td>
<td>$2940</td>
</tr>
<tr>
<td>Jesse C. McAlley</td>
<td>Stenographer</td>
<td>$2760</td>
<td>$2820</td>
</tr>
<tr>
<td>Lorraine W. Warlick</td>
<td>Stenographer-Bookkeeper</td>
<td>$2280</td>
<td>$2352</td>
</tr>
</tbody>
</table>
Home Demonstration Agents

Theresa W. Beckham  Richland Asst. Home Dem. Agent  $2820  $2940
Barbara G. Brown  Newberry Asst. Home Dem. Agent  2820  2880
Margaret S. Forkner  Edgefield Home Dem. Agent  3480  3720
Doris O. Hughey  Spartanburg Home Dem. Agent  3900  4020
Eva M. McGee  Colleton Home Dem. Agent  3640  3960
Jennie M. McNaull  York Home Dem. Agent  3780  3900
Roy Lou M. Griffin  York Asst. Home Dem. Agent  2620  2940
Frances H. Parnell  Florence Asst. Home Dem. Agent  2760  2820
Sallie M. Smith  Marion Home Dem. Agent  3120  3300
Vera M. Smith  Florence Home Dem. Agent  3900  4020
Lena E. Sturgis  Lancaster Home Dem. Agent  3120  3280
Marguerite S. Summer  Richland Home Dem. Agent  1162  1282
S. Myrtice Taylor  Laurence Asst. Home Dem. Agent  2820  2880

Home Demonstration County Stenographers

Wilma A. Beard  Stenographer, York County  $1140  $1800
Lois Joyner  Stenographer, Richland County  1780  2100
Virginia B. Kemp  Stenographer, Edgefield County  1200  1800
Gena J. Melton  Stenographer, Florence County  1140  1800
Mary B. O'Shields  Stenographer, Spartanburg County  1320  2040
Mary D. Price  Stenographer, Colleton County  1458  1800

Home Demonstration Negro Workers

Marion B. Paul  St. Supv. - Negro Home Dem. Work  $3900  $3960
Henrietta G. Boozer  Sec. - Negro Home Dem. Office  2560  2640
Laura R. McGhee  Steno. - Negro Home Dem. Office  2100  2160
Notes for the Board of Trustees

Gentlemen:

Since the meeting of the Board has been advanced by two weeks I am not attempting to present a formal report at this time. I am, however, presenting the usual recommendations and I believe you will find them full and comprehensive. If you wish more detailed information I am sure you will not hesitate to ask for it.

Clemson is a complex institution and its functions change constantly. I have a feeling that I can best serve the Board by sending the members news of important happenings throughout the year and through letters and brief reports I have tried to keep you cognizant of the most pressing problems of the school.

The past year has been a good one and prospects for the coming year are bright. On June 1 we had received 1330 new student applications for admission in September as compared with 617 a year ago. At the present time the estimated enrollment for September 1955 is 2900.

The prospective increase in enrollment is causing considerable concern in the Schools of Engineering and Arts and Sciences where the increase will be most felt. Both schools are concerned about being able to provide adequate laboratory and classroom space.

In their reports all of the Deans stress the importance of salary increases if we are to secure and hold the type men essential to the welfare of Clemson College. Increased enrollments in institutions with higher salary scales may mean that our campus will become an excellent recruiting place. In the past we have been fortunate in that many of our professors have found Clemson a pleasant place in which to live and they have turned down larger offers from other institutions, but we cannot rely on a continuation of this practice in the future. We must find ways and means of increasing salaries if we are to hold our own with similar institutions throughout the South and the Nation.

The teaching faculty has served the college faithfully and well. Research work is progressing and some good results have been obtained. Progress has been made by the Extension, Livestock, Fertilizer, Crop Pest, and Seed Certification divisions of the college.

The Students, both ROTC trainees and civilian students, appear to be well adjusted to the new living conditions and the morale and deportment have been good.

Adequate parking facilities have eased somewhat the problem for both students and faculty, and a further study is now underway to determine how and where to construct additional parking areas.

The State Highway Department has surface-treated roads and parking areas around the new Agricultural Center. The construction of these roads and laying of pipe lines delayed the seeding and sprigging of grass but the work is now under way and we plan to have the grounds around the Agricultural Center green by Farm and Home Week. The equipment will also be installed by that time.

This year there will not be much money for equipment. In this time of rapid change equipment becomes obsolete and wears out after a few years' use, and if our instructors are to keep abreast of scientific progress we must keep them supplied with modern and up-to-date equipment. This is a pressing need and one which must be met if we are to maintain our position in the educational world.
1. Having successfully completed one of the regularly prescribed courses of study and upon approval of the faculty and by authority of the President and the Board of Trustees, the Bachelor's degree was conferred upon 132 men and the Master's degree upon 6 men and 1 woman on January 30, 1955. (The list of individuals awarded degrees was submitted at the March 18 Board meeting.)

2. I recommend that you approve the personnel changes including Resignations, Leaves of Absence, Transfers, Appointments, Changes in Title, Changes in Salaries, Pay for Extra Work, and Recommendations required by the South Carolina Retirement Act. (These recommendations were submitted at the March 18 meeting of the Board of Trustees and were distributed at the special meeting held in Columbia on May 20 but no action was taken at that time.)

3. Upon authority of the By-Laws I have accepted the following RESIGNATIONS and ask your approval of my actions:

### Agricultural Division

#### Experiment Station

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson D. Evans</td>
<td>Assistant Agricultural Economist</td>
<td>May 31, 1955</td>
</tr>
<tr>
<td>George F. Kinard</td>
<td>Assistant Agricultural Engineer</td>
<td>April 12, 1955</td>
</tr>
<tr>
<td>Harold L. Streetman</td>
<td>Assistant Agricultural Economist</td>
<td>June 30, 1955</td>
</tr>
<tr>
<td>Harold M. White</td>
<td>Laboratory Assistant, Nutrition Dept.</td>
<td>May 23, 1955</td>
</tr>
</tbody>
</table>

#### Extension Service

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>W. B. Nesbitt</td>
<td>Extension Turkey Specialist</td>
<td>November 30, 1955</td>
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#### Livestock Sanitary Department

<table>
<thead>
<tr>
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</table>

### School of Arts and Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
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</thead>
<tbody>
<tr>
<td>A. M. Hardee</td>
<td>Asst. Professor of French and Spanish</td>
<td>March 28, 1955</td>
</tr>
<tr>
<td>B. W. Sloope</td>
<td>Asst. Professor of Physics</td>
<td>August 31, 1955</td>
</tr>
<tr>
<td>G. W. Crawford</td>
<td>Assoc. Professor of Physics</td>
<td>August 31, 1955</td>
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</table>

### School of Chemistry and Geology

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. J. Day</td>
<td>Graduate Assistant in Chemistry</td>
<td>June 30, 1955</td>
</tr>
<tr>
<td>E. G. Hardin</td>
<td>Instructor in Chemistry</td>
<td>June 30, 1955</td>
</tr>
<tr>
<td>E. C. Kramer, Jr.</td>
<td>Instructor in Chemistry</td>
<td>August 3, 1955</td>
</tr>
<tr>
<td>P. R. Mann</td>
<td>Graduate Assistant in Chemistry</td>
<td>June 30, 1955</td>
</tr>
<tr>
<td>J. C. Philips</td>
<td>Graduate Assistant in Chemistry</td>
<td>June 30, 1955</td>
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### School of Education

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<tbody>
<tr>
<td>E. A. Hoover</td>
<td>Graduate Assistant</td>
<td>March 31, 1955</td>
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### School of Engineering

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<tbody>
<tr>
<td>E. A. Freeman</td>
<td>Graduate Assistant</td>
<td>June 30, 1955</td>
</tr>
<tr>
<td>F. T. Tingley</td>
<td>Professor of Elec. Engineering</td>
<td>August 31, 1955</td>
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### Military Department

<table>
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<tbody>
<tr>
<td>SFC E. M. Ford</td>
<td>Assistant to Quartermaster</td>
<td>April 30, 1955</td>
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</tbody>
</table>
I have granted the following LEAVES OF ABSENCE without pay and ask your approval of my actions.

J. Z. Bennett, Assistant Professor of English; from September 1, 1955 to August 31, 1956; for graduate study at the University of North Carolina. (Renewal)

E. F. Byars, Assistant Professor of Mechanics and Hydraulics; from September 1, 1955 to August 31, 1956; for graduate study at the University of Illinois.

James F. Chaplin, Assistant Agronomist; from May 1, 1955 to April 30, 1956; for graduate study at North Carolina State College.

B. A. Goldgar, Assistant Professor of English; from September 1, 1955 to August 31, 1956; for graduate study at Princeton University. (Renewal)

Hugh Macaulay, Assistant Professor of Economics; from September 1, 1955 to January 31, 1956; for graduate study at Columbia University. (Renewal)

E. F. Stenstrom, Associate Professor of Industrial Engineering; from September 1, 1955 to August 31, 1956; for graduate study and industrial training.

Charles W. Wilson, Assistant County Agent; from September 22, 1955 to June 4, 1956; for graduate study at the University of Georgia.

5. Under authority given me in the By-Laws, I have made the following APPOINTMENTS and ask your approval of my actions.

**Agricultural Division**

**Experiment Station**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. A. Burch</td>
<td>Asst. Agric. Economist</td>
<td>$4,500</td>
<td>May 10, 1955</td>
</tr>
<tr>
<td>C. E. McCants</td>
<td>Assoc. Agronomist, Edisto Station</td>
<td>$5,604</td>
<td>April 12, 1955</td>
</tr>
<tr>
<td>T. E. Skelton</td>
<td>Asst. Entomologist</td>
<td>$3,000</td>
<td>March 15, 1955</td>
</tr>
</tbody>
</table>

**Extension Service**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. L. Jones</td>
<td>Asst. Co. Agent, Florence Co.</td>
<td>$3,720</td>
<td>May 1, 1955</td>
</tr>
<tr>
<td>C. H. Key</td>
<td>Asst. Co. Agent, Edgefield Co.</td>
<td>$3,720</td>
<td>March 1, 1955</td>
</tr>
</tbody>
</table>

**Livestock Sanitary Department**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. L. Moore</td>
<td>Asst. State Veterinarian</td>
<td>$5,000</td>
<td>April 1, 1955</td>
</tr>
</tbody>
</table>

**School of Arts and Sciences**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. L. Merck</td>
<td>Physics Laboratory Technician</td>
<td>$2,400</td>
<td>April 25, 1955</td>
</tr>
</tbody>
</table>

**School of Education**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. E. High</td>
<td>Graduate Assistant</td>
<td>$125 mo.</td>
<td>April 1, 1955</td>
</tr>
</tbody>
</table>

**Military Department**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capt. H. H. McDurley</td>
<td>Adjutant</td>
<td>$200</td>
<td>April 1, 1955</td>
</tr>
<tr>
<td>SFC W. H. Scovil</td>
<td>Assistant to Quartermaster</td>
<td>475</td>
<td>May 1, 1955</td>
</tr>
</tbody>
</table>
6. I recommend that the following named individuals be reelected for an ADDITIONAL PROBATIONARY PERIOD:

**Agricultural Division**

**School of Agriculture**

G. D. O’Dell, Instructor in Dairying and Assistant in Dairying; Appointed March 1, 1955.

F. M. Simpson, Visiting Professor of Agricultural Economics and Agricultural Economist; Appointed August 1, 1952; Recommend Additional Temporary Appointment Effective September 1, 1955.

J. C. Whitesides, Instructor in Agricultural Economics; Appointed February 1, 1955.

**Experiment Station**

E. E. Brown, Associate Agricultural Economist; Appointed September 20, 1954.


J. S. Goodman, Maintenance Foreman; Appointed October 1, 1954.

C. B. McCants, Associate Agronomist; Appointed April 12, 1955.


Clifton H. Mudge, Research Fellow; Appointed September 17, 1954.

E. C. Naber, Assistant Poultyman; Appointed August 1, 1954.

C. A. Ouzts, Junior Statistician; Appointed February 1, 1955.

T. P. Reid, Research Assistant; Appointed February 1, 1955.

W. E. Seigler, Assistant Agricultural Engineer; Appointed June 7, 1954.

T. E. Skelton, Assistant Entomologist; Appointed March 15, 1955.

J. H. Smith, Soil Microbiologist; Appointed March 1, 1955.


H. O. Vaigneur, Assistant Agricultural Engineer; Appointed February 1, 1955.

H. M. White, Laboratory Assistant; Appointed January 1, 1955.

C. H. Whitworth, Agricultural Statistician; Appointed September 1, 1954.

**Extension Service**

A. C. Altman, Assistant County Agent; Appointed December 1, 1954.

Quincy Benbow, Negro Agric. Agent; Appointed August 10, 1954.

R. H. Berly, Assistant County Agent; Appointed August 1, 1954.

J. G. Bowman, Negro Agric. Agent; Appointed August 1, 1954.

R. C. DuBose, Assistant County Agent; Appointed September 16, 1954.

D. E. Epps, Assistant County Agent; Appointed August 16, 1954.

W. H. Funchess, Jr., Assistant County Agent; Appointed July 16, 1954.

Hugene Gerald, Negro Agric. Agent; Appointed September 1, 1954.

C. H. Key, Assistant County Agent; Appointed March 1, 1955.

J. M. Lawrence, Assistant County Agent; Appointed August 10, 1954.

A. E. Liebenrood, Assistant County Agent; Appointed July 16, 1954.
ADDITIONAL PROBATIONARY PERIOD (Continued)

Extension Service

L. S. Livingston, Assistant County Agent; Appointed September 16, 1954.
O. F. Lovelace, Assistant County Agent; Appointed August 1, 1954.
J. S. McGinnis, Assistant County Agent; Appointed January 1, 1955.
W. J. McMillan, Assistant County Agent; Appointed January 24, 1955.
E. H. Mathis, Jr., Extension Turkey Specialist; Appointed October 1, 1954.
C. F. Risher, Extension Turkey Specialist; Appointed July 1, 1954.
J. F. Sessions, Assistant County Agent; Appointed July 16, 1954.
B. W. Sherer, Assistant County Agent; Appointed August 1, 1954.
Ray C. Smith, Assistant County Agent; Appointed March 1, 1955.
W. S. Snelling, Assistant County Agent; Appointed October 16, 1954.
W. S. Toy, Assistant County Agent; Appointed September 1, 1954.
W. J. Warren, Negro Agric. Agent; Appointed August 16, 1954.
Julius Westbrook, Negro Agric. Agent; Appointed August 1, 1954.
G. A. Wolfe, Assistant County Agent; Appointed October 16, 1954.

Livestock Sanitary Department

Dorothy J. Hitchcock, Assistant Parasitologist; Appointed January 1, 1955.

School of Arts and Sciences

A. H. Abel, Instructor in English; Reappoint to August 31, 1956.
J. K. Carbin, Graduate Assistant; Reappoint to June 30, 1956.
A. S. Howard, Graduate Assistant; Reappoint to June 30, 1956.

School of Chemistry and Geology

W. E. Routh, Graduate Assistant; Appointed September 1, 1954.
(Temporary reappointment)
C. J. Cruz, Research Assistant in Chemistry; Appointed September 1, 1954.

School of Education

R. E. Lovett, Associate Professor of Music; Reappoint to August 31, 1956.

School of Engineering

C. C. Paine, Instructor in Ceramic Engineering; Reappoint to August 31, 1956.
C. P. Graves, Instructor in Architecture; Reappoint to August 31, 1956.
George W. Gunther, Assistant Professor of Architecture; Reappoint to August 31, 1956.
W. A. Speer, Associate Professor of Architecture; Reappoint to August 31, 1956.
ADDITIONAL PROBATIONARY PERIOD (Continued)

School of Engineering

J. O. Stakely, Assistant Professor of Architecture; Reappoint to August 31, 1956.

J. C. Von Kaenel, Instructor in Mechanical Engineering; Reappoint to August 31, 1956.

School of Textiles

J. C. Shell, Assistant Professor of Textiles; Appointed February 1, 1955.

Miscellaneous

W. T. Davis, Assistant Class Attendance and Provost Officer; Appointed January 17, 1955.

C. W. Wise, Assistant Coach; Appointed February 1, 1955.

R. B. Johnson, Admissions Counselor and Assistant to Registrar; Appointed October 6, 1954.

Margaret H. Cole, Hostess, Student Center (Temporary Appointment); Appointed November 27, 1954.

W. A. Gaines, Law Enforcement Officer; Appointed October 15, 1954.

J. B. Howell, Jr., Circulation Librarian; Appointed September 1, 1954.

L. L. Law, Internal Auditor; Appointed January 6, 1955.

W. R. Hamilton, Assistant Engineer; Appointed December 1, 1953. (Temporary)


W. A. Simpson, Assistant to Mess Officer; Appointed December 1, 1954.

7. SECOND APPOINTMENTS: The following teachers and officers have served satisfactorily in their various positions for a probationary period and I recommend that they be elected for a period of time expiring at the pleasure of the Board of Trustees.

Agricultural Division

School of Agriculture

D. M. Graham, Assistant Professor of Dairying and Associate in Dairying

M. G. Hamilton, Associate Professor of Horticulture and Associate Horticulturist

D. L. Handlin, Assistant Professor of Animal Husbandry

J. T. Lazar, Associate Professor of Dairying

J. B. Pitner, Professor of Agronomy and Agronomist

Experiment Station

G. R. W. Bentley, Jr., Associate Dairyman

J. B. Copeland, Assistant Agricultural Editor

Phyllis Drake, Assistant Home Economist

J. P. Ginn, Jr., Assistant in Dairying

W. J. Goodwin, Associate Entomologist

J. P. Livingston, Laboratory Assistant
SECOND APPOINTMENTS (Continued)

Experiment Station

Mary L. McCracken, Assistant Chemist
J. F. Pittman, Assistant Agricultural Economist
D. J. Richey, Associate Poultry Pathologist
W. H. Rhodes, Acting Superintendent of Sandhill Experiment Station
R. F. Suman, Assistant Agronomist

Extension Service

J. L. Brown, Assistant County Agent
D. C. Hutchins, Assistant County Agent
W. A. Jones, Extension Assistant Agricultural Engineer
C. R. Tuton, Assistant County Agent
T. J. Bryson, Assistant County Agent

Livestock Sanitary Department

O. E. Baker, Jr., Assistant State Veterinarian
R. W. Carter, Director of State-Federal Livestock Disease Eradication Program.
J. C. Epps, Jr., Livestock Inspector
J. B. Thomas, Assistant State Veterinarian

School of Chemistry and Geology

C. Q. Brown, Instructor in Geology
J. W. Rhynes, Instructor in Chemistry

School of Engineering

J. N. Thurston, Professor and Head of Electrical Engineering Department
H. H. Wilson, Associate Professor of Ceramic Engineering and Research Assistant
J. C. Martin, Assistant Professor of Electrical Engineering

Miscellaneous

H. W. Rimmer, Class Attendance and Provost Officer
W. E. Kelly, Night Watchman
F. D. Miller, Canteen Manager
R. C. Bradley, Associate Director of Public Relations and Alumni Secretary
J. W. G. Gourlay, Director of the Library
M. Elaine Schaap, Government Documents Librarian
8. I recommend the following **CHANGES IN TITLE** effective July 1, 1955.

**Agricultural Division**

**Name and Title**


Koloman Lehotsky, Assoc. Prof. of Forestry

J. B. Whitney, Jr., Assoc. Prof. of Botany

J. T. Lazar, Assoc. Prof. of Dairying

W. J. Goodwin, Assoc. Ent.

J. D. Beykin, Instr. in Zool.

G. H. Bonnette, Chief Clerk and Accountant

C. M. Lund, Asst. Agric. Engineer

H. H. Garrison, Assoc. Plant Breeder

**Proposed Title**

Olivia McGee, Draftsman

**School of Arts and Sciences**

H. H. Macaulay, Asst. Prof. of Economics

E. Park, Asst. Prof. of Mathematics

J. K. Williams, Assoc. Prof. of History & Gov.

**School of Chemistry and Geology**

C. Q. Brown, Instr. in Geology

H. T. Polk, Assoc. Prof. of Chemistry

J. R. Salley, Instr. in Chemistry

**School of Engineering**

E. A. Gunnin, Asst. Prof. of Architecture

J. D. Glenn, Asst. Prof. of Civil Engineering

J. M. Ford, Asst. Prof. of Civil Engineering

J. H. Hunter, Asst. Prof. of Civil Engineering

R. H. Doyle, Instr. in Drawing & Design


M. W. Jones, Asst. Prof. of Elec. Eng.

J. C. Cook, Jr., Prof. of Mech. Eng. and Acting Head of Dept.

**School of Textiles**

W. C. Whitten, Asst. Prof. of Textiles

T. D. Efland, Asst. Prof. of Knitting

L. H. Jameson, Asst. Prof. of Textiles

E. A. LaRoche, Assoc. Prof. of Weaving

**Library**

Murial G. Rutledge, Cataloger

**Proposed Title**

Prof. of Agric. Eng. and Agric. Eng.

Prof. of Forestry

Prof. of Botany

Assoc. Prof. of Dairying and Assoc. in Dairying

Assoc. Prof. of Ent. and Zool. and Assoc. Ent.

Asst. Prof. of Zool.

Administrative Assistant

Assoc. Agric. Engineer

Head, Seed Certification, Foundation Seed

Ext. Consumer Education Specialist

Illustrator

Assoc. Prof. of Economics (effective Feb. 1, 1956 on return to active duty)

Assoc. Prof. of Mathematics

Prof. of History and Gov.

Asst. Prof. of Geology and Acting Head of Dept. of Geology

Instr. in Geology

Prof. of Chemistry

Asst. Prof. of Chemistry

Associated Prof. of Architecture

Assoc. Prof. of Civil Engineering

Assoc. Prof. of Civil Engineering

Assoc. Prof. of Civil Engineering

Asst. Prof. in Drawing & Design

Asst. Prof. Machine Design

Assoc. Prof. of Elec. Eng.

Prof. of Mech. Eng. and Head of Dept.

Assoc. Prof. of Textiles

Assoc. Prof. of Knitting

Assoc. Prof. of Textiles

Assoc. Prof. of Textiles

Science and Technology Librarian
9. Since the last meeting of the Board it has been necessary to make certain CHANGES IN SALARIES. Under the current Appropriation Act all such changes must be approved by the Budget Commission before they become effective.

Ida Lee Motley, Stenographer, Livestock Sanitary Department; from $2100 to $2400; Effective April 1, 1955.

Clifton H. Mudge, Research Fellow; from $4000 to $4500; Effective April 1, 1955.

10. Twenty-five teachers and officers have performed special work on projects such as work for the U. S. Department of Agriculture, Bamboo Research, Land Use, certain industrial concerns and tutoring. This work has been in addition to their regularly assigned duties and in each case has been approved by the Dean or Director concerned and the Business Manager. I have authorized extra pay from special funds for this work and ask your approval of the same.

11. Director Watkins has recommended twenty-one Assistant County Agents and four Negro Agricultural Agents to receive the Surtman Scholarships in connection with taking three-weeks summer short courses at summer schools approved by the Land-Grant College Association and I recommend your approval of the same.

12. At the October 1954 meeting of the Board approval was given to the proposed curriculum in Industrial Management. I now recommend the establishment of a Department of Industrial Management effective July 1, 1955.

13. I recommend the promotion of Dr. Wallace D. Trevillian to Professor of Economics and Head of the Department of Industrial Management effective July 1, 1955.

14. I recommend the establishment of a new position with rank from Assistant Professor of Industrial Management to Professor of Industrial Management at a salary up to $5400 effective September 1, 1955.

15. At the October 1954 meeting of the Board of Trustees you authorized further study of the need for a Curriculum in Physical Education. This study has been undertaken thoroughly by the School of Education, the Committee on Curricula, and the Deans and Directors, and all of these groups recommend the establishment of such a curriculum. I recommend that you authorize the establishment of a Curriculum in Health and Physical Education.

16. At the request of the School of Engineering and upon the recommendation of the Committee on Curricula and the Deans and Directors, I recommend that you authorize the establishment of a Curriculum in Industrial Engineering.

17. Following a meeting in Columbia on January 14, 1955 of the Clemson College officials and agricultural leaders from over the state, a meeting was held by the following Board members: Messrs. T. B. Young, B. T. Leppard, J. B. Douthit, R. M. Cooper, and J. F. McLaurin.

The minutes of the preceding meeting of the Athletic Council were discussed. Mr. Leppard was of the opinion this could not be construed as a call meeting of the Board members since no previous notice had been given. It was the consensus of those Board members present that they approve the recommendation that Mr. Frank Howard, Head Coach, be permitted to employ a new coach and I was asked to secure approval of the other Board members. I request your approval of this action.
18. Graduate Assistants and employees who are permitted to enroll in part-time graduate work are required to pay only $3 per semester as a registration fee. We feel that this charge is too small. A study of several other institutions revealed that the average charge to students in this category is approximately $10 per semester. I recommend your approval of the following schedule of fees to be charged graduate students, graduate assistants and employees enrolled in part-time graduate work. The schedule is to become effective beginning with the fall term in September 1955:

### Fees For Graduate Students Per Semester

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>1/2 Time</th>
<th>3/4 Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 cr. hrs.</td>
<td>$2.20</td>
<td>$4.40</td>
<td>$6.60</td>
</tr>
<tr>
<td>6-8 cr. hrs.</td>
<td>6.25</td>
<td>12.50</td>
<td>18.75</td>
</tr>
<tr>
<td>9-11 cr. hrs.</td>
<td>1.50</td>
<td>1.50</td>
<td>10.00</td>
</tr>
<tr>
<td>12 or more cr. hrs.</td>
<td>9.10 (opt)</td>
<td>9.10 (opt)</td>
<td>9.10 (opt)</td>
</tr>
</tbody>
</table>

### B. Graduate Assistants: (1)

- Matriculation Fee: $1.50
- Maintenance Fee: 8.50
- Hospital Fee: 10.00
- Student Activity Fee: 9.10 (opt)

### C. Full Time employees taking 6 or less credit hours:

- Matriculation Fee: 1.50
- Maintenance Fee: 8.50

### D. In addition to the above regular fees the student will pay the following special fees:

- Graduate record fee: 5.00
- Thesis binding fee (5 copies): 9.00

As to the optional payment of student activity fees the student will have to make his choice at the time of registration, and once his choice is made he cannot change it during the semester. If the graduate student does not elect to pay the activity fee, he will not be entitled to attend athletic events and musical concerts without paying the regular admission charges. This schedule of fees will apply to ALL graduate students.

(1) Graduate Assistants are defined as graduate students who devote approximately one-half or more of their time to college duties and who are paid in equal monthly installments.

19. The cost to the student for the current fiscal year is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Board</td>
<td>$351.00</td>
</tr>
<tr>
<td>2. Room Fee</td>
<td>127.00</td>
</tr>
<tr>
<td>3. Room Housing &amp; Jan. Service</td>
<td>45.00</td>
</tr>
<tr>
<td>4. Laundry</td>
<td>40.80</td>
</tr>
<tr>
<td>5. Hospital</td>
<td>20.00</td>
</tr>
<tr>
<td>6. Student Activity Fee</td>
<td>15.20</td>
</tr>
<tr>
<td>7. Maintenance Fee</td>
<td>17.60</td>
</tr>
<tr>
<td>8. Class and Laboratory Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>9. Matriculation Fee</td>
<td>3.00</td>
</tr>
<tr>
<td>10. Tuition (S. C. Resident)</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Out of State Students Pay

$300 Tuition
Add

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$772.60</td>
</tr>
</tbody>
</table>

$972.60
In order to have funds for the 1955-56 school year to make the necessary merit and promotion adjustments to the college staff and faculty, I recommend that the Maintenance Fee be increased from $17.60 to $67.60. This will make available an estimated $125,000 for the above purpose. All other charges as shown above remain unchanged for the 1955-56 fiscal year.

I recommend that library employees be permitted to go to summer school, or take special courses, without having their pay deducted if the work taken in these courses is applicable to the duties they are called upon to perform in the library at Clemson and if arrangements can be made to have them absent from the library.

I recommend that the Military Science program (Army ROTC) be converted from the Branch Material program to the General Military Science program. Reports to the Department of the Army from participating institutions confirm previous estimates that the General Military Science program is the most acceptable ROTC curriculum developed to date.

I ask your authority to appoint the night watchman at the Clemson House as a campus policeman with power to make arrests or otherwise discharge the duties of a policeman at the Clemson House and the parking areas immediately surrounding the Clemson House.

I recommend that the Board of Trustees and Administration invite the Newcomen Society to hold a meeting at Clemson College during the year 1957.

The Director of the Band would like for the Clemson College Band to represent the college in a tour of Europe during the summer of 1956 and present a series of concerts here and abroad. I recommend that permission be granted provided the Director can secure a sponsor and the necessary means of financing the trip.

Representatives of the South Carolina Turkey Federation, Inc. and the Poultry Improvement Association request an expression from this Board as to whether or not the college would seek legislation to impose taxes on certain poultry feeds for the further promotion of research in the poultry and turkey industries. I am seeking the counsel of the Board on this matter.

Upon Director Watkins' request it is recommended that the employees of the Cooperative Extension Service holding federal appointments be permitted to join in the Federal Group Insurance Plan when so authorized by the Civil Service Commission and Federal Extension Office. The employees affected include county agents, home agents, specialists, district agents, administering workers and Negro agents. This group does not participate in social security. This would mean to the employee:

1. The opportunity of taking group insurance in an amount of $1,000 for each $1,000 or fraction thereof of his salary. He would pay $.54 per thousand insurance each month.

2. This is purely a group insurance matter. It is not accumulative on loan values. At age 65 payments by the individual would cease but the insurance would continue in effect with the condition that the amount of the insurance would be reduced 2% a month until it reaches 25% of the original amount. This 25% would be in effect permanently without further payment.

3. Any employee not wishing to participate would sign a waiver to that effect, otherwise the insurance would automatically be in effect.

To make this plan effective would require:

1. Salary deductions would be made by the college treasurer each month in the proper amount and remittance made by him to the Civil Service Commission. Treasurer Brown has indicated this as a feasible operation.
2. "The Employer" pays 1/2 as much as is deducted from the salary of the employee. Federal regulations authorize that such deductions may be made from Federal Extension funds. The Treasurer would remit this amount also. This fund could be made available in the extension budget.

27. Some time ago I sent you the proposed new Memorandum of Agreement between the United States Department of Agriculture and the Land Grant Colleges which is to replace the Memorandum of Agreement established in 1914. It is generally agreed that the new Agreement is better than the one signed in 1914. I recommend that we have the Director of Extension sign for Clemson College since the Secretary of Agriculture has designated the Federal Director of Extension to sign for the Department of Agriculture.

28. I recommend that a committee be set up to develop a master plan for the management and development of the recently acquired Land Use Area.

29. I ask your authority to grant to Oconee County a right-of-way through lands of the college for a surface treated highway connecting the Clemson-Pendleton highway to the Seneca highway at Cherry's Crossing. This highway will follow the south side of the route of the CSWJ railway.

30. I request your approval of our action in granting to the S. C. Highway Department a right-of-way for slightly relocating and surface-treating road No. 279 in Anderson County through lands of Clemson College Land Use Area. The paving of this road will add materially to the value of this property.

31. We have granted to the S. C. Highway Department a right-of-way through lands of Clemson College Land Use Area for the construction of a highway from Clemson to the new Daniel High School near Lawrences' Chapel. The new high school will serve Central, Six Mile and Clemson areas and the construction of this road will materially increase the value of our property. I request your confirmation of our action.

32. I ask your approval of the summarized budget for 1955-56 and your authority to make staff and faculty adjustments within the limit of this budget.

33. To date there has been paid to the firm of Cresap, McCormick and Paget the sum of $35,417.78 for professional services and we have an invoice for the month of April for $4,420 making a total of $39,837.78. The sum of $39,500 has been provided for the payment of the survey. I request that the additional sum needed in the amount of $37,78 be paid from current college funds available. I also request authority to pay such additional sums as are necessary to meet the cost of the survey from available funds either in the current fiscal budget or in the 1955-56 budget.

34. I recommend that the old frame residence located near the main entrance to the agricultural building area be disposed of and demolished at the earliest practicable date.

35. I request your authority to construct a herdsman house on the site selected for the sheep raising experiment at a cost of approximately $4,000 to be paid from agricultural research funds.

36. The Clemson Building Committee and the Board of Trustees Building Committee approved the construction of recreational facilities and irrigation lakes in the lower area of the Land Use Project at a cost of $19,526. These projects have now been completed and paid for from funds of the Land Use Project and I request your approval of our action in this matter.

37. The firm of Quattlebaum and Napier has submitted a low bid of $7,714.70 for the construction of two bathhouses and an addition to the staff house at Camp Long. This has been approved by the Clemson Sub-Building Committee and in order to have these facilities ready by the opening of camp, the work has been started with funds on hand. I request your confirmation of this action.
At the October 25, 1954 meeting of the Building Committee of the Board of Trustees a sum of not less than $350,000 was directed to be set aside from the proceeds of Tuition Bond funds for purchasing and installing equipment and furniture in the new agricultural buildings. I request your confirmation of this action.

I request your authority to pay from the proceeds of the second Tuition Bond Issue the sum of $4,629.15 due the Daniel Construction Company on the dormitory building contract.

At the June 18, 1954 meeting of this Board, the following resolution was passed:

2h. It was recommended that the Athletic Department and the Athletic Council be authorized to use any available funds for finishing the canteen and the barber shop located in Section "E" of the new dormitories. The President also recommended that the necessary furnishings be included.

Approved.

Following this resolution the Athletic Council at its July 30, 1954 meeting passed the following resolution:

(1) The following motion was made, seconded, and passed by a vote of 5 to 3: That for Item 1 and sub-item 2b on Exhibit A and Items 1 and 2 on Exhibit G, totaling $15,652.87, the Athletic Department be authorized to furnish the funds for these purposes, to be paid from current funds if possible, and if not, that a loan be negotiated to be repaid as soon as possible.

(2) The following motion was made, seconded, and passed by a vote of 6 to 2: That for the remaining items on Exhibits A and G, totaling $20,677.29, or such part thereof as is necessary, and not to exceed $21,000 for the purposes indicated, that these funds be made available through a loan or by transfer of Athletic Department funds with the definite understanding or agreement that this money is to be repaid by the Canteen under such terms as will not work a hardship on the Canteen.

I request your approval of the Athletic Council's resolution and your authority to handle the transaction in accordance therewith.


I recommend that the rental rates on the prefabs be increased as listed below:

<table>
<thead>
<tr>
<th>Students</th>
<th>Present</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1 bedroom unit (dup)</td>
<td>$15.50</td>
<td>$18.00</td>
</tr>
<tr>
<td>26-2 bedroom unit (dup)</td>
<td>18.50</td>
<td>21.00</td>
</tr>
<tr>
<td>24-2 bedroom unit (UK)</td>
<td>18.50</td>
<td>21.00</td>
</tr>
<tr>
<td>4-3 bedroom unit (dup)</td>
<td>18.50</td>
<td>27.00</td>
</tr>
</tbody>
</table>

The employees rates are proposed in the event it becomes necessary for them to be housed in prefabs.

I further recommend that all prefabs be metered for electricity and that the prevailing commercial rates be charged all occupants.

These changes represent a substantial increase as the electricity cost alone will add an estimated $5.50 per month to the student's housing cost.

The employees rates are proposed in the event it becomes necessary for them to be housed in prefabs.
It is recommended that the rental rates be increased as proposed on the following old college residences and Land-Use houses. In this connection it is recommended that authorization be granted department heads to increase salaries by the amount of increased rentals for individuals who are required to live on college lands.

<table>
<thead>
<tr>
<th>House No.</th>
<th>Tenant's Name</th>
<th>Present Rental</th>
<th>Proposed Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>154</td>
<td>J. H. Cureton</td>
<td>$20.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>217</td>
<td>R. R. Lindsay</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>251</td>
<td>Dewey Sears</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>254</td>
<td>Clifton Allison</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>255</td>
<td>Elizabeth Barkley</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>256</td>
<td>T. C. Dunn</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>257</td>
<td>Riley Cooper</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>258</td>
<td>J. R. Smith</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>259</td>
<td>Vester Stephens</td>
<td>$4.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>262</td>
<td>E. W. Cook</td>
<td>$7.50</td>
<td>$22.50</td>
</tr>
<tr>
<td>271</td>
<td>G. L. Guy</td>
<td>$4.00</td>
<td>$22.50</td>
</tr>
<tr>
<td>1106</td>
<td>H. A. Shirley</td>
<td>$10.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>1108</td>
<td>R. C. Campbell</td>
<td>$6.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>1124</td>
<td>Vacant</td>
<td>$4.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>152</td>
<td>A. B. Bryan</td>
<td>$55.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>220</td>
<td>Allan Berne-Allen</td>
<td>$55.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

I request your authority to award a contract to the Brissey Lumber Company, low bidder, for constructing a sheep barn at $7500 to be paid from federal funds.

Since the Carolina-Clemson football game is a special game I feel that any change in policy concerning this game should come before the Board of Trustees.

Upon the recommendation of the Alumni Corporation, of the President of the Alumni Corporation, of the Head Coach, and of the Athletic Council, I recommend for your consideration that the game be played at Columbia and Clemson on alternate years on a home and home basis.

I recommend further that the Athletic Department be permitted to proceed with discussions with the Carolina people that arrangements may be perfected as early as conditions will permit.

Upon the recommendations of the Athletic Council, I recommend that you authorize the following salary increases for members of the Athletic Staff, effective July 1, 1955:

- E. P. Willimon, Executive Secretary, Athletic Association; from $5,500 to $6,000.
- Brent Breedin, Associate Director of Public Relations for Athletics; from $4,500 to $5,000.
- Don Wade, Assistant Coach; from $3,600 to $4,200.

Salaries for four secretaries to put them on a comparable basis with other secretaries on the campus. (No salary will be more than $2,400 and the total amount involved will not be more than $1,200.)

I recommend that you authorize the employment of Professor John Lane at a salary of $800, with $300 travel expense, for the purpose of making a study of radio, television and newspapers of South Carolina to determine how Clemson can best serve their needs and how we may get their whole-hearted cooperation in news services.

I recommend that you give consideration to the proposals of the Building Committee for using the approximately $80,000 uncommitted proceeds from the institutional bonds.

I recommend that you authorize me to give immediately the findings of the Survey Team on matters pertaining to schedules to the college Schedule Committee in order to facilitate the work of the Committee for the fall semester.
The Board of Trustees
The Clemson Agricultural College
Clemson, South Carolina

Gentlemen:

We, the Board of Visitors, visited Clemson College during the first week of May, and we were privileged to observe and inspect the functions and operations of our state's important and growing Land-Grant College. We are grateful for the opportunity of having had an inside view of this great institution and for the privilege of having been chosen to serve as a Board of Visitors.

All of us were impressed with the magnitude of the college, its operations, and the splendid manner in which the institution is conducted. It is a college of which South Carolina may indeed be proud.

We wish to express our appreciation for the many courtesies extended to us and for the hospitality we found at Clemson. During our stay on the campus, we were conducted on a series of tours which took us to, or through, every department of the institution. While a detailed study of a particular school or department is not possible in the allotted time, the Board obtained a great deal of information regarding the activities of the various component parts of the college.

The influence of Clemson on South Carolina and its value to the state is reflected in a report to Dr. R. F. Poole, President, that more than one-half of the population of the state sought Clemson last year for education, research, or assistance through the Extension Service.

With the amazing industrial growth and agricultural advancement in this state in recent years, Clemson College becomes even more valuable and important to South Carolina. The college must be prepared to match the strides of the state if it is to serve the people properly.

Clemson's total enrollment for 1954-55 was nearly 3,000. The number is expected to increase farther in the years ahead. As far as dormitory facilities are concerned, Clemson appears to be prepared for some time to come, now that the handsome new barracks building has been completed and put into use. We inspected this building and were impressed with its design, convenience, spaciousness, and serviceability.
The college appeared to be adequate in most respects, well organized, and functioning in a splendid manner. There is evidence, however, of some needs, and the Board of Visitors wishes to call your attention to several matters in the hope that consideration will be given to them in future planning.

The salary scale for the faculty is considerably below the average of similar institutions in other states. We suggest that the Board of Trustees make a study of the number, qualifications, rank and salaries of the faculty members in the various departments, as compared with colleges in other states which might be competitive. We suggest that consideration be given to installation of a system of merit promotions for faculty members. This would obviate the necessity, for example, of promotion of a faculty member from assistant professor to associate professor merely to provide him with a higher salary.

There is an obvious need for more adequate facilities for the School of Arts and Sciences. Four buildings scattered over the campus are used by the school which does one-third of all the teaching at Clemson. The principal building is 60 years old Tillman Hall, a structure woefully lacking many conveniences found in other buildings on the campus. Restroom facilities are inadequate. There are no private offices or rooms for faculty members, a handicap to the professors, particularly in the counseling of students. Supporting columns in the four-story building reduce the usability of space in some of the classrooms.

The School of Engineering is well-equipped, but additional facilities are needed. The already overcrowded conditions existing there are becoming more acute with the ever-increasing number of engineering students. The Board advises the most efficient distribution and use of available facilities until more buildings are constructed. The Board suggests the possible use of Long Hall, which is to be vacated when the new Agricultural Center is put into use, to provide additional space for the School of Arts and Sciences and/or the School of Engineering.

In the School of Textiles we were intrigued with what we saw. Graduates of this school are well-qualified to enter the field of textiles, which is an important part of South Carolina's vast industrial empire. We were interested to learn that Clemson this fall will add industrial management as a new major course.

One of the principal needs is a larger and more modern auditorium. The present auditorium has a seating capacity of 1,200, less than half the number of students at Clemson. Another pressing need is for a better building to serve as the college hospital. An old wooden building resembling a residence is and has been in use for decades. The hospital, which is a fire hazard, has sufficient beds for patients except during epidemics. Each Clemson student visits the hospital for treatment an average of three times a year.

Since Clemson can do a great service to the state by educating its women as well as men, and since Clemson is going to provide this service, serious consideration should be given to the problems of co-education, and some provision should be made for housing and supervision of the women students.
As a part of our tour of the new barracks building, we had a delightful meal with the student body in the huge dining room. During that time we talked with some of the students, and though our conversations were of necessity brief, we sensed that the majority of the Clemson students were happy and that their attitude was good. Talking with the boys was a pleasant feature of the visit to Clemson, so much so, in fact, that the members suggested that future boards meet informally with student leaders to obtain their viewpoints regarding the college.

We toured the School of Agriculture and learned of its teaching, research, extension, and livestock sanitation programs. Traveling by bus, we saw the small grain nursery, herds of cattle, and milking barn before inspecting the new agricultural center. We recognize the value of the new center and its facilities to make possible the aiding of farmers of the state in marketing of their products as well as producing them.

We noted with interest the plans for a strong graduate program at Clemson to provide training in research and to further the scientific and technological education of our people.

The Board learned, on its visit to the college library, of the work of reorganization that had been done there and the rearrangement of the volumes in more systematic fashion. There is a need for a higher rate of pay for library assistants in order to afford the proper library service to students and faculty members.

Dr. Poole and his assistant saw to it that we were made comfortable at all times and our visit to Clemson was a most enjoyable one. We were privileged to talk with many of the faculty members and others connected with the college. On the afternoon of our second day at Clemson, a full scale parade was given in our honor.

The Board wishes to comment on the achievements of the college's public relations department. The work it is doing in apprising the public of activities at Clemson, outside of sports, should prove of benefit to the college.

We suggest that some method be devised whereby future Boards of Visitors may be of more service to the college with consideration being given to (a) the possibility of its being allotted more time for discussing the findings and opinions of the members; (b) the feasibility of having half of the Board members held over each year so that over a period of years each member would have visited Clemson twice; (c) the practicability of having the Board of Visitors assigned some service to augment the work of the public relations department.

Out of our visit to the campus grew a deeper fondness for the institution. We wish to commend the Board of Trustees, the President and his administrative staff, and the General Assembly of South Carolina for the splendid manner in which they are working together to provide and maintain a creditable institution dedicated to education and promotion of the agricultural and industrial development of the state.
We recommend to you Lewis F. Brabham as the hold-over member of the Board of Visitors for 1956.

Respectfully submitted,

E. H. Agnew, Hold Over Member
Mrs. J. I. Waring
W. J. McLeod
W. E. Myrick
Frampton W. Toole, Jr.
Lewis F. Brabham

Hiram W. Sandlin
Clifford Smith
W. W. McEachern
Ralph Wilson
Harold Jackson
I recommend your approval of the following budgets for 1955-56 to defray the cost of operation of:

1. Collegiate Activities
2. Auxiliary Activities
3. S. C. Experiment Station
4. Livestock Sanitary Division
5. Agricultural Extension Service
### SUMMARY OF BUDGET RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1954-55</th>
<th>Recom'd 1955-56</th>
<th>Increase or Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$171,524.00</td>
<td>$176,844.00</td>
<td>$5,320.00</td>
</tr>
<tr>
<td>General Expenses</td>
<td>137,672.00</td>
<td>148,493.00</td>
<td>10,821.00</td>
</tr>
<tr>
<td>Agriculture</td>
<td>282,802.00</td>
<td>293,415.00</td>
<td>10,613.00</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>333,264.00</td>
<td>341,764.00</td>
<td>8,500.00</td>
</tr>
<tr>
<td>Chemistry &amp; Geology</td>
<td>102,349.00</td>
<td>111,266.00</td>
<td>8,917.00</td>
</tr>
<tr>
<td>Engineering</td>
<td>387,318.00</td>
<td>393,618.00</td>
<td>6,300.00</td>
</tr>
<tr>
<td>Commandant's Office</td>
<td>27,511.00</td>
<td>27,631.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Textiles</td>
<td>175,123.00</td>
<td>176,023.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Education</td>
<td>52,418.00</td>
<td>52,418.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Graduate School</td>
<td>7,538.00</td>
<td>8,288.00</td>
<td>750.00</td>
</tr>
<tr>
<td>Summer School</td>
<td>76,793.68</td>
<td>83,038.00</td>
<td>6,244.32</td>
</tr>
<tr>
<td>General Plant</td>
<td>463,759.00</td>
<td>483,759.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Library</td>
<td>104,228.00</td>
<td>104,228.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>6,039.00</td>
<td>0.00</td>
<td>(6,039.00)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,328,338.68</td>
<td>$2,400,785.00</td>
<td>$72,446.32</td>
</tr>
</tbody>
</table>

Plus:
- New Positions Recommended: $59,373.00
- For necessary merit increases: $16,646.00

**Total recommended budget for Collegiate Activities**: $2,476,804.00

**Estimated Income**: 2,551,804.00

**Less amount held for the pleasure of the Board**: 75,000.00

**Total funds available for recommended budget**: $2,476,804.00

Request authority to use any funds available to grant necessary merit increases to members of the faculty.
SUMMARY OF INCREASES

Administration:

1. Added cost of supplies, President's Office $ 205.00
2. Increase in Personnel Clerk, Bus. Mgr's Office, due to added responsibilities 236.00
3. Added cost of supplies, check exchange, telephone, and equipment repairs, Treasurer's Office . . . . . . . . . . . . . . 1,299.90
   and change in source of pay of Rents Clerk from Housing to Treasurer's Office. 2,280.00
4. Added cost of supplies, telephone, wages, and IBM service, Registrar's Office 1,300.00

Total increases, Administration $ 5,320.00

General Expenses:

1. Added cost of supplies, travel, telephone, repairs, Public Relations Office $ 950.00
2. Promotion of stenographer to Secretary for Director of Public Relations 300.00
3. Added for printing brochures by Public Relations Office 2,000.00
4. Added cost of Insurance 2,000.00
5. Rental on new Telephone Exchange 5,162.00
6. Added cost for membership in National Associations 409.00

Total increases, General Expenses $ 10,821.00
Agriculture:

1. Promotion increases for teachers $1,050.00
2. Part salary Adm. Asst. to Dean (Bonnette) 660.00
3. 1/2 Salary Maintenance Mechanic (Goodman) 2,100.00
4. 1/3 Salary of Dean's Secretary 1,044.00
5. Additional wages for Agronomy Greenhouse, Animal Husbandry Lab., and extra janitors for new buildings 5,170.00
6. Additional supplies for Director's Office 589.00

Total increases, School of Agriculture $10,613.00

Arts and Sciences:

1. Promotion increases for teachers $2,400.00
2. Approved position of Asst. Prof. Ind. Mgt. 5,400.00
3. Additional wages for student help in Physics 700.00

Total increases, School of Arts and Sciences 8,500.00

Chemistry and Geology:

1. Promotion increases for teachers $900.00
2. Six additional Graduate Assistants 7,800.00
3. Additional wages for janitor service 217.00

Total increases, Chemistry & Geology $8,917.00

Engineering:

1. Promotion increases for teachers $3,000.00
2. Additional Graduate Assistants 3,300.00

Total increases, School of Engineering $6,300.00

Commandant's Office:

1. Increase in pay for attendance clerks who are underpaid (@ $1944) $120.00

Textiles:

1. Promotion increases for teachers $900.00
Summer School:

1. The increase in Summer School is due to the expected increase in student enrollment, but will be offset by increased revenue from the enrollment, which is included in the estimated income $6,244.32

Graduate School:

1. Cost of binding theses for Graduate Students. This cost is collected from students concerned and deposited to the credit of college miscellaneous income. This is set up in the budget for bookkeeping convenience. $750.00

General Plant:

1. Added cost of electric current $12,500.00
2. Added cost of fuel 4,944.00
3. Increase in repair schedule 2,556.00

Total increase of General Plant $20,000.00

A. Budgeted for scheduled repairs, July 1, 1954 $51,625.00
B. Provided for scheduled repairs in recommended budget for 1955-56 $54,181.00
C. Amount requested by Supt. of Bldgs, and Grounds for needed repairs during 1955-56 $74,689.00
THE CLEMSON AGRICULTURAL COLLEGE

Estimated Income for 1955-1956

South Carolina Appropriation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Tax Fund</td>
<td>$1,802,258.00</td>
</tr>
<tr>
<td>Tuition and Matriculation Fees</td>
<td>$334,774.00</td>
</tr>
<tr>
<td></td>
<td>$2,137,032.00</td>
</tr>
</tbody>
</table>

Student Fees:

(a) Regular Session:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class and Lab. Fees</td>
<td>$125,650.00</td>
</tr>
<tr>
<td>Class Maintenance Fees</td>
<td>$46,047.80</td>
</tr>
<tr>
<td></td>
<td>$171,697.80</td>
</tr>
</tbody>
</table>

(b) Summer Session 1955:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>$83,038.00</td>
</tr>
<tr>
<td></td>
<td>$254,735.80</td>
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</tbody>
</table>

Federal Funds:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land-Grant (Morrill-Nelson)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Supplementary Morrill-Nelson</td>
<td>$20,558.86</td>
</tr>
<tr>
<td></td>
<td>$45,558.86</td>
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</table>

Endowment Funds:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest on Landscript</td>
<td>$5,754.00</td>
</tr>
<tr>
<td>Interest on Clemson Bequest</td>
<td>$3,512.36</td>
</tr>
<tr>
<td></td>
<td>$9,266.36</td>
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</tbody>
</table>

Sales:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Current</td>
<td>$69,410.00</td>
</tr>
<tr>
<td>Water</td>
<td>$22,800.00</td>
</tr>
<tr>
<td>Steam</td>
<td>$5,000.00</td>
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<tr>
<td></td>
<td>$97,210.00</td>
</tr>
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</table>

Rents:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Other Income:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% for Handling Veterans Books</td>
<td>$0.00</td>
</tr>
<tr>
<td>Diploma Sales</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Other Miscellaneous Receipts</td>
<td>$6,000.98</td>
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<tr>
<td></td>
<td>$8,000.98</td>
</tr>
</tbody>
</table>

Total Estimated Income for Collegiate Activities: $2,551,804.00

Special Appropriations:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research in Water and Sewage</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>$10,000.00</td>
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</tbody>
</table>

Grand Total: $2,561,804.00
## BUDGET SUMMARY

### COLLEGIATE ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>Budgeted for 1954-55</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President's Office</td>
<td>$23,520.00</td>
<td>$32,225.00</td>
<td>$23,725.06</td>
</tr>
<tr>
<td>Business Manager's Office</td>
<td>$34,092.00</td>
<td>$34,448.00</td>
<td>$34,328.00</td>
</tr>
<tr>
<td>Treasurer's Office</td>
<td>$40,603.00</td>
<td>$45,924.00</td>
<td>$44,182.00</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>$73,309.00</td>
<td>$76,595.00</td>
<td>$74,609.00</td>
</tr>
<tr>
<td><strong>Total Adm.</strong></td>
<td>$171,524.00</td>
<td>$189,192.00</td>
<td>$176,844.00</td>
</tr>
<tr>
<td><strong>General Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Relations</td>
<td>$30,890.00</td>
<td>$41,860.00</td>
<td>$34,140.00</td>
</tr>
<tr>
<td>Purchasing Dept.</td>
<td>$17,303.00</td>
<td>$23,253.00</td>
<td>$17,303.00</td>
</tr>
<tr>
<td>Miscellaneous Dept.</td>
<td>$78,499.00</td>
<td>$85,058.00</td>
<td>$84,050.00</td>
</tr>
<tr>
<td>Contingent - PO &amp; BMO</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Expenses of Trustees</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total Gen. Expenses</strong></td>
<td>$137,672.00</td>
<td>$163,171.00</td>
<td>$148,493.00</td>
</tr>
<tr>
<td><strong>Instruction:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Agriculture</td>
<td>$282,802.00</td>
<td>$308,481.00</td>
<td>$293,415.00</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>$333,264.00</td>
<td>$378,447.00</td>
<td>$341,764.00</td>
</tr>
<tr>
<td>Chemistry and Geology</td>
<td>$102,349.00</td>
<td>$114,561.00</td>
<td>$111,266.00</td>
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<tr>
<td>Engineering</td>
<td>$387,318.00</td>
<td>$460,012.00</td>
<td>$393,618.00</td>
</tr>
<tr>
<td>Commandant's Office</td>
<td>$27,511.00</td>
<td>$27,911.00</td>
<td>$27,631.00</td>
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<tr>
<td>Textiles</td>
<td>$175,123.00</td>
<td>$179,875.00</td>
<td>$176,023.00</td>
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<tr>
<td>Education</td>
<td>$52,418.00</td>
<td>$74,634.00</td>
<td>$52,418.00</td>
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<tr>
<td>Graduate School</td>
<td>$7,538.00</td>
<td>$8,413.00</td>
<td>$8,288.00</td>
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<tr>
<td><strong>Total Instruction</strong></td>
<td>$1,368,323.00</td>
<td>$1,552,334.00</td>
<td>$1,404,423.00</td>
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<tr>
<td><strong>Summer School</strong></td>
<td>$76,793.68</td>
<td>$83,038.00</td>
<td>$83,038.00</td>
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<tr>
<td><strong>General Plant:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Dept.</td>
<td>$255,405.00</td>
<td>$296,269.00</td>
<td>$257,108.00</td>
</tr>
<tr>
<td>Utilities Dept.</td>
<td>$208,354.00</td>
<td>$229,500.00</td>
<td>$226,651.00</td>
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<td><strong>Total Gen. Plant</strong></td>
<td>$463,759.00</td>
<td>$525,769.00</td>
<td>$483,759.00</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>$104,228.00</td>
<td>$132,498.00</td>
<td>$104,228.00</td>
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<tr>
<td><strong>Equipment</strong></td>
<td>$6,039.00</td>
<td>$154,577.00</td>
<td>$1,000.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>$2,328,338.68</td>
<td>$2,800,579.00</td>
<td>$2,400,785.00</td>
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<tr>
<td><strong>Plus:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Positions</td>
<td>$71,913.00</td>
<td>$59,373.00</td>
<td>$16,646.00</td>
</tr>
<tr>
<td><strong>Total Collegiate Activities</strong></td>
<td>$2,872,492.00</td>
<td>$2,476,804.00</td>
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</tbody>
</table>
### New Positions:

#### Agriculture:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. J. Godwin, Part-Time Teacher,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoology</td>
<td>$728.00</td>
<td>$728.00</td>
</tr>
<tr>
<td>Assoc. Prof., Zool, - Part-Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher</td>
<td>$4,125.00</td>
<td>$4,125.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,853.00</strong></td>
<td><strong>$4,853.00</strong></td>
</tr>
</tbody>
</table>

#### Arts and Sciences:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst. Prof. Math</td>
<td>$4,200.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>Instructor in Math</td>
<td>3,800.00</td>
<td>3,800.00</td>
</tr>
<tr>
<td>Asst. Prof. Physics</td>
<td>4,200.00</td>
<td>4,200.00</td>
</tr>
<tr>
<td>Instructor in Physics</td>
<td>3,600.00</td>
<td>3,600.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,800.00</strong></td>
<td><strong>$15,800.00</strong></td>
</tr>
</tbody>
</table>

#### Engineering:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. and Head Chem. Engr.</td>
<td>$8,400.00</td>
<td>$8,400.00</td>
</tr>
<tr>
<td>Assoc. Prof. Arch.</td>
<td>5,400.00</td>
<td>5,400.00</td>
</tr>
<tr>
<td>Instructor in Drawing &amp; Designing</td>
<td>3,900.00</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Instructor in Ind. Engr.</td>
<td>3,900.00</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Asst. Prof. Mech. Engr.</td>
<td>4,500.00</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Instructor in Mech. &amp; Hyd.</td>
<td>3,900.00</td>
<td>0</td>
</tr>
<tr>
<td>Stenographer - O &amp; U</td>
<td>2,220.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$32,220.00</strong></td>
<td><strong>$26,100.00</strong></td>
</tr>
</tbody>
</table>

#### Education:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor in Health, Phys. Ed. &amp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Grad. Asst. in Health, Phys. Ed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp; Safety</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Stenographer, Ind. Ed. Dept.</td>
<td>2,220.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,220.00</strong></td>
<td><strong>$5,000.00</strong></td>
</tr>
</tbody>
</table>

#### Library:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Assistant</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Clerk-Typist</td>
<td>2,100.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,500.00</strong></td>
<td><strong>$2,400.00</strong></td>
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</tbody>
</table>

#### Purchasing Office:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stores Clerk</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Clerk-Steno.</td>
<td>2,100.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,100.00</strong></td>
<td><strong>$3,000.00</strong></td>
</tr>
</tbody>
</table>

#### Treasurer's Office:

<table>
<thead>
<tr>
<th>Position</th>
<th>Requested by Deans 1955-56</th>
<th>Recommended by Adm. for 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk-Payroll Section</td>
<td>$2,220.00</td>
<td>$2,220.00</td>
</tr>
<tr>
<td><strong>Total New Positions</strong></td>
<td><strong>$71,913.00</strong></td>
<td><strong>$59,373.00</strong></td>
</tr>
</tbody>
</table>
## PUBLIC BUILDINGS:

### Agri. Engineering Building
- **Patch plaster & touch up paint**: $500.00
- **Paint toilets**: $225.00
- **Miscellaneous**: $75.00
- **Total**: $800.00

### Boiler Plant
- **Maintenance of coal & ash handling equipment**: $1,290.00
- **Stoker Repairs**: $1,760.00
- **Feedwater regulators**: $600.00
- **Spare parts**: $1,000.00
- **Supplies**: $1,050.00
- **Repairing ceramic lining of two Combustion Engineering boilers**: $1,000.00
- **Miscellaneous**: $300.00
- **Total**: $7,000.00

### Old Chemistry Building
- **Build partition to provide office in room 212**: $265.00
- **Renovate Mr. Mitchell's office**: $600.00
- **Miscellaneous**: $50.00
- **Total**: $915.00

### Dairy Barn
- **Repair windows and paint lab**: $226.00
- **Paint extension of three bull barns**: $450.00
- **Seal and paint interior of calf barn**: $690.00
- **Miscellaneous**: $75.00
- **Total**: $1,441.00

### Old Education Building
- **Convert into Military Classrooms**: $1,000.00
- **Total**: $1,000.00

### Engineering Building (Riggs Hall)
- **Asphalt tile hall arch. dept.**: $400.00
- **Paint all halls, 50 classrooms & offices**: $2,064.00
- **Patch plaster**: $235.00
- **Paint exterior**: $1,200.00
- **Repair gutters and pipe**: $150.00
- **Rebuild old outside doors**: $200.00
- **Repair roof**: $125.00
- **Concrete floor in Roads Lab.**: $900.00
- **Paint toilets**: $125.00
- **Miscellaneous**: $540.00
- **Total**: $5,939.00
<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering - 4 temporary buildings</td>
<td>Paint exterior</td>
<td>$653.00</td>
</tr>
<tr>
<td></td>
<td>Repair steps and platform</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>Repair window screens</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>Paint toilets one coat</td>
<td>185.00</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>94.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,037.00</td>
</tr>
<tr>
<td>Engineering - Prof. Glenn's Office</td>
<td>Paint outside</td>
<td>105.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>105.00</td>
</tr>
<tr>
<td>Fertilizer Building</td>
<td>Miscellaneous</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>Filter Plant</td>
<td>Repair parts for chemical feeders &amp; feed pumps</td>
<td>160.00</td>
</tr>
<tr>
<td></td>
<td>Repairs for filter bed controls</td>
<td>250.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>410.00</td>
</tr>
<tr>
<td>Fire Station</td>
<td>Miscellaneous</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Library</td>
<td>Renovate toilets</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td>Remove sky light in stack room &amp; replace with acoustical tile board, also asphalt tile floor</td>
<td>800.00</td>
</tr>
<tr>
<td></td>
<td>Agri. bulletin room &amp; mailing room - repair damage and paint</td>
<td>1,360.00</td>
</tr>
<tr>
<td></td>
<td>Repair ceiling in archive room, also lights</td>
<td>75.00</td>
</tr>
<tr>
<td></td>
<td>6 flourescent lights for stack in S. C. room</td>
<td>175.00</td>
</tr>
<tr>
<td></td>
<td>Touch up paint</td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>Lights - mailing room &amp; basement hallway</td>
<td>470.00</td>
</tr>
<tr>
<td></td>
<td>Screen doors at end of basement hallway</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>Shelving</td>
<td>195.00</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5,500.00</td>
</tr>
<tr>
<td>Main Building</td>
<td>Apply rubber tile on floor of hall, second floor</td>
<td>918.00</td>
</tr>
<tr>
<td></td>
<td>Apply asphalt tile on floor of 8 classrooms, second floor</td>
<td>3,375.00</td>
</tr>
<tr>
<td></td>
<td>Paint toilets</td>
<td>135.00</td>
</tr>
<tr>
<td></td>
<td>Repair windows</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td>Student toilets on second floor</td>
<td>1,700.00</td>
</tr>
<tr>
<td></td>
<td>Paint classrooms and halls</td>
<td>2,600.00</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9,428.00</td>
</tr>
<tr>
<td>Student shop building</td>
<td>Paint walls &amp; ceilings of machine shop</td>
<td>750.00</td>
</tr>
<tr>
<td></td>
<td>Paint walls &amp; ceilings of foundry</td>
<td>625.00</td>
</tr>
<tr>
<td></td>
<td>Resurface floor in hall, cover with asphalt tile</td>
<td>331.00</td>
</tr>
<tr>
<td></td>
<td>Repair toilets - valve for urinal</td>
<td>65.00</td>
</tr>
<tr>
<td></td>
<td>Patch plaster &amp; paint Prof. Marshall's Office</td>
<td>35.00</td>
</tr>
<tr>
<td></td>
<td>Apply lignophol on Met. Lab. floor</td>
<td>25.00</td>
</tr>
</tbody>
</table>
**Student Shop Building - Continued**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply lignophol on motion &amp; time lab</td>
<td>$55.00</td>
</tr>
<tr>
<td>Repair parapet wall</td>
<td>$200.00</td>
</tr>
<tr>
<td>Paint exterior of building</td>
<td>$465.00</td>
</tr>
<tr>
<td>Patch plaster and paint room No. 100</td>
<td>$75.00</td>
</tr>
<tr>
<td>Paint floor, room No. 100</td>
<td>$15.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$264.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,905.00</strong></td>
</tr>
</tbody>
</table>

**Textile Building**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair broken tile on roof</td>
<td>$400.00</td>
</tr>
<tr>
<td>Repair door locks and window hardware</td>
<td>$160.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600.00</strong></td>
</tr>
</tbody>
</table>

**Y.M.C.A. Building**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair wainscot in pool room</td>
<td>$75.00</td>
</tr>
<tr>
<td>Repair damaged celotex in auditorium</td>
<td>$150.00</td>
</tr>
<tr>
<td>Patch plaster &amp; paint lobby and club rooms</td>
<td>$800.00</td>
</tr>
<tr>
<td>Patch asphalt tile in lobby</td>
<td>$85.00</td>
</tr>
<tr>
<td>New door to bath</td>
<td>$20.00</td>
</tr>
<tr>
<td>Patch plaster &amp; paint walls of swimming pool room</td>
<td>$375.00</td>
</tr>
<tr>
<td>Patch plaster &amp; paint walls of large dining room</td>
<td>$175.00</td>
</tr>
<tr>
<td>Repair garbage racks</td>
<td>$35.00</td>
</tr>
<tr>
<td>Apply asphalt tile on basement hall floor</td>
<td>$325.00</td>
</tr>
<tr>
<td>Paint toilets</td>
<td>$100.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$664.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2,804.00</strong></td>
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</table>

**Scheduled Jobs - Public Buildings**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Scheduled and Unforeseen Repairs for Public Buildings &amp; Clemson Housing</strong></td>
<td><strong>51,734.00</strong></td>
</tr>
</tbody>
</table>

**Unauthorized Repairs and Contingencies for Public Buildings and Clemson Housing**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,000.00</strong></td>
</tr>
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</table>

**Miscellaneous Supplies (Except Filter Plant)**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&amp;R Supplies</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Grounds supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>H.L. &amp; W. supplies (lamps, etc.)</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Pole line supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10,000.00</strong></td>
</tr>
</tbody>
</table>
### MISCELLANEOUS REPAIRS, REPLACEMENTS & EXTENSIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairs to electrical distribution systems,</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>poles, hardware, meters, transformers, etc.</td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; maintenance - steam lines</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Repairs and maintenance - water lines</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Repairs and maintenance - sewer lines</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>River pump repairs</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Repairs - emergency</td>
<td>$1,255.00</td>
</tr>
<tr>
<td><strong>Total for miscellaneous supplies, repairs, etc.</strong></td>
<td><strong>$22,955.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additions to electrical distribution system</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>New fire hose</td>
<td>$500.00</td>
</tr>
<tr>
<td>Tools - replacements</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total for miscellaneous supplies, repairs, etc.</strong></td>
<td><strong>$22,955.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL B-4 REPAIRS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$74,689.00</td>
</tr>
</tbody>
</table>
## Auxiliary Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Income 1955-56</th>
<th>Estimated Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barracks</td>
<td>$87,500.00</td>
<td>$87,500.00</td>
</tr>
<tr>
<td>Hospital</td>
<td>$57,575.00</td>
<td>$57,575.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>$125,000.00</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>Subsistence</td>
<td>$714,675.00</td>
<td>$714,675.00</td>
</tr>
<tr>
<td>Athletics</td>
<td>$338,000.00</td>
<td>$338,000.00</td>
</tr>
<tr>
<td>Concert Series</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Student Government</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Taps</td>
<td>$19,500.00</td>
<td>$19,500.00</td>
</tr>
<tr>
<td>Tiger</td>
<td>$11,000.00</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Y.M.C.A.</td>
<td>$63,336.00</td>
<td>$63,336.00</td>
</tr>
<tr>
<td>Clemson House</td>
<td>$500,000.00</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>Housing Projects</td>
<td>$174,788.00</td>
<td>$174,788.00</td>
</tr>
<tr>
<td>Cadet Uniforms</td>
<td>$81,300.00</td>
<td>$81,300.00</td>
</tr>
<tr>
<td>Books and Supplies for Veterans</td>
<td>$11,000.00</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Land Use Area</td>
<td>$17,070.00</td>
<td>$17,070.00</td>
</tr>
<tr>
<td>Athletic Canteen</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td><strong>Total Auxiliary Activities</strong></td>
<td><strong>$2,369,744.00</strong></td>
<td><strong>$2,369,744.00</strong></td>
</tr>
</tbody>
</table>
**Estimated Income 1955-56**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Funds</td>
<td>$526,448.92</td>
</tr>
<tr>
<td>Agricultural Research</td>
<td>573,320.00</td>
</tr>
<tr>
<td>Farm Products</td>
<td>408,867.00</td>
</tr>
<tr>
<td>Fertilizer Inspection &amp; Analysis</td>
<td>74,517.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,577,152.92</strong></td>
</tr>
<tr>
<td>USDA Salaries paid direct to individuals</td>
<td><strong>$ 35,564.00</strong></td>
</tr>
</tbody>
</table>
# Clemson Agricultural College

## South Carolina Experiment Station

### Proposed Budget for 1955-56

#### Clemson Stations:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$499,532.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$625,515.92</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,125,047.92</td>
</tr>
</tbody>
</table>

#### Coast Station:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$12,996.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$20,544.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$33,540.00</td>
</tr>
</tbody>
</table>

#### Edisto Station:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$69,062.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$80,209.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$149,271.00</td>
</tr>
</tbody>
</table>

#### Pee Dee Station:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$61,440.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$46,289.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$107,729.00</td>
</tr>
</tbody>
</table>

#### Sandhill Station:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$11,068.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$17,449.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$28,517.00</td>
</tr>
</tbody>
</table>

#### Truck Station:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$20,600.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$34,079.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$54,679.00</td>
</tr>
</tbody>
</table>

#### Fertilizer Inspection & Analysis:

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$56,882.00</td>
</tr>
<tr>
<td>Operating</td>
<td>$21,487.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$78,369.00</td>
</tr>
</tbody>
</table>

**Total Salaries**          | $731,580.00    |
**Total Operating**         | $845,572.92    |
**TOTAL**                   | $1,577,152.92  |
### LIVESTOCK SANITARY WORK

#### Summaries

<table>
<thead>
<tr>
<th></th>
<th>1954-55</th>
<th>1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STATE APPROPRIATION</strong></td>
<td>$211,711.00</td>
<td>$211,711.00</td>
</tr>
<tr>
<td><strong>PROPOSED BUDGET</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-1 Salaries</td>
<td>121,901.00</td>
<td>117,598.00</td>
</tr>
<tr>
<td>A-2 Wages</td>
<td>3,000.00</td>
<td>4,978.00</td>
</tr>
<tr>
<td>A-3 Special Payments</td>
<td>34,000.00</td>
<td>32,000.00</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-1 Freight and Express</td>
<td>00</td>
<td>200.00</td>
</tr>
<tr>
<td>B-2 Travel</td>
<td>26,000.00</td>
<td>24,000.00</td>
</tr>
<tr>
<td>B-3 Telegraph &amp; Telephone</td>
<td>2,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>B-4 Repairs</td>
<td>500.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>B-6 Heat, Light &amp; Water</td>
<td>28,500.00</td>
<td>30,300.00</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-2 Fuel Supplies</td>
<td>00</td>
<td>2,640.00</td>
</tr>
<tr>
<td>C-3 Feed &amp; Veterinary Supplies</td>
<td>2,000.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>C-4 Office Supplies</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>C-8 Motor Vehicle Supplies</td>
<td>00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>C-11 Other Supplies</td>
<td>500.00</td>
<td>00</td>
</tr>
<tr>
<td><strong>Fixed Charges</strong></td>
<td>4,500.00</td>
<td>9,140.00</td>
</tr>
<tr>
<td>D-2 Insurance</td>
<td>1,000.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>D-3 Contributions</td>
<td>12,000.00</td>
<td>14,500.00</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-1 Office Equipment</td>
<td>2,310.00</td>
<td>00</td>
</tr>
<tr>
<td>G-2 Medical Equipment</td>
<td>3,500.00</td>
<td>695.00</td>
</tr>
<tr>
<td>G-4 Motor Vehicles &amp; Equipment</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$211,711.00</td>
<td>$211,711.00</td>
</tr>
</tbody>
</table>
## Summary of Income

### Source:

<table>
<thead>
<tr>
<th>Source</th>
<th>1954-55</th>
<th>1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federal Smith-Lever Act 1954 Fund</td>
<td>$1,022,475.03</td>
<td>$1,022,475.03</td>
</tr>
<tr>
<td>2. State Fund</td>
<td>$915,000.00</td>
<td>$915,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,937,475.03</strong></td>
<td><strong>$1,937,475.03</strong></td>
</tr>
</tbody>
</table>

### Special Funds:

<table>
<thead>
<tr>
<th>Special Funds</th>
<th>1954-55</th>
<th>1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. USDA Fund</td>
<td>$4,240.00</td>
<td>$4,240.00</td>
</tr>
<tr>
<td>4. County Funds</td>
<td>$134,250.80</td>
<td>$139,716.80</td>
</tr>
<tr>
<td>5. Turkish Tobacco Fund</td>
<td>$5,280.00</td>
<td>$5,280.00</td>
</tr>
<tr>
<td>6. S. C. Poultry Imp. Asso. Fund</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>7. Soil Conservation Fund</td>
<td>$3,260.00</td>
<td>$3,260.00</td>
</tr>
<tr>
<td><strong>Total 1 - 7</strong></td>
<td><strong>$2,085,705.83</strong></td>
<td><strong>$2,091,171.83</strong></td>
</tr>
</tbody>
</table>

### Other Funds:

- **Camps Long and Bob Cooper**
  - State Appropriation $4,800.00
  - Other Income $42,522.00

- **AMA Fund and AMA Offset Fund** $15,200.00

**Total Resources** $2,148,227.83 $2,111,171.83
### Summary of Projects

<table>
<thead>
<tr>
<th>Category</th>
<th>1954-55</th>
<th>1955-56</th>
<th>Decrease or Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>69,571.69</td>
<td>67,766.00</td>
<td>(1,805.69)</td>
</tr>
<tr>
<td>Publications</td>
<td>55,578.00</td>
<td>51,078.00</td>
<td>(4,500.00)</td>
</tr>
<tr>
<td>County Agents</td>
<td>806,544.32</td>
<td>792,682.01</td>
<td>(13,862.31)</td>
</tr>
<tr>
<td>Home Demonstration</td>
<td>496,954.19</td>
<td>500,502.19</td>
<td>3,548.00</td>
</tr>
<tr>
<td>Negro Demonstration (Men)</td>
<td>188,442.63</td>
<td>193,420.63</td>
<td>4,978.00</td>
</tr>
<tr>
<td>Negro Demonstration (Women)</td>
<td>144,887.00</td>
<td>147,991.00</td>
<td>3,104.00</td>
</tr>
<tr>
<td>Livestock</td>
<td>18,900.00</td>
<td>18,120.00</td>
<td>(780.00)</td>
</tr>
<tr>
<td>Dairy</td>
<td>16,370.00</td>
<td>16,420.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Agronomy</td>
<td>31,950.00</td>
<td>30,170.00</td>
<td>(1,780.00)</td>
</tr>
<tr>
<td>Horticulture</td>
<td>21,860.00</td>
<td>22,060.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Poultry</td>
<td>34,040.00</td>
<td>34,650.00</td>
<td>610.00</td>
</tr>
<tr>
<td>Marketing</td>
<td>48,818.00</td>
<td>44,382.00</td>
<td>(4,436.00)</td>
</tr>
<tr>
<td>Entomology</td>
<td>21,600.00</td>
<td>22,080.00</td>
<td>480.00</td>
</tr>
<tr>
<td>Agricultural Engineering</td>
<td>58,190.00</td>
<td>70,370.00</td>
<td>12,180.00</td>
</tr>
<tr>
<td>Boys Club Work</td>
<td>16,800.00</td>
<td>22,460.00</td>
<td>5,660.00</td>
</tr>
<tr>
<td>Agricultural Economics</td>
<td>22,320.00</td>
<td>22,920.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Forestry</td>
<td>21,840.00</td>
<td>22,430.00</td>
<td>590.00</td>
</tr>
<tr>
<td>Visual Instruction</td>
<td>11,040.00</td>
<td>11,670.00</td>
<td>630.00</td>
</tr>
</tbody>
</table>

Total All Projects: $2,148,227.83 $2,111,171.83 $5,466.00

An additional Federal appropriation of approximately $133,000 for expansion of Agricultural Extension work is now before the National Congress. It requested that authority be granted the President and the Director of Extension Work to allocate these additional funds, if and when they become available, where needed and in accordance with the intent of the appropriation.
1. Having successfully completed one of the regularly prescribed courses of study and upon approval of the faculty and by authority of the President and the Board of Trustees, the Bachelor's degree was conferred upon 254 men and the Master's degree upon 8 men on June 5, 1955.

2. I recommend your tentative approval of Appointments listed under Item 5 of the June 6, 1955 Recommendations pending your consideration of complete action to be taken on the full survey report of our management engineers, Cresap, McCormick and Paget.

3. Since the survey team has recommended consideration of and changes in present appointment practices, I recommend that the Additional Probationary Appointments and Second Appointments for the individuals listed under Items 6 and 7 of the June 6, 1955 Recommendations be extended until such time as you may consider the full actions to be taken from the survey report and the total benefits recommended for faculty personnel improvements.

4. In view of the organizational changes recommended in the survey report of our management engineers, I recommend that the proposed Changes in Title listed under Item 8 of the June 6, 1955 Recommendations be deferred until such time as you may consider and decide on all factors affecting each unit under the survey proposals.

5. Since the June 17 meeting of the Board of Trustees it has been necessary to make some changes in personnel. These changes were discussed with Mr. E. J. Bofferding of Cresap, McCormick and Paget, for his advice, and were reported by telephone and by letter to the Chairman of the Board of Trustees. Since the changes were routine and with no increase in the salary specified for the positions, I ask your approval of our action.

6. Dr. G. W. Crawford, Associate Professor of Physics, at a salary of $4,908 has resigned. Dean Kinard has been successful in securing the services of an excellent man to take this position as Professor of Physics at a salary of $5,300. In order to insure the services of this man and with the concurrence of Mr. M. A. Wilson, Comptroller, and the advice of Mr. E. J. Bofferding of Cresap, McCormick and Paget, I have authorized this transaction and request your approval of my action.

7. The current budget carries a salary of $3,156 for a laboratory technician in Chemical Engineering. This position has been vacant for several months and Dean Sams has now been successful in securing the services of a qualified person to fill the position at $3,600. With the concurrence of Mr. M. A. Wilson, Comptroller, and the advice of Mr. E. J. Bofferding of Cresap, McCormick and Paget, I have authorized this transaction and request your approval of my action.

8. I recommend for your approval the Recommendations on Personnel Appointments as contained in Attachment 1.

9. I recommend for your approval the Policy Statement by the Board of Trustees Regarding Survey Proposals as contained in Attachment 2.

10. I recommend for your approval the Statement of Personnel Policies and Principles as contained in Attachment 3.

11. I recommend that the Board of Trustees give authority to the Comptroller to act for the Board as its chief fiscal officer and in such capacity to withdraw funds from the State Treasurer, negotiate contracts approved by the Board, approve payrolls, and sign checks or warrants for debts of the college incurred in accordance with approved budgets.
I further recommend that the Comptroller be granted authority to delegate to employees of his office such authority as is necessary to assure continued and expeditious functioning of his office, and that any employee to whom such authority is delegated shall be appropriately bonded before such delegated authority is effective.

12. During the 1954-55 regular session the fees and living charges to the student were as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Board</td>
<td>$351.00</td>
</tr>
<tr>
<td>2. Room Fee</td>
<td>127.00</td>
</tr>
<tr>
<td>3. Room H/L &amp; Jan. Serv.</td>
<td>45.00</td>
</tr>
<tr>
<td>4. Laundry</td>
<td>40.80</td>
</tr>
<tr>
<td>5. Hospital</td>
<td>20.00</td>
</tr>
<tr>
<td>6. Student Activity Fee</td>
<td>18.20</td>
</tr>
<tr>
<td>7. Maintenance Fee</td>
<td>17.50</td>
</tr>
<tr>
<td>8. Class &amp; Lab. Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>9. Matriculation Fee</td>
<td>3.00</td>
</tr>
<tr>
<td>10. Tuition (S. C. Resident)</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Out of State Students
Pay $300 Tuition
Add ........................................ 200.00

$772.60

The administration sees no reason at this time to make any changes in these charges and I recommend that these be established for the 1955-56 regular school session.

13. The architects for the agricultural construction program have approved invoices for final payment to the Daniel Construction Company under the terms of the contract in the amount of $635,795.76 and have requested that payment be made to the Daniel Construction Company in this amount.

Also, we have received from the architects their invoices in the total amount of $22,139.16 for full and final settlement for their engineering and professional services under the terms of the contract. We are advised by letter from Mr. Jeff B. Bates, Treasurer of the State of South Carolina, that the proceeds of the second tuition bond issue should be available to us on or about July 23 or 24 and we request your authority to make the final settlements in the above matters when these funds are received.

14. When the Clemson House was completed in 1950, the Daniel Construction Company advanced funds in the amount of $70,431.28 to properly equip it since there were no available funds from other sources to furnish this equipment. Subsequently through the sale of duplex prefab houses and a donation, this debt has been reduced from its original amount to $62,061.28. We produce below a copy of the letter of July 4 from Daniel Construction Company regarding the matter:

"Daniel Construction Company
Greenville, South Carolina

July 4, 1955

Mr. Hamilton Hill, Business Manager
Clemson College
Clemson, South Carolina

Dear Mr. Hill:

Mr. Daniel is away on a long delayed vacation, and during his absence, we are making a strenuous effort to clean up many of our construction projects and the back accounts on our books."
I do not know the details of the situation with reference to the account of $62,061.28 representing the balance in connection with the Clemson House contract of several years standing.

However, our auditors have urged on more than one occasion that we make some disposition of this account. Therefore, it would be greatly appreciated if you would advise us if the college will be in a position to pay all, or a substantial part of same, before September 30, the end of our fiscal year.

Your cooperation will be greatly appreciated.

Sincerely yours,
/s/ C. G. Englund
Vice President

The only possible source of funds for meeting this obligation that the administration will have available is approximately $80,000 to $90,000 from the proceeds of the second tuition bond issue provided authority could be obtained from the Budget and Control Board for using those monies for this purpose. We believe that this payment should be made from these funds because we see no other alternative.

15. We plan to make a thorough review of our investment programs and present specific recommendations regarding the mechanics for handling such investments as soon as practicable. In the meantime, the following items should be reinvested, and I recommend your consideration of the same:

Item 1. U. S. "G" bonds held for the account of Athletic Gym Fund, maturing 7/1/55 in the amount of $25,000.

We recommend that the funds be reinvested in $25,000 U. S. Treasury Bonds, 2 1/2% due 3/15/66-71 which were quoted on 7/11/55 @ 95 22/32.

Item 2. U. S. "G" bonds - $6,000 - held for account of Trust Fund Investments, maturing 9/1/55.

We recommend that the bonds be cashed when due and that consideration be given at the October meeting of the Board to the reinvestment of these and other funds that may be available at that time.


These were rolled over on July 6, 1955 and will be due October 6, 1955. We recommend that approval be given to changing this investment on 10/6/55 to longer term U. S. Treasury bonds.

Item 4. U. S. "F" and "G" bonds held for account of YMCA and maturing between 6/1/55 and 12/1/55.

We recommend that bonds be cashed on maturity dates and that approval be given to reinvest the proceeds in selected Federal and Loan Associations located in South Carolina with no investment of more than $10,000 in any one such association.

Item 5. We recommend that the following items continue to be held in trust as at present until the disposition of these funds is determined by the owning organizations.

a. Forensic Society - U. S. "F" bonds due 2/1/54 - $25; and due 5/1/55 - $25.

b. Block C. Club - U. S. "F" bonds due 9/1/54 - $25; and 5/1/55 - $50.

c. Class of 1916 - U. S. "F" bonds due 1/1/55 and 2/1/55 - $2,950.

d. Clemson College Band - U. S. "F" bonds due 5/1/55 - $150.

e. Phi Kappa Phi Society - U. S. "F" bonds due 7/1/55 - $350.
16. The Corps of Engineers of the United States Army visited Clemson on June 15 with further regard to the determining of the proper site upon which to construct the proposed United States Army Reserve Armory and selected as the most suitable site an area located to the east of the present seed laboratory just off the Clemson-Pendleton highway. This area has a frontage of 210 feet and a depth of 630 feet which they request that the Clemson Agricultural College of South Carolina deed to the United States of America for this purpose. I recommend that we deed this land in compliance with their request.

17. Upon Dean Kinard’s recommendation, I recommend that Dr. H. L. Hunter be appointed Dean of the School of Arts and Sciences and that he recommend a head of the Department of Chemistry and Geology.

18. Upon Dean Farrar’s recommendation, I recommend that Professor George B. Nutt, Head of the Department of Agricultural Engineering, be appointed Director of the Extension Service for Clemson College at a salary adequate to cover his increased responsibility.

19. In order to provide for the immediate functioning of the recently established Office of the Comptroller, and also to provide for present staff, I have made the following Personnel Assignments with no increases in salaries and ask your approval of my actions:

- Budget Officer: Hamilton Hill
- Chief Accountant: Trescott Hinton
- Director of Physical Plant: D. J. Watson
- Director of Auxiliary Enterprises: Henry Hill
- Director of Personnel: Douglas G. MacLean
- Director of Purchasing: Earl Liberty
- Internal Auditor: K. R. Helton
- Manager of Clemson House: Fred Zink
- Position Classifier (Under Personnel Director): Louie L. Law

20. I request that the Comptroller and I be authorized to recruit and appoint a Methods and Procedures Supervisor in the salary range of $5,400 - $6,000 per annum.

21. I recommend that a temporary position of Staff Assistant be established in the Office of the Comptroller until December 31, 1957, and that Mr. A. J. Brown be assigned to this position at his present salary.

22. I recommend that you authorize me to distribute copies of the report by Cresap, McCormick and Paget to the Deans of the College.

23. I recommend that the Dean of the Graduate School and the Dean of the School of Education remain in their present positions until further notice.

24. I recommend that the Board of Trustees authorize the President and the Comptroller to reconstruct a budget for 1955-56 and present such budget to the State Budget and Control Board. This budget would be designed to reflect as nearly as possible the plans and budget thinking at the time the appropriation bill for 1955-56 was passed by the General Assembly. However, such changes in personnel and salaries as have been specifically approved by the Board of Trustees prior to or at this meeting would be reflected in this base budget. Also a notation would be included in the budget to indicate that an amount up to $75,000 is to be derived from currently undetermined items in the budget to provide a special fund for use at the pleasure of the Board. It is understood that this budget will be primarily for the purpose of establishing a benchmark against which a number of essential adjustments and changes will be made upon further study and implementation of the survey report. Proposed changes in budget allocations among categories to give effect to the above will be submitted to the Board for its consideration at the October meeting. During the interim the administration shall make every effort to maintain costs in all categories at the lowest practicable level consistent with the survey report.
Recommendations to the Board of Trustees on Personnel Appointments

In order to carry out the Board's directive in implementing the approved organizational structure for the college, the following personnel evaluations have been made in an effort to secure recommendations for filling approved positions. This screening has been performed by the Personnel Director, the Comptroller, and the President, with advice on the content of positions to be filled and methods of evaluation by Mr. E. J. Bofferding, the college's Management Consultant.

Screening of candidates has been completed and recommendations are herein made for the following positions.

**DEAN OF STUDENTS**

The following candidates were interviewed and evaluated for this position.

B. D. Cloaninger - Mr. Cloaninger is 45, has a B. S. in Agronomy from Clemson (1932), and an M. S. from Clemson (1949). Mr. Cloaninger taught in Greenville County public schools for one year, was as assistant county agricultural agent for 2 years, and since 1937 has been head of the Fertilizer Inspection and Analysis Department.

Davis G. Hughes - Mr. Hughes is 37, has a B. S. in Industrial Education from Clemson (1939) and a M. Ed. in counseling and personnel services from the University of Georgia (1952). Mr. Hughes was in military service from 1940-45, and has served on the Clemson Engineering faculty since 1946 as assistant professor of engineering drawing and placement assistant to the dean.

Frank A. Burtner - Mr. Burtner is 41, has a B. A. in sociology and political science from the University of Texas (1939 - with honors), an M. A. also from Texas in sociology and psychology (1939), with additional graduate work at Texas, Harvard, Yale and North Carolina (all work for Ph. D. completed except dissertation). He has been on the Clemson faculty since 1939, with his present position being associate professor of sociology. Mr. Burtner has also had formal training and field work in student guidance, counselling and case work; as well as 2 years as field director, American Red Cross.

Walter Cox - Mr. Cox is 37, has a B. S. in general science from Clemson (1939), where he made quite a record in athletics, and with graduate work at Clemson for one year. Mr. Cox coached at Clemson from 1940-42, and acted as business manager of athletics until military duty started in 1942. Mr. Cox returned to Clemson in 1943 after a medical discharge to the position of assistant coach and instructor in physical training for the military units at the college. From 1943-1951 he did most of the student recruitment and public relations work for the athletic department, assisting part-time with business affairs. In 1951 he was appointed assistant to the President and director of public relations and alumni affairs. Since 1951 he has also served as secretary of the Alumni Corporation and the Clemson Foundation.

G. E. Metz - Mr. Metz is 48, has a B. S. from Clemson (1927) and M. A. from The University of North Carolina (1928) and has completed all work for his Ph. D. except his dissertation. Mr. Metz has been assistant registrar and instructor in mathematics at Clemson (1929-31), acting registrar (1932-33), assistant registrar and instructor in economics (1933-35) and registrar since 1935.

K. N. Vickery -- Mr. Vickery is 38, and has a B. S. from Clemson in economics (1938). He has also completed all course work for M. S. in education at Clemson, with additional graduate work at the University of North Carolina in economics and sociology. Since 1938, Mr. Vickery has served in the registrar's office as assistant to the registrar, assistant registrar and now as director of admissions, except for a period of military leave in 1941-46.

* * * * * * * * * * *
Each of the six candidates was evaluated by the selection committee and a composite rating made on each of the five traits thought to be most important for this position. The composite rating is shown below:

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<thead>
<tr>
<th>Trait</th>
<th>Cleaninger</th>
<th>Hughes</th>
<th>Burtner</th>
<th>Metz</th>
<th>Cox</th>
<th>Vickery</th>
</tr>
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<tbody>
<tr>
<td>Administrative Experience</td>
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<td>L</td>
<td>L</td>
<td>G</td>
<td>G</td>
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<tr>
<td>Personality</td>
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<td>Youth Leadership</td>
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<td>Faculty Acceptance</td>
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<td>Program Ideas</td>
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Each individual has been rated on each trait either as "good", "average", or "lacking". In addition, each of the academic deans was interviewed for his recommendation among these candidates.

RECOMMENDATION: Based upon the rating above and a unanimous first preference of all six academic deans, the selection committee and the President recommended Walter Cox be appointed as Dean of Students at a salary of $9,000 per year.

VICE PRESIDENT FOR DEVELOPMENT

Because of the nature of the qualifications of this position, it has not been possible as yet to find suitable candidates, either within the college or on the outside. For a limited period, to get the work started and the activities organized, Mr. Frank Jervey is recommended for Vice President for Development at a salary of $10,500. Mr. Jervey has indicated his willingness to accept such an appointment if he can be of service to Clemson.

DEAN OF THE COLLEGE

Dr. Marion Kinard was elected Dean of the College at the meeting of the Board on June 17, 1955, with the salary for the new position to be set later and retroactive to July 1, 1955. It is recommended that the salary for this position start at $10,500 per annum.

ASSISTANT TO THE PRESIDENT AND SECRETARY, BOARD OF TRUSTEES

The same candidates considered for the position of dean of students were also considered for the position of assistant to the President and secretary of the Board. The qualifications for this position are considerably different from that of dean of students, since it does not involve to the same degree the characteristics of youth leadership, public relations, and personality. Mr. Gustave Metz has indicated a desire for consideration for this position, if he were not accepted to be dean of students. After a full review of all candidates, it is believed Mr. Metz has far superior qualifications than any of the other candidates. Accordingly, he is recommended for the position at his present salary.

REGISTRAR

With the change of Mr. Metz from registrar to assistant to the President and secretary of the Board, Mr. K. N. Vickery is recommended for the position of registrar at a starting salary of $7,500. Mr. Vickery by his long experience in this office is the only possible candidate, if Mr. Metz leaves the office. In addition, he is eminently qualified for the position.
Clemson Agricultural College

Policy Statement by the Board of Trustees Regarding Survey Proposals

This statement is issued by the Board of Trustees after review of the full administrative survey report of the college. The statement is issued as a guide to the administration in putting recommendations in effect, so that the administration will be aware of items approved and of the Board's policy direction regarding changes to be made.

ORGANIZATION CHANGES

The proposed top organization structure is approved by the Board as the official organization structure for the administration of the college. Any deviation from this structure, now or in the future, should be first submitted to the Board for approval before it is placed in effect.

The basic functions and organization structure proposed under each of the four top administrative officers is approved. Any deviation proposed from these plans of organization, now or in the future, should first be submitted to the Board for approval before it is placed in effect.

FINANCIAL ADMINISTRATION

The comptroller is designated as the chief fiscal officer of the college and the one to whom the President and the Board will look for leadership in the financial planning of all phases of the administration of the college. The comptroller shall be accountable to the President for all of his decisions and actions.

All expenditures of any kind must be approved by the Board of Trustees in a regular or supplemental budget, whether the expenditures are for normal operating purposes or capital improvement.

Equipment purchased should be the property of the entire college and not the exclusive property of any single organizational unit, even though the equipment might have been purchased from income produced by the organizational unit involved. Equipment not in use should be at the disposal of the comptroller, who should serve as an equipment administrator for the college. In this function, he should see that each operating unit and branch has an approved system of inventory control and that such rules are established as are needed to obtain a maximum sharing of equipment. No new equipment should be purchased in any unit without the certification of the equipment administrator that usable surplus does not exist or that existing equipment cannot be shared with other units. When equipment is sold, the income from the sale should be general college revenue and not available to the selling unit for expenditures without Trustees' appropriation.

Budgets prepared and submitted to the Trustees should incorporate the following principles:

1. Budgets should be prepared and grouped to show the cost of performing functions, activities, or projects, and

2. Historical costs and significant related work load volumes should be developed for each activity.

All activities of the college will be financed through budget approvals and all income produced by college activities, except those produced by the Athletic Department, shall be general college revenue to be expended only by approval of the Board in approved budgets. No income producing department shall have any claim on the funds it produces and each department or unit can spend only in accordance with its budget authorization. However, contractual service funds and trust funds shall be used only for the purpose intended.

The comptroller should establish such rules for cash handling throughout the college as will create maximum safeguard of the funds of the college.

The comptroller shall propose to the President for transmittal to the Board fiscal regulations to govern the financial activities of the college.
PERSONNEL ADMINISTRATION

The Board approves the development and maintenance of a personnel classification and compensation plan for all nonacademic employees and officers of the college. This plan should be submitted to the Board for approval. As soon as practical after the establishment of a classification and compensation plan, employee minimum standards for selection should be established for all classified positions.

The Board of Trustees declares its intent to establish a career system of personnel administration based upon selection and promotion of employees on a merit basis. To further this objective, a definite system of promotion from within shall be established and administered by the personnel director, a system of rating employees on their performance shall be established and administered, and advancement in salary or promotion shall be based on demonstrated meritorious performance.

Once the Board of Trustees has approved a classification and compensation plan, plus minimum standards for employee selection, the final authority to appoint such workers as are approved in the budget shall be delegated as follows:

1. The comptroller, upon recommendation of the responsible supervisor and the concurrence of the personnel director, for positions outside the academic ranks paying less than $5,000;

2. The President, upon recommendation of the responsible academic administrative officer, and the concurrence for fiscal control of the personnel director and the comptroller for all academic positions and for all nonacademic positions paying $5,000 per year or more, and

3. The Board of Trustees for the positions of President, deans of the various schools, and the four top administrative officers reporting to the President.

Until such time as a classification and compensation plan and minimum standards for employee selections are effective, appointments can be made in accordance with the delegation of authority under 1 and 2 above when approved in advance or in accordance with procedures approved by the Chairman of the Board of Trustees.

SPACE UTILIZATION

It is a policy of the Board to insure maximum utilization of academic space and facilities and that classes and laboratories be scheduled both in the mornings and afternoons to the extent practical before additional space is constructed.

The registrar shall have responsibility for developing class schedules and assigning classes or laboratories to any building where suitable space exists.

ACCOUNTING PRACTICES

The Board of Trustees approves of a single centralized accounting system, mechanized to the maximum extent practicable, and with appropriate monthly expenditure statements to each budget administrator. To implement this policy, the IBM unit of the registrar's office should be transferred to the comptroller, and decentralized accounting records, no matter where maintained, should be discontinued and centralized at the earliest practical date.

The accounting philosophy of the college should be changed from one of cash accounting to that recommended in College and University Business Administration, Volume I, as published by the American Council on Education.

Only those revolving funds found by the comptroller to be essential to the management of the college should be retained. All others should be discontinued and the funds therein transferred to the general funds of the college. All activities previously operated in whole or part from revolving funds should be budgeted the same as all other activities. Except for the Athletic Department revenue from athletic contests or alumni contributions for athletic scholarships, all income of any income producing activity of the college shall be general college revenue expended only through Trustee approval in a budget.
PURCHASING

The director of purchasing and the comptroller are charged with responsibility for determining the need for purchase of all major purchase items.

The director of purchasing shall have authority to standardize common use items of supplies and equipment which he will store for issuance upon requisition. To the maximum extent possible, small purchase orders shall be filled from stock maintained by the director of purchasing.

CENTRALIZED BUSINESS SERVICES

A central duplicating and addressing service should be established with all exceptions to centralized use of equipment approved by the comptroller.

An organized campus mail pick-up and delivery service should be established.

A central college mailroom should be established for processing all outgoing United States mail.

PHYSICAL PLANT SERVICES

The organization structure proposed in the survey report for the operation of the physical plant activities is approved. All maintenance and shop personnel now in different organizational units should be transferred to the division of physical plants.

All custodial services for public buildings should be centralized in the division of physical plant, with custodial personnel scheduled to work in the afternoon and evening.

Responsibility for security and traffic should be transferred to the division of physical plant.

All income producing or separately financed activities should be billed for utilities consumed.

As soon as practical and upon orders of the comptroller, a central motor vehicle pool should be established in the division of physical plant. This pool should be operated under regulations promulgated by the comptroller and should include all college owned vehicles except those specifically exempt by the comptroller. All exemptions of the comptroller should be listed with the Board of Trustees.

The comptroller shall propose travel regulations and a means of approving travel for consideration of the President and the approval of the Board.

The college should become a self-insurer for collision risks on college owned vehicles.

AUXILIARY ENTERPRISES

All dormitory space to be utilized shall be determined by the director of auxiliary enterprises. The dormitories should be operated under such policies that they are financially self-sustaining units.

The canteen should be operated on a self-sustaining unit and all surpluses remitted to the college treasury. Whatever amount the Athletic Department has invested in the canteen should be remitted to it out of profits produced. Similarly, the income from the filling station and barber shop should become general college revenue rather than revenue of the athletic department.

The lease for the YMCA cafeteria should not be renewed.

All of the proposals in the survey report to increase the revenue of the Clemson House and provide better data on its operations should be effected at the earliest practical date. Where service staff will be reduced, every effort should be made to use them in other college operations or place them in a priority position for re-employment as need arises for additional employees with these skills. The comptroller should see that the recommendations proposed are carried out as expeditiously as possible.
A director of student aid and placement should be appointed and all student aid, including placement, should be centralized in his office.

The Athletic Department should take over the management of intramural sports and should develop a program of compulsory physical education for all students physically qualified. The Dean of Students should approve of exceptions to this program and should formulate policies to guide the program.

A civilian two-year military training program similar to most land grant colleges should be substituted for the required military training program now in effect.

With the discontinuance of student affairs and compulsory class attendance functions by the Commandant's Office the college subsidy to the military office should be discontinued as soon as the comptroller can effectuate this change.

**INSTRUCTIONAL FACTORS**

It is the consensus of the Board that academic salaries at the college are badly in need of upward revision. To permit this change and in order to meet the rates of Clemson's major land grant college competitors, the Board adopts a policy that faculty size shall be related to teaching loads, in a ratio comparable to other state institutions similar to Clemson. The Dean of the College is instructed to study teaching methods, class section sizes and curriculum, and from this study make such recommendations to the Board and the President from time to time as will provide economic utilization of faculty in order to help pay the remaining faculty members substantially increased salaries which will be comparable with other similar land grant schools. The Dean of the College and the President shall keep the Board currently informed of progress toward this goal.

The Board approves the raising of admissions standards through the use of entrance examinations and directs the administration to work out plans for this requirement and to submit such plans to the Board for consideration and approval.

The Board approves the setting of higher academic standards for graduation and directs the administration to work out plans for this requirement and to submit them to the Board for consideration and approval.

The Dean of the College should study means of increasing the student and faculty utilization of the library and to this end he should immediately institute a required course of library orientation for all freshmen students.

The Board approves the reorganization of the School of Arts and Sciences and the inclusion in this school of the former School of Chemistry. The organizational location of the present School of Education should receive further study by the President and the Dean of the College, with a recommendation to be made to the Board at its October 1955 meeting.

**AGRICULTURAL ACTIVITIES**

The Board approves in principle the survey report recommendations concerning the more effective and efficient operation of the agricultural teaching and public service activities of the college. The Board therefore directs the administration to proceed at once to place these recommendations in effect at the earliest practical dates and to inform the Board periodically of the progress in this endeavor. The Board makes one exception to the proposed organization structure. Instead of combining the extension and agricultural research activities, a separate and distinct director of extension should be retained. However, all other integrating proposals are adopted for both functions. The Board, in order to expedite this work, particularly affirms the following guiding principles to be used:

1. The heads of departments in the School of Agriculture should be responsible to the dean for teaching, research, and extension specialist activities, and they should supply the program departments with the qualified staff for carrying out each of these three functions.
2. A research director should be in charge at each of the experiment stations, and two stations, the Sandhill and the Coast Stations should be closed as soon as practical, with their staff and equipment utilized at other stations as needed.

3. As soon as plans can be developed for it, the home demonstration activities at Rock Hill should be transferred to Clemson together with their staff and equipment and merged with the appropriate services at Clemson.

4. The supervision of all extension activities at the district level should be coordinated and supervised by a district extension director who should be in charge of all extension work within the district.

5. The supervision of all extension activities at the county level should be coordinated and supervised by a county extension director who should be in charge of all extension work within the county.

6. The Dean of the School of Agriculture should be responsible for placing the recommendations concerning the extension service and the experiment station in effect as soon as possible, working with the comptroller to effect as many economies as practical at the earliest possible date. In carrying out this directive, the Dean of Agriculture, the comptroller and the personnel director should consider all displaced personnel for other assignments within the college where their services can best be used, filling all vacancies as they occur from these personnel marked for displacement before outside recruiting is used.

7. The Dean of Agriculture should take the leadership in improving the planning and reporting all research activities, and report to the Dean of the College and the President for transmittal to the Board periodically on the progress and plans for improving these functions. Individual departments should be required to use the farms department for labor and equipment and not employ their own labor staff or purchase their own equipment. All existing equipment in the agricultural activities at Clemson should be pooled in the farms department and excess equipment sold.

8. The Crop Improvement Association and the Foundation Seed Association should be made self-supporting out of their own funds.

9. The Dean of Agriculture should prepare a plan for making the soil testing laboratory self-supporting out of charges made for its work. This plan when developed should be submitted to the Board for approval.

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Nothing contained in this statement of principles and policies is intended to contravene any applicable Federal or State law or regulation; it is intended only to express principles of administration which should be carried out to the maximum possible extent.
Statement of Personnel Policies and Principles

Introduction

The Board of Trustees, as a matter of policy, is desirous of establishing and operating in the college a system of personnel administration based upon modern, accepted principles of personnel administration. To do this, the Board adopts the following principles to guide the operation of this system.

The following policies and principles are designed to apply to Clemson's non-academic employees, although many of them may also be applied later to the academic staff.

Career Employment

It is the intent of the Board to establish a career system of personnel administration based upon selection and promotion of employees on a merit basis. To further this objective, a system of promotion from within shall be established, employees shall be rated objectively on the performance of their work, and advancement in salary or promotion shall be based upon demonstrated meritorious performance. All employees on regular appointments are assured continuity of employment during satisfactory performance of their duties, provided sufficient funds are available and existing functions continue. Any reductions in staff because of lack of funds or discontinued functions shall be effected under rules established to give due recognition to quality and length of service. Through constant improvement in methods and processes, equal pay for equal work, objective employee performance ratings, and equal opportunity for promotion, the college pledges to make employment with Clemson pleasant and rewarding.

Freedom of Inquiry

The college cannot emphasize too strongly its pledge to all Clemson employees that they can seek information or advice from officers of the college on any matter which is troubling them, or call attention to any conditions which may appear to them to be operating to their disadvantage. No individual need hesitate to do this, and his standing with the college will not thereby be prejudiced in any way. He will find his immediate supervisor or the Personnel Office ready to talk over any of these matters with him at any time and to give him every possible assistance in finding satisfactory solutions. The college believes that most difficulties can be satisfactorily adjusted between the individual and his supervisor. If for any reason, a person is not satisfied with such an adjustment, he or she is at complete liberty to bring the matter to the attention of the next level supervisor or to any appropriate officer of the college.

A definite and formal procedure for getting assistance on personal problems and grievances will be developed and will be available to anyone who may wish to use it.

Improvements in Methods and Processes

The continued development and introduction of new and improved methods and processes, as well as the revision of current procedures and policies, are the signposts of a living and growing organization. Nevertheless before such improvements are made, careful attention will be given to any possible effect upon the individuals concerned. Through this policy the college adopts improved methods essential to its growth and at the same time endeavors to avoid individual hardships.

The college welcomes constructive suggestions from all Clemson employees on all matters concerned with the operation of the college. A formal suggestion system will be developed, whereby all suggestions can be considered impartially and suitable recognition given for original ideas adopted and placed into effect.

Classification Plan and Job Descriptions

All non-academic employees and officers of the college will be included in a job classification study which will clearly differentiate various levels of duties and responsibilities. Accurate descriptions of each position, including minimum qualification standards, will be developed and published. Equitable pay scales will be established for each classification level and each individual will know what is required of him in his particular job.
Performance Ratings

It is the intention of the college that every employee know from time to time how well he is measuring up to expected standards of job performance. A formal rating system will be developed whereby all employees will be measured on a scheduled basis against known standards of performance for the work they are doing. This rating will serve as one of the criteria for salary advancements or promotions. In this manner, the college desires to reward its employees who make the best contribution to the effective operation of the college.

Salaries and Wages

It is the intention of the college:

1. Through the classification plan to develop, establish and maintain salary and wage scales on the basis of equal pay for equal work.

2. To pay salaries and wages consistent with those generally prevailing throughout the State for similar work performed under comparable conditions and requiring like responsibility, experience, effort and skill.

Promotion

The college aims to provide clear channels of promotion and to systematically advance Clemson people to more responsible work. Insofar as practicable, promotions will be made from within the college. Current employees of the college will be considered ahead of other applicants for filling of established position vacancies and new positions. Promotions will be made on the basis of ability, experience, training, competence, record of workmanship and, where applicable, length of service.

Reduction in Force and Re-employment

In the event of conditions requiring reduction in the force, consideration will be given to individual ability, experience, training, competence, workmanship and length of service. These same factors will determine the rehiring of any who may have been released. An employee affected by a reduction-in-force action will be released from employment by the college only when it is determined that his services cannot be utilized effectively anywhere in the college system to the mutual advantage of the college and the employee. Insofar as possible, the college will endeavor to assist any employee so released in securing new employment. Any employee who has been released by reduction-in-force procedures and whose work has been satisfactory will be given priority over all other persons for reemployment in the college for similar work.

Employee Handbook

An employee handbook will be developed, published and distributed to all Clemson employees. This manual will contain statements of policies and descriptions of services, procedures and opportunities available to Clemson people.
This report is submitted as a report of progress in implementing the recommendations of Cresap, McCormick and Paget as approved by the Board of Trustees. The report represents the team work of the top administrative officers of the institution.

Chapter I gives the essence of the report in a General Administrative Summary. This summary is amplified in Chapters II through IV, and Chapter V includes an outline of problems currently under consideration.

R. F. Poole, President
I - General Administrative Summary

1. Implementation on July 19. On the day following the July 18 meeting of the Board, the President held a meeting of the Educational Council for the purpose of implementing the decisions of the Trustees concerning the Survey of Administrative Management. This was done by orienting the key administrative officers and the Deans of the various schools with the general policies adopted and by making the report of Cresap, McCormick, and Paget available to them.

Dr. Poole announced that the Board of Trustees had accepted the report of Cresap, McCormick, and Paget, and adopted the results and recommendations in the report as a working guide for the institution. He referred briefly to the various sections of the report and emphasized the importance of reading it objectively and with an open mind. "After you have read the report," Dr. Poole said, "your first conclusion may be that if all these changes are implemented immediately it would probably cause havoc in the institution, but if we implement the changes over a reasonable period of time, I feel sure you will agree that the results will be for the good of the college."

In talking further about the report, Dr. Poole emphasized the confidential nature of the material. He said that it was not the purpose of the survey to find all the good things about the college but rather to find those things in need of improvement and made recommendations concerning them. In view of this fact, however, Dr. Poole emphasized that the material was strictly confidential and should be properly safeguarded.

Finally, Dr. Poole said, "We are going to do all we can to implement these reports. There will be some places in them about which we will want to argue among ourselves, and may also be some things about which we may wish to argue with the Board of Trustees; but I believe you will pitch in and show the Board by October that we have achieved some definite progress all along the line in implementing the changes to be made."

2. Additional Orientation. The President has held numerous conferences with the top administrators under the new organization, and these officers have oriented the key personnel working under them. In addition, special meetings have been held, such as the meeting of the Educational Council on July 25 at which Dr. Kinard emphasized the need for reducing the teaching staff as rapidly as can be accomplished in accord with good educational practice.

A constant phase of orientation has been that of the budget meetings held almost continuously by the Comptroller with other top administrative officers and the respective Deans and Department Heads. A line-by-line critical examination of the budget has been necessary in the preparation of the base budget delivered to the Budget and Control Board on July 29. This work is also continuing as a means of building a revised budget for Board consideration in October. All decisions in the budget are being checked for consistency with the findings of the survey report.

In addition to the orientation effected through conferences and meetings, top administrative officers were specifically informed of the policies established by the Board through a memorandum issued on July 25. This memorandum also called for a report of progress by August 6 in order to establish "such controls as are necessary to see that required actions are performed."

*Cresap, McCormick and Paget -- Survey of Administrative Management - Volume One, Chapter II, page 28.*
3. Outline Summary of Progress. Although the time has been short since the meeting on July 18, considerable progress has been made in implementing the policies adopted by the Board. Some of these accomplishments are listed below in summary form, and these along with others, are amplified in the following chapters of this report:

- Schedules are being made with larger sections for a number of courses.
- A tentative work load formula for measuring faculty loads has been agreed upon by the Deans.
- Regulations for the control of small classes and the repetitious offering of courses have adopted by the Educational Council.
- The faculty-student ratio of 1:12 in 1954-1955 will changed to somewhere between 1:13 and 1:14 in September 1955.
- A Director of Student Aid and Placement has been recruited, with his appointment awaiting final approval.
- The Cadet Corps military training program has been abolished and detailed plans are well underway for a civilian two-year military training program similar to most land-grant colleges.
- News stories have been widely circulated and complete publicity has been given to the change to a two-year civilian type military program.
- The college subsidy to military personnel will terminate by August 31.
- Student housing plans have been formulated in preparation for the opening of College in September.
- Student regulations have been formulated for consideration of the Educational Council.
- The New Student Orientation Program has been planned subject to the approval of the Educational Council.
- The Student Health Service is extending the hours of sick call and establishing control records on the use of food, drugs, and other supplies.
- An Entrance Examination Conference with representatives of Winthrop College and the University of South Carolina has been held to secure information concerning the entrance examination procedures of these other state institutions.
- The base budget as authorized by the Board on July 18 has been completed and was delivered to Mr. J. M. Smith, Secretary of the Budget and Control Board on July 29.
- An entire new coding system for expenditure accounts has been developed and placed in effect in accord with the recommendations of the survey report.
- All payrolls of the College at Clemson are now being prepared by the Accounting Division, except those for Extension Service personnel holding Civil Service appointments.
- Economies are being effected at the Clemson House in accord with the recommendations of the survey report.
- A series of personnel letters referred to in the survey recommendations has been inaugurated.
- The operation of the cafeteria in the Y.M.C.A. building will be discontinued by November 30, 1955 and due notice has been served to this effect.
4. Problems. Chapter V of this report points up certain problems being face in implementing the survey report. Some of these have already been recognized by the Board, such as, for example, when consideration was postponed on "policy recommendations in the areas of operation of the Athletic Council." Other problems are being recognized on various levels within the organization.

The outline of problems in Chapter V is included to acquaint the Board with some of the issues being faced by the Administration. Solutions can be achieved through (1) specific recommendations for consideration of the Board, (2) administrative decisions, and (3) preliminary referral for consideration by (a) Mr. Bofferding of Cressp, McCormick and Paget, (b) the Educational Council, and (c) the Administrative Council.

II - College Affairs*

5. Report Submitted August 6. To the submission of this report August 6, three weeks have elapsed since the last meeting of the Board of Trustees, five since the establishment of the new office of Dean of the College. If the brevity of time and the magnitude of the task are considered, the work of the Dean of the College is getting into motion sufficiently for progress to be apparent.

6. Principal Emphasis. In recent weeks principal emphasis has been on implementing Board policies on adjustment of the faculty-student ratio. Efforts have been directed to (1) orienting and informing Deans and others, (2) examining the budgets with the Comptroller and the Deans, and (3) analyzing and studying faculty loads and factors controlling the student-staff ratio.

7. Deans Cooperating. With a realization and understanding of the policies and intent of the Board, the various Deans are responding cooperatively. The net result is the beginning of constructive ideas and efforts from the Deans for implementing new policies.

8. Budget Examination with Comptroller. The most time consuming effort has been the line-by-line critical examination of the budgets with the Comptroller, the Budget Officer, and the various Deans and Directors. This has gone on for days on end. Efforts have been directed at economy and at equating. Figures on financial results of this work presumably will be reported by the Comptroller when he has them compiled. Results in terms of manpower are given later in this report. Sufficient change is being made to make a noticeable difference in the faculty-student ratio.

9. Analysis of 1954-1955 Teaching Loads. Analytical studies of faculty teaching loads for 1954-1955 indicate that the faculty-student ratio has been lowered by class sizes rather than by teaching-hour loads so that the main problem is to increase the average size of classes. The main factor causing the small classes appears to be the low enrollment in certain curricula. This necessitates teaching many classes to small groups of majors in these curricula. Fortunately enrollment trends do no indicate any improvement in this situation. Some of these curricula that are costly economically are essential to the educational program of the institution if it is to maintain its functions and standing in the educational world.

*Progress Report of the Dean of the College, August 6 - See Item 39 of the July 18 Minutes of the Board of Trustees.
Others would be dispensable. Efforts have been begun to distinguish between the dispensable and the indispensable so that the unnecessary or hopeless ones might be eliminated and steps might be taken to consolidate or strengthen those regarded as essential.

10. Policies and Actions Through Council Meetings and Conferences. In addition to much work directly with Deans and others, some matters have been handled through the newly activated Educational Council. In its first meetings the Council was used as a medium for orientation and information in an effort to have Deans fully informed on appropriate Board policies and actions. The Deans have fallen in line to assist implementing new changes and policies. As a result of Council meetings and intervening conferences, several significant steps have been taken:

(1) Schedules are being made for larger section sizes in some fields; e. g., lecture groups in physics and large recitations sections in economics.

(2) The Deans have agreed on a tentative work load formula for measuring faculty loads and determining the need for manpower.

(3) The Educational Council has endorsed a recommendation to extend the minimum probationary period for new appointments to three years of one-year appointments.

(4) The Educational Council has approved the following regulations, effective beginning in September 1955, for beginning specific control on small classes:

"No undergraduate class may be taught to 5 or fewer students without special permission of the Dean of the College. A record will be kept of all exceptions and reasons therefor."

"No undergraduate class enrolling 6 - 10 students may be taught without special permission of the Dean of the School. A record will be kept of all exceptions and reasons therefor."

"No graduate class may be taught to 3 or fewer students without special permission of the Dean of the College. A record will be kept of exceptions and reasons therefor."

(5) The Council has also approved a regulation for control of repetitious offering of courses:

"No undergraduate course may be taught a second semester in the same session with an enrollment less than 15 without special permission of the Dean of the College. A record will be kept of exceptions and reasons therefor. (This paragraph does not apply to limited-enrollment laboratory courses)."

(6) Work on evaluating the importance and value of curricula with uneconomical enrollment is in progress. The purpose is to see which of these might be eliminated.

(7) Studies on entrance examination requirements are in progress.

(8) Cooperation is being given the Dean of Student Affairs on plans for the orientation program, the freshman counseling program, the organization of military classwork, the grouping of students in dormitories, etc.

(9) Plans are being made for implementing the new system of class attendance control. This of course is being done in cooperation with the Dean of Student Affairs.
11. Tabulation of Results to Date. The analysis of teaching loads and number of faculty needed and the correlation of this with line-by-line budget examination has been extensive. Net results in terms of dollars will be reflected in the Controller's reports of budget studies when he can give that report. Three tables have been prepared to give a general picture of the present situation and what is being accomplished in the way of adjustments. The tables are largely self explanatory, but some special observations are in order.

Table I - Teaching Load for 1954-1955 and Trends for 1955-1956

<table>
<thead>
<tr>
<th>School</th>
<th>Average student hour enrollments</th>
<th>Students per teaching hour</th>
<th>Estimated change in student hour enrollments 1955-1956</th>
<th>Man-power needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agric.</td>
<td>428.51</td>
<td>14</td>
<td>-10%</td>
<td>Less</td>
</tr>
<tr>
<td>A. &amp; S.</td>
<td>22</td>
<td></td>
<td>+15%</td>
<td>More</td>
</tr>
<tr>
<td>Educ.</td>
<td>378.36</td>
<td>11</td>
<td>+8%</td>
<td>Same</td>
</tr>
<tr>
<td>Engr.</td>
<td>567.08</td>
<td>16</td>
<td>+12%</td>
<td>More</td>
</tr>
<tr>
<td>Text.</td>
<td>479.51</td>
<td>15</td>
<td>-18%</td>
<td>Less</td>
</tr>
<tr>
<td>Whole College</td>
<td>564.06</td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table I gives a summary of 1954-1955 loads by schools and indicates trends by schools. The most significant observation is that in general the increase in enrollment will go principally to those areas already having the heavier loads, thus accentuating the difference between schools. This of course makes the task of adjustment more difficult.

Table II summarizes changes being made that directly affect staff-student ration. It should be kept in mind that the situation is fluid and day-to-day changes prohibit giving precise figures. Estimates on fall enrollment are changing. At present it appears that the enrollment will be somewhat more than estimated figures used in all computations. As of August 1, 898 new students had been accepted. With resignations, negotiations for replacements, etc., continuing, it is impossible to pinpoint a staff figure for September. However, it is anticipated that of the positions listed as pending, about six or more will not be filled for September.

*Figures in these two columns are from Consultants' Report*
Table II - Staff Status and Changes Since July 1, 1955
(Data as of August 2, 1955)

<table>
<thead>
<tr>
<th>School</th>
<th>Number of Men 1954-55</th>
<th>Number provided for 1955-56</th>
<th>Number shifted from teaching</th>
<th>Dropped through vacancies</th>
<th>Positions pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>42.09</td>
<td>36.80</td>
<td>2.46 (a)</td>
<td>2.83</td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>81.60</td>
<td>78.85</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>7.81</td>
<td>7.81</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>61.70</td>
<td>55.70</td>
<td>2</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Textiles</td>
<td>26.50</td>
<td>25.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>219.70</td>
<td>204.66</td>
<td>2.46 (a)</td>
<td>6</td>
<td>17.83 (b)</td>
</tr>
</tbody>
</table>

(a) Subject to budget confirmation.
(b) Most of these positions are critically needed for 1955-56. Some cannot be filled. Those not activated will add to the total dropped through vacancies.

Table III gives the trend in the faculty-student ratio.

Table III - Faculty-Student Ratio, First Semester 1954-1955 and Anticipated Ratio for the First Semester 1955-1956

<table>
<thead>
<tr>
<th>Semester and basis of calculations</th>
<th>Number faculty members</th>
<th>Enrollment</th>
<th>Faculty-student ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester 1954-55</td>
<td>219.70</td>
<td>2690</td>
<td>1 to 12.27</td>
</tr>
<tr>
<td>First Semester 1955-56 (with all pending positions filled)</td>
<td>222.49</td>
<td>2950 Est.</td>
<td>1 to 13.26 (a)</td>
</tr>
<tr>
<td>First Semester 1955-56 (with all pending positions filled but excluding Deans and men on academic budget not teaching)</td>
<td>214.00</td>
<td>2950 Est.</td>
<td>1 to 13.83 (a)</td>
</tr>
</tbody>
</table>

(a) These are tentative figures that are regarded as conservative. Dropping some of the pending positions will further change the ratio. There are also indications that enrollment may be higher than the estimate (2950) used. In this case the ratio again will be reduced.

12. Special Notes on Results to Date. It should be noted:

(1) That we expect to have at least ten per cent increase in student load and that despite a few additions we will meet this with a smaller faculty than we had for 1954-1955.

(2) That the staff-student ratio of 1:12.27 in 1954-1955 will be changed to somewhere between 1:13 and 1:14 in September 1955.

-6-
III - Student Affairs

13. **Student Affairs.** Under the new organization the Dean of Student Affairs is responsible for organizing and coordinating the functions actively performed by the Registrar, the Director of the Student Union and the Y.M.C.A. General Secretary, the Director of Student Aid and Placement, the Director of Athletics, and the Director of the Student Health Service. In addition, the Dean is personally responsible for the functions associated with counseling, orientation, class advising, housing arrangements, and student conduct and discipline.

Although only three weeks have elapsed since this new organization was made effective, definite progress has been made in the area of student affairs. In addition to beginning work on the functions for which he is personally responsible, the Dean of Student Affairs has worked with all of the officers now employed in positions within the area of student affairs to completely familiarize everyone with the survey report and the policies adopted by the Board of Trustees.

It has also been necessary to carry on some of the functions of the Director of Public Relations and Alumni Affairs since no replacement has yet been secured.

14. **Orientation and Counseling.** With the assistance of the Registrar, a proposed new student orientation program has been planned subject to approval of the Educational Council. Supervised counseling by faculty members and staff shall begin September 7, or the day new students arrive. A complete program of orientation and counseling shall continue until the day classes begin. Faculty advisers and counselors will be assigned to students and this program shall be continued at designated hours throughout the year. Time is being requested to have a period of orientation for upperclassmen so that they may be completely familiarized with the changes and regulations coming about in the transition from a military college to a civilian type institution.

15. **Student Housing.** Housing plans have been made and are to be presented to the Educational Council for approval. All unmarried students are being encouraged to avail themselves of the dormitory facilities. With the discontinuance of the cadet corps, students will not be assigned rooms according to company units. It is recommended that regular students be housed without regard to military or veteran status with the academic classes distributed as equally as possible within each section. In view of the advanced maturity of the graduate students it is recommended that they be roomed in one area. Since there will be a voluntary college band in addition to an R.O.T.C. band this will necessitate assembly for drill and practice. Therefore, it is recommended that the band be roomed as a unit in the dormitory.

*Compiled from a Progress Report of the Dean of Student Affairs submitted August 6.*
An alternate plan would call for all first-year students to be housed as a group in the dormitory with the only upperclassmen in that area being a senior or graduate student monitor. It is further recommended that the resident manager of the dormitories and selected monitors be employed to supervise all dormitory properties and exercise the desired measures of control and restriction.

16. Rules and Regulations. Student regulations have been prepared giving the requirements for student conduct at all times. This is to be submitted to the Educational Council for approval.

17. The Registrar's Office. Since a Director of Student Aid and Placement has not yet been appointed, and confronted with the early opening of school, the Registrar's Office has continued to perform all previously assigned tasks. This is being done notwithstanding the loss of Mr. Metz and also the fact that the office is attempting to cope with a fifty per cent increase in applications over a year ago and an anticipated ten per cent increase in enrollment.

18. Recruiting. This increase in enrollment has resulted from a most successful year of recruiting activities, and so the survey recommendations that these activities be drastically curtailed came as a shock to the Registrar's Office. It is true that the survey report also revealed the relatively poor quality of our students, and perhaps there should be a shift to recruiting better students. More and more institutions are being faced with more applicants than can be admitted yet continue to compete for the better students. The Massachusetts Institute of Technology, with its great drawing power continues to carry on one of the most ambitious visitation programs in the country.

In the state practically all colleges, both state and local, have participated in the "College Day" program and other recruiting activities, if such efforts are to be made to recruit better students the position of Admissions Counselor would need to be continued, rather than eliminated as recommended in the survey report.

19. Entrance Examinations. On August 5 upon invitation administrative representatives from Winthrop College and the University of South Carolina met at Clemson to discuss with administrative officials here the possible use of entrance examinations. Both the University and Winthrop are cooperating in the program using protected test materials especially prepared for them under contract by Educational Testing Service. The test being used is a 2 1/2 hour aptitude test. Under the plan now in operation each institution does its own scoring and establishes its own entrance requirements. Actually both institutions are requiring the same score which is estimated to eliminate the lowest ten per cent of the applicants. Under this plan out-of-state applicants may take the College Board Examination if more convenient since comparable scores are available.

The cost of the present program is estimated at approximately six dollars per examinee which includes test rental, scoring, practicing and reporting. Both institutions require that out-of-state students pay the cost of examination and the University also requires payment of evening and summer school applicants.

The way seems clear, upon approval, for Clemson to enter into a cooperative agreement with these institutions and be included in the announcement for the next year's program which will probably be issued in October. It is also believed that all three institutions might well agree on charging all applicants for the cost of the examination. Otherwise the cost to Clemson might exceed eight or nine thousand dollars per year.

20. Class Attendance Procedures. Class attendance regulations are being drawn up which if approved by the Educational Council will eliminate the need for a central office to handle class attendance records as was maintained last year under the Commandant's Office.
21. Registrar's Office Staff. In view of the facts (1) that the office staff has already been curtailed by the transfer of Mr. Metz to the President's Office, (2) that the office is now in a peak period of work in connection with the excell number of applications being received this year, (3) that the office faces the usual peak period at the opening of school in September, and (4) that several functions which will eventually be handled elsewhere are still being handled in the Registrar's Office, it is recommended that the Registrar's Office staff be continued at its present strength at least until November 1 with the understanding that other recommendations concerning this matter will be submitted in another report of progress prior to the October meeting of the Board of Trustees.

22. Director of Student Center and Y.M.C.A. General Secretary. The functions of the Director of Student Center and Y.M.C.A. General Secretary are:

(1) Coordinate work of college chaplains and all religious activities.
(2) Plan and supervise recreational and social activities.
(3) Direct and coordinate student organizations.
(4) Give direction and leadership to student government.
(5) Supervise student publications.
(6) Direct the Y.M.C.A.

Careful study has been made as to how to implement recommendations of the survey report for this area of operations. In evaluating the present administrative personnel of the Y.M.C.A. to determine their ability to successfully carry out the functions outlined above, it was felt that slight modifications should be made in the organization structure.

There are certain conditions concerning the obligations of Clemson College as resolved by the Board of Trustees in meeting April 15, 1914 in accepting a grant from John D. Rockefeller toward the erection of the present Y building. This is not carried in the survey report.

Presently the Y.M.C.A. is operating as in the past. The Dean of Students is supervising all other functions outlined. (The Y.M.C.A. has been notified however, to close the cafeteria and this will be effected not later than November 30, 1955.)

23. Director of Student Aid and Placement. The Director of Student Aid and placement has not been appointed. However, the Director of Personnel with recommendations of the President, Comptroller and Dean of Student Affairs has presented to Dr. R. M. Cooper, Chairman of the Board of Trustees, the name of a staff member for this position. Until the director is employed the functions of the student loans, employment, scholarships are being administered by the old committees of faculty and staff. Placement of graduates is being continued in the individual schools and selective service and veterans affairs handled by the Registrar's Office. All these functions will be transferred immediately to the director upon his employment.

24. Director of Athletics. The Director of Athletics is responsible for all intercollegiate athletics, intramural sports, physical education and athletic scholarships. He is now reorganizing his operations to conform with the survey report and the policies determined by the Board of Trustees.

Schedules for intercollegiate athletics complying with school, conference and N.C.A.A. policies have been completed for the coming year. Athletic business affairs will be the responsibility of the Athletic Director but the Athletic Business Manager will administer all ticket sales, both advance and game sales, disburse and account for all travel expenses and handle all other fiscal matters according to the policies of the college. Publicity and radio broadcasts are being carried on by the Sports Publicity Director.

Beginning in September the Athletic Director will recommend to the Dean of Student Affairs every prospective student to whom he wishes to grant an athletic scholarship. The Dean, with the advice of the Athletic Council and the Director of Student Aid and Placement, will consider the student's academic and athletic possibilities and will act in the best interest of the College in granting or denying a scholarship award.
Intramural sports have been taken over by the Director of Athletics and a program is being planned. This will be offered students beginning in September. However, to provide properly planned and supervised games and sports for students in the hours available to them which are after four p.m. Monday through Friday and Saturday afternoons (all peak hours for intercollegiate practice and participation) requires a full time Director of Intramural Sports and Physical Education.

After surveying the present coaching staff and their duties the Athletic Director feels it would create a critical shortage of the intercollegiate staff to transfer a member to the intramural and physical education directorship. He requests that a Director of Intramural Programs and Physical Education be employed if funds are available.

Physical education classes as would be taught by the Athletic Department should be approved by the head of the academic physical education curriculum in order to insure work of desired scope and standards. House for such classes must be arranged for in the master class schedule. This program therefore can be put into operation simultaneously with an academic physical education curriculum.

25. **Director of Student Health Service.** Lengthy conferences have been held with the College Physician in analyzing the survey report as it affects the college health service. The program of better public relations with the students has been discussed and has been put into effect. Purchase requisitions are now coming to the Dean of Student Affairs for study, as well as signature if approved. Hours of sick call have been changed beginning in September. A student may report to the hospital between 7:30 and 10:00 a.m. and 2:00 to 3:00 p.m. on week days. On Sundays and holidays the hours of sick call shall be 8:30 to 10:00 a.m. A student may report to the infirmary at any hour in the event of an emergency.

Control records reporting on the use of food, drugs and other supplies are to be established at the beginning of the September term. Records shall be studied as to the use of the hospital by students in order to determine current operational costs for the hospital after the change from a military college to a civilian institution.

With the discontinuance of the cadet corps the College Physician will not be required to handle any leaves of absence for the Clemson student. He will have to attest only to the class absence of a student using the College health service.

The present staff of the College infirmary consists of the College Physician, four nurses, one X-ray and laboratory technician and a secretary. It is requested that this staff remain as it is until the first of October so that they may assist in handling the peak load of the College health service. With over a thousand new students to be processed such as checking physical examinations, giving physical examinations, immunizing students, and other work concerning matriculation the present staff will be necessary until after the peak load at the opening of school. Another recommendation will be made to the Board of Trustees at the October meeting for the reduction of the nursing staff.

26. **Changes in Military Training.** News stories have been widely circulated and complete publicity has been given telling of the discontinuance of the cadet corps and the adoption of a two-year military training program similar to most land-grant colleges to become effective in September 1955.

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**IV - Business Affairs**

27. **General Statement of Progress.** Copies of the survey report of Cresap, McCormick and Paget have been made available to all key staff members. All decisions made and actions taken by this office are being checked for consistency with the findings and recommendations of the report.

*Compiled from a Progress Report of the Comptroller's Office submitted August 6.*
All key staff members, except a Methods and Procedures Supervisor, have been selected and are in the process of shifting from old to new responsibilities. The cooperation of all in working with one another in this respect has been excellent. Work thus far has been concentrated on keeping abreast of essential day to day activities and devoting any remaining time to high priority recommendations in the survey report. Each key staff member is compiling a list of the specific survey report recommendations affecting his area of work. Subsequently, specific written plans of action on all survey report recommendations will be developed indicating for each recommendation the planned completion date.

28. **Base Budget Delivered on July 29.** Preparation of the base budget as authorized by the Board of Trustees on July 18 has been completed and was delivered to Mr. J. H. Smith, Secretary of the Budget and Control Board, on July 29, 1955.

29. **Budget Sessions Held Almost Continuously.** Concurrent with the preparation of the base budget referred to above, and almost continuously thereafter, budget meetings have been held with the various Deans and Department Heads looking toward a complete revision of the budget for Board consideration in October. This work in revising the budget is designed to give effect, insofar as possible, to the survey report recommendations. It is anticipated that every rough estimate of monies available for this far unmet priority matters, (e.g., increase in academic salaries) will be completed by August 17.

30. **New Coding System for Expenditure Accounts.** Consistent with the recommendations of the survey report, an entire new coding system for expenditure accounts has been developed and placed into effect.

31. **Centralized Preparation of Payrolls.** Necessary arrangements have been completed and all payrolls of the College at Clemson are now being prepared by the Accounting Division, except those for Extension Service personnel holding Civil Service appointments. One payroll check is now being written covering total pay for each employee rather than separate checks covering the amount due from each source of funds.

32. **Discontinuance of College Subsidy to Military Personnel.** Necessary steps have been taken to discontinue the College subsidy to military personnel on August 31, 1955 for those stationed at Clemson last year. Replacements of military personnel made on or after August 1, 1955 will not receive any subsidy from College funds. Recommendations regarding the transfer of College civilian personnel formerly attached to the military office will be made in the near future.

33. **Economies and Improved Efficiency at the Clemson House.** In accordance with the survey report recommendations regarding the Clemson House, the housekeeping staff has been reduced by five maids and cleaners; an employee is being trained in linen control and linen conservation; quotations are now being secured from more than one purveyor on meats and quotations will be secured on other foods in the near future; foods are being cooked in smaller quantities just before and during meals; work on developing standard food formulas is in process; and new simplified menus are in the hands of the printer and should be delivered in a few days. A number of other steps have been taken to improve dining room service since the survey. For example, the Saber Room staff has been changed from colored waiters, waitresses, and head waiter to a white hostess who supervises a staff of white waitresses composed of student wives and coeds who are presently in school or who plan to enter school in September.

34. **Series of Personnel Letters Inaugurated.** A series of personnel letters referred to in the survey recommendations has been inaugurated. The first two such letters set forth, respectively; the Board's Statement of Personnel Policies and Principles, and a procedure for centralized recruiting. In this connection a new application form for non-academic and non-technical applicants has been developed and is in use. Other personnel forms are being studied for possible elimination and combination.
35. Centralized Recruiting for Secretarial and Clerical Positions. Central recruiting has been established for secretarial and clerical applicants at Clemson. All applicants for such vacancies are now being screened by the Personnel Office. A register of vacancies has been established and procedures are in effect to encourage promotion from within. Each vacancy in the secretarial and clerical area is being studied for possible elimination of position prior to filling such vacancy. The program of preliminary study and training of the Position Classifier is nearing completion and a general plan of approach to the classification study has been developed.

36. Candidates Screened for Position of Director of Student Aid and Placement. Candidates for the position of Director of Student Aid and Placement have been screened, and jointly with other administrative officers involved, a recommendation for appointment of one of these candidates has been made to the President of the Board of Trustees.

37. Maintenance of Student Dormitories. In cooperation with the Dean of Students, necessary regulations and procedures regarding maintenance of student dormitories and conduct of students in the dormitories are being developed. This work will be given a high priority in view of the closeness of the new school term.

38. Prefab Rental Report. The report on rental of prefab houses to be presented to the Board on August 17, 1955 is being prepared and will be completed by August 10.

39. Closing of the Y.M.C.A. Cafeteria. In cooperation with the Dean of Students, arrangements have been made to have the operation of the cafeteria in the Y.M.C.A. building discontinued not later than November 30, 1955. There was no lease on this cafeteria space and the date mentioned above was arrived at after a lengthy discussion with the present tenants.

40. Additional Items. Progress is being made on the following additional items as indicated:

(1) Work in connection with the placing of investments, as authorized by the Board on July 18, is progressing satisfactorily.

(2) The myriad of details involved in winding up financial affairs for fiscal year 1954-55 have been virtually completed except for the official annual reports which are in the process of preparation.

(3) The necessary steps in connection with changing signature plates, endorsement stamps, and bonding personnel are being taken.

(4) Work is continuing on the establishment of centralized stores.

(5) Active recruitment for a Methods and Procedure Supervisor is continuing.
V - Problems

41. Space Allocation - The Number One Problem. There was a general consensus at the meeting of the Administrative Council on August 8 that the number one problem facing the institution at the present time is that of space allocation. The class schedule, usually completed by August 1, is still unfinished, since (1) there is not sufficient classroom space for the extra freshmen entering if the old allocations are continued, (2) the Schedule Committee and the Registrar's Office are unable to complete assignments of sections to classrooms since some space thought available for classrooms is being used as office space, and (3) the present held-in-abeyance status of the space report creates an almost untenable indefiniteness with regard to space. There is also an almost desperate need for additional office space in Tillman Hall in order for the new administrative set-up to function efficiently, and the second floor cannot be used without making provision for the classes previously held in these rooms.

42. Problem Number Two - Appointment Procedures. There was also a consensus of the Administrative Council that the second priority problem is that of establishing appropriate procedures for making appointments in the interim between meetings of the Board. Clerical positions become vacant and the work must go on, positions in Extension and other positions involving federal funds become vacant and this leads to complications, some graduate assistants still need to be employed, and last minute resignations of faculty members in certain heavy-load departments should be anticipated by provisions for filling these vacancies.

43. Probationary Periods for Faculty Appointments. The present plan of having a faculty member serve a probationary period of only one year has in effect given him tenure after only one year of service. In order to provide a longer period of service before tenure is granted, the Educational Council has endorsed a recommendation to extend the minimum probationary period for new appointments to three years of one-year probationary appointments. This would reinstate a plan followed at Clemson some years ago.

44. Proposed Modifications in the Organizational Structure. The Dean of Student Affairs has called attention to certain phases of the Y.M.C.A. organization as agreed by the Board of Trustees on April 15, 1914, when the Rockefeller gift was accepted. In view of the conditions in the agreement, as well as for other reasons, the Dean of Student Affairs recommends (1) that the Y.M.C.A. Advisory Board be recognized as continuing its present functions, and (2) that the organizational structure in this area be modified to provide for (a) a Director of the Student Union and Associate Secretary of the Y.M.C.A. and (b) a General Secretary of the Y.M.C.A.

45. Needed Clarification. In general, the Survey Report is clear on functions. However, there are some spots which are confusing. Both the Dean of Student Affairs and the Comptroller call attention to the fact that there is an apparent overlapping between the functions of the "resident manager of dormitories" referred to in the survey and the housing and discipline functions of the Dean of Students.

This outline of problems is included to acquaint the Board with some of the issues being faced by the Administration. Solutions can be achieved through (1) specific recommendations for consideration of the Board, (2) administrative decisions, and (3) preliminary referral for consideration by (a) Mr. Bofferding of Cressap, McCormick and Paget, (b) The Educational Council, or (c) The Administrative Council, as appropriate.

-13-
The Dean of Student Affairs and the Registrar state that the work of scheduling classes previously handled by the Schedule Committee and to be transferred to the Registrar's Office requires the equivalent of one and one-half full-time persons according to present estimates, and that the survey report did not provide for this staff allocation.

The Comptroller states, "It is our interpretation that the Canteen is to be under the supervision of the Director of Auxiliary Enterprises regardless of the disposition of the proceeds from the operation of the Canteen. Is this correct?"

66. Entrance Examinations. Applications for entrance are already being accepted for admission in February, and some steps need to be taken soon if the entrance examination is to be implemented. The Registrar and the Dean of Student Affairs recommend:

(1) That the admission of all new undergraduate students to Clemson from the United States and its dependencies be by examination and other criteria currently in force or hereafter adopted.

(2) That the above requirement including entrance examinations become effective with all applicants who have not previously been accepted for entrance for the second semester 1955-56.

(3) That all applicants be required to pay the complete cost of the examination service (approximately $6).

(4) That steps be taken to fix responsibility for determining qualifying scores.

(5) That the College be granted authority to enter into the necessary agreements with the University and Winthrop in order to participate in the program being undertaken by these two institutions.
PROGRESS REPORT ON SURVEY RECOMMENDATIONS

Clemson Agricultural College

October 1955

This report is confidential and intended solely for the information and benefit of the immediate recipient hereof.
This progress report will be presented in six sections, as follows:

- Organization
- Education
- Student Affairs
- Business Services
- Financing
- Summary
- The top organization structure has been placed in effect

- The organization structure for each of the four main divisions has been substantially effectuated

- The three coordinating councils are established as suggested

- The faculty organization is being reconstituted

- The committee structure is being rebuilt and the number of committees reduced

- Needed central services are being established.
## BASIC CHANGES

<table>
<thead>
<tr>
<th></th>
<th>First Semester 1954-55</th>
<th>First Semester 1955-56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students</td>
<td>2,690</td>
<td>3,031</td>
</tr>
<tr>
<td>Number of student hours enrolled</td>
<td>63,605</td>
<td>72,731</td>
</tr>
<tr>
<td>Number of equivalent full-time teachers</td>
<td>220</td>
<td>211</td>
</tr>
<tr>
<td>Number of students per full-time faculty member</td>
<td>12.3</td>
<td>14.4</td>
</tr>
<tr>
<td>Student hours enrolled per faculty member</td>
<td>290</td>
<td>345</td>
</tr>
</tbody>
</table>
### GOALS

**Student-Faculty Ratios**

**Fall 1956** - 1:15

**Fall 1957** - 1:16
## BUDGET SUMMARY

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGIATE AND RELATED ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$4,837,106</td>
<td>$5,286,373</td>
<td>$5,582,000</td>
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<tr>
<td>Other funds</td>
<td>1,941,947</td>
<td>2,147,032</td>
<td>2,442,659</td>
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<tr>
<td><strong>EXTENSION DIVISION</strong></td>
<td></td>
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<tr>
<td>State appropriations</td>
<td>2,080,815</td>
<td>2,257,117</td>
<td>2,377,867</td>
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<tr>
<td>Other funds</td>
<td>915,000</td>
<td>915,000</td>
<td>1,035,750</td>
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<tr>
<td><strong>AGRICULTURAL RESEARCH</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>1,511,826</td>
<td>1,513,363(b)</td>
<td>1,701,323</td>
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<tr>
<td>Other funds</td>
<td>560,820</td>
<td>560,820(b)</td>
<td>748,780</td>
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<tr>
<td><strong>LIVESTOCK SANITARY WORK</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>211,711</td>
<td>211,711</td>
<td>235,050</td>
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<td><strong>FERTILIZER INSPECTION AND ANALYSIS</strong></td>
<td></td>
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<tr>
<td></td>
<td>74,517</td>
<td>74,517</td>
<td>95,443</td>
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<tr>
<td><strong>TOTAL ALL ACTIVITIES</strong></td>
<td>8,715,975</td>
<td>9,343,081</td>
<td>9,991,683</td>
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<tr>
<td>State appropriations</td>
<td>3,703,995</td>
<td>3,909,080</td>
<td>4,557,682</td>
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<tr>
<td>Other funds</td>
<td>5,011,980</td>
<td>5,434,001</td>
<td>5,434,001</td>
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</tbody>
</table>

(a) Financed by State appropriations.
(b) Excludes $12,500 for Seed Storage House.
(c) Excludes: Collegiate - $75,000 for water storage
Agri. Research $94,500 for miscellaneous buildings
Livestock Sanitary $35,000 for isolation building
COMPARATIVE TEACHING LOADS BY SCHOOLS
1954-55 AND 1955-56

LEGEND:

Solid color = 1954-55 first semester
Crosshatched color = 1955-56 first semester
AVERAGE CLASS SIZE BY DEPARTMENTS
1955-56

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>5</th>
<th>10</th>
<th>AVERAGE CLASS SIZE</th>
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</thead>
<tbody>
<tr>
<td>CHEMISTRY AND GEOLOGY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td></td>
<td></td>
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<tr>
<td>DRAWING AND DESIGN</td>
<td></td>
<td></td>
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<tr>
<td>SOCIAL SCIENCES</td>
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<td>INDUSTRIAL MANAGEMENT</td>
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<td>ENGLISH</td>
<td></td>
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<td></td>
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<td>PHYSICS</td>
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<td></td>
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<tr>
<td>INDUSTRIAL ENGINEERING</td>
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<tr>
<td>CIVIL ENGINEERING</td>
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<tr>
<td>MECHANICS AND HYDRAULICS</td>
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<tr>
<td>ARCHITECTURE</td>
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</tr>
<tr>
<td>MECHANICAL ENGINEERING</td>
<td></td>
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<tr>
<td>AGRICULTURAL ENGINEERING</td>
<td></td>
<td></td>
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<tr>
<td>BOTANY AND BACTERIOLOGY</td>
<td></td>
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<tr>
<td>ANIMAL HUSBANDRY</td>
<td></td>
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<tr>
<td>ZOOLOGY AND ENTOMOLOGY</td>
<td></td>
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<td>AGRONOMY</td>
<td></td>
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<td>MODERN LANGUAGES</td>
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<tr>
<td>ELECTRICAL ENGINEERING</td>
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<tr>
<td>AGRICULTURAL ECONOMICS</td>
<td></td>
<td></td>
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<tr>
<td>POULTRY HUSBANDRY</td>
<td></td>
<td></td>
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<tr>
<td>TEXTILES</td>
<td></td>
<td></td>
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<tr>
<td>CERAMICS</td>
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<tr>
<td>CHEMICAL ENGINEERING</td>
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<tr>
<td>EDUCATION</td>
<td></td>
<td></td>
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<tr>
<td>HORTICULTURE</td>
<td></td>
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<tr>
<td>DAIRY</td>
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</tbody>
</table>
MAJOR ACCOMPLISHMENTS

- The office of the dean of student affairs is established and functioning

- The transition of Clemson to civilian status has been completed

- A consolidated student aid and placement service has been established

- Student health services have been expanded

- The YMCA will be remodeled and its activities have been coordinated with the Student Union

- Intramural sports have been taken over by the athletic department.
MAJOR CHANGES

- The reorganization of the business services has been accomplished

- Major policy and procedural changes have been started
  
  • The accounting system
  
  • Cash control
  
  • Control of payrolls
  
  • Classification and compensation plan
  
  • Preventive maintenance system
  
  • Revised work order system
  
  • Methods and procedures studies

- Substantial results already have been achieved
  
  • All storerooms have been consolidated
  
  • The custodial staff has been centralized
  
  • Automobile insurance has been standardized
  
  • Complete new expenditure account system established
  
  • Control of food services at the Clemson House has been improved
  
  • The Clemson House has reduced 26 employees.
COLLEGIATE BUDGET
PROPOSED 1955-56 AND EXPENDITURES 1954-55
(In thousands of dollars)

LEGEND:

- Proposed Budget 1955-56
- Expenditures 1954-55
The 1955-56 budget is basically consistent with survey objectives

- Substantial improvement in allocation of estimated costs among functions is achieved

- Basic necessary staffing is provided

- Faculty salaries are adjusted to extent feasible at present

- Minimum adjustments are provided in nonacademic salaries in cases where:

  - Staff members have been assigned increased duties and responsibilities

  - Some staff members have been receiving substantially less than others performing reasonably comparable work

  - Turnover has been high and recruitment difficult due to outside competition.
THE FACULTY SALARY DOLLAR (a)

ADDITIONAL INCREASE NEEDED TO MEET RECOMMENDED CMP SCHEDULE

PROPOSED INCREASE EFFECTIVE SEPTEMBER 1, 1955

$.07

$.06

$.87

TOTAL SALARIES AUGUST 31, 1955

(a) Includes only amounts chargeable to collegiate budget. Includes deans and professional library staff.
1. Upon recommendation of the Administrative Council, I recommend that the space proposals of Cresap, McCormick and Paget be implemented through the following policies:

(1) That until such time as all of the extension activities scattered throughout the State (other than the county work) and the home economics headquarters at Rock Hill are moved to Clemson, that the entire School of Agriculture at Clemson be housed in the Agricultural Center as soon as practicable.

(2) That Long Hall, the Dairy Building, the Old Chemistry Building, the temporary building used by the Vice-Director of the Engineering Experiment Station and the Fertilizer Inspection Building be designated as general classroom, laboratory and office space to be used for instructional purposes.

(3) That the administrative office space in Tillman Hall be expanded by converting classroom space to office use to accommodate the new administrative set-up.

2. Following the directions of the Board of Trustees as contained in Item 45 of the Minutes of the meeting of July 18, I recommend that the name of the Wellman Sheep Project at Johnsonville, S. C. be changed to The Clemson College Eastern Experimental Farm.

3. At the July 18 meeting of this Board, I was instructed to consult the firm of Perry, Shaw and Hepburn, Kehoe and Dean, master planners, with regard to the proposed location of the armory for the Army Reserve Corps. The following is quoted from a letter of Mr. T. M. Shaw dated July 29, 1955:

"If I am correct, the proposed site for this building is located on route 26 about one-half mile east of its junction with 123 on north side of road. The location is so remote from the Clemson campus that I can see no possible objection to placing an armory there."

This area is located to the east of the present seed laboratory just off the Clemson-Pendleton highway and has a frontage of 210 feet and a depth of 630 feet. I recommend that the Board deed this land in compliance with the request of the Corps of Engineers of the United States Army.

4. I recommend that you approve the following Committee to develop a master plan for the Land Use Area:

Agricultural Economics Department - Dr. G. H. Aull
Agricultural Engineering Department - A. W. Snell
Agronomy Department - Dr. W. R. Paden
Animal Husbandry Department - E. G. Godbey
Botany-Plant Pathology - Dr. Koloman Lehotsky
Dairy Department - J. P. LaMaster
Engineering Experiment Station - H. E. Glenn
Engineering School - Dr. J. H. Sans
Entomology-Zoology Department - Dr. J. H. Cochran
Extension Service - G. B. Nutt
Farms Department - C. S. Patrick
Horticulture Department - A. M. Masser
Poultry Department - C. L. Morgan
Service Division - D. J. Watson
Soil Conservation District - J. B. Douthit
Soil Conservation Service - T. S. Rule
Forestry and Wildlife - M. H. Bruner

and that Messrs. Bruner, Garrison, Douthit and Glenn act as an Executive Group.
5. Since the newspapers have published articles announcing that Clemson College has been granted authority to dispose of lands deeded to it by the United States of America, we have had many inquiries from individuals interested in purchasing some of these lands. It is recommended that none of these lands be sold until time will permit the preparation of detailed policies and procedures relating thereto.

It is further recommended that the development of such policies be deferred until the Master Plan is completed.

6. The Kewaunee Manufacturing Company has donated a wood carving entitled "Earth and Water" to Clemson College. I recommend that the Board of Trustees accept this carving with thanks.

7. In the interim between meetings of the Board, I approved filling the following vacancies and new positions with the concurrence of Mr. R. M. Cooper:

Replacements

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Present Salary</th>
<th>Range of Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. O. Stakely, resigned, Asst. Prof. of Architecture</td>
<td>$4800</td>
<td>$5100 - $5700</td>
</tr>
<tr>
<td>Allan Borne-Allen, resigned, Prof. and Head of Chemical Engineering</td>
<td>$5820</td>
<td>$5600 - $6100</td>
</tr>
<tr>
<td>J. D. Glenn, resigned, Asst. Prof. of Civil Eng.</td>
<td>$5560</td>
<td>$4900 - $5400</td>
</tr>
<tr>
<td>F. T. Tingley, resigned, Prof. of Elec. Eng.</td>
<td>$5628</td>
<td>$4900 - $6000</td>
</tr>
<tr>
<td>E. F. Stenstrom, on leave, Asst. Prof. Ind. Eng.</td>
<td>$4500</td>
<td>$4400 - $4500</td>
</tr>
<tr>
<td>Von Kaenel, Instr. Mech. Eng. transferred to Drawing and Design</td>
<td>$3900</td>
<td>$3800 - $4000</td>
</tr>
<tr>
<td>W. R. Leard, resigned, Lab. Technician</td>
<td>$2700</td>
<td>$2600 - $3600</td>
</tr>
<tr>
<td>J. Z. Bennett, on leave, Asst. Prof. of English</td>
<td>$3708</td>
<td>$3600 - $4000</td>
</tr>
<tr>
<td>G. W. Crawford, resigned, Assoc. Prof. of Physics</td>
<td>$4908</td>
<td>$4800 - $5500</td>
</tr>
<tr>
<td>B. W. Sloope, resigned, Asst. Prof. of Physics</td>
<td>$4200</td>
<td>$4000 - $5000</td>
</tr>
</tbody>
</table>

New Positions

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Range of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor of Drawing and Design</td>
<td>$3900 - $4200</td>
</tr>
<tr>
<td>Instructor, Drawing and Design</td>
<td>$3600 - $4200</td>
</tr>
<tr>
<td>Assistant Professor, Mathematics</td>
<td>$4000 - $4600</td>
</tr>
</tbody>
</table>

I recommend concurrence of the Board in this action.

8. In order that we may be able to meet anticipated class schedules in September, I recommend that the administration be authorized to fill the following teaching positions as soon as practicable.

Replacements

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Range of Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>For E. F. Byars, Asst. Prof. Mech.&amp;Hydraulics (on leave)</td>
<td>$4200</td>
</tr>
<tr>
<td>For C. E. Littlejohn, Assoc. Prof. Chem. Eng. (recommended for promotion)</td>
<td>$4000 - $4800</td>
</tr>
<tr>
<td>For H. E. McLeod, Instr. in Agric. Eng. (on leave)</td>
<td>$3600 - $3800</td>
</tr>
</tbody>
</table>

New Positions

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Range of Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor of Architecture</td>
<td>$4800 - $5100</td>
</tr>
<tr>
<td>Instructor in Industrial Engineering</td>
<td>$3900</td>
</tr>
</tbody>
</table>

9. Appointments for the following individuals were approved by me in late May and early June. They were not listed in the June 6 Recommendations (Item 5) because the previous policy was to report September appointments at the October meeting of the Board. I recommend tentative approval of these appointments the same as was granted by the Board for similar appointments under Item 4 of the Recommendations for July 18. All the appointments are Replacements at no increase in salary. (All appointments to be effective on September 1.)

Name and Title

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald A. King, Assistant Professor of Mathematics</td>
<td>$41000</td>
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<tr>
<td>Knox S. Landers, Instructor in Chemistry</td>
<td>$3500</td>
</tr>
<tr>
<td>Hooper C. Sparlock, Associate Agricultural Economist</td>
<td>$5208</td>
</tr>
<tr>
<td>Woodrow W. Tingle, Instructor in Geology</td>
<td>$3500</td>
</tr>
</tbody>
</table>
10. I recommend approval of the following appointments which are replacements in positions vacated through resignations, transfers or leaves of absence. (Appointment to be effective when employment begins.)

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. J. Bennett, Asst. Co. Agent, Laurens County</td>
<td>$3720</td>
</tr>
<tr>
<td>Catherine G. Brannon, Steno., Greenville Co. Home Dem. Office</td>
<td>1284</td>
</tr>
<tr>
<td>Ivora P. Price, Negro Home Dem. Agt., Marion County</td>
<td>2100</td>
</tr>
<tr>
<td>Carol J. Putman, Steno., Co. Agt. Office, Greenwood Co.</td>
<td>2220</td>
</tr>
<tr>
<td>Charlotte Sellers, Steno., Co. Agt. Office, Marion Co.</td>
<td>2880</td>
</tr>
<tr>
<td>Remo E. Cribb, Asst. Agronomist, Pee Dee Station</td>
<td>3600</td>
</tr>
<tr>
<td>Charlotte H. Bethea, Clerk-Steno., Purchasing Office</td>
<td>2100</td>
</tr>
<tr>
<td>Patricia B. Hill, Steno., Agricultural Education Dept.</td>
<td>2400</td>
</tr>
<tr>
<td>Virginia Lee Poston, Steno., Athletic Dept.</td>
<td>1800</td>
</tr>
</tbody>
</table>

11. I recommend the following Changes in Title:

- Effie Jeanette Henderson - from Negro Assistant Home Demonstration Agent, Richland County to Negro Home Demonstration Agent, Chester County, at no change in salary.
- Sara Graham - from Acting County Home Demonstration Agent, Berkeley County to County Home Demonstration Agent, Berkeley County, at no change in salary.

12. I recommend that W. S. Snelling, currently serving as Assistant County Agent, Richland County at a salary of $3,800, be appointed Extension Poultryman at a salary of $4,800, effective September 1, 1955. (Replacement)

13. I recommend that G. E. Bell be appointed to the New Position of Assistant County Agent, Hampton County, at a salary of $3,720, effective when employment begins.

14. When the Farm and Home Development Program was activated in 1954-1955, a total of $176,207.69 was appropriated for this work in South Carolina under the Agricultural Extension Service. For 1955-1956 an additional $136,411.30 has been made available but with the condition similar to that in 1954-1955 that 85 per cent of these funds must be used in employing new personnel in counties to carry out the Farm and Home Development program.

Since these funds were made available as of July 1, 1955, almost six weeks have elapsed on this fiscal year and we need very badly to be able to employ the required personnel. We are committed to carry out this work as a part of our regular extension program, and I recommend that authority be granted the Extension Service to employ this new personnel and carry out the program.

15. The Head of the Department of Agronomy has resigned. I recommend that Dr. Gilbeart H. Collings, Sr., Professor of Agronomy, be made head of the Agronomy Department at his present salary, subject to further consideration of salary at the October meeting of the Board.

16. Upon the recommendation of Dean Hunter and Dean Kinard, I recommend that Dr. F. B. Schirmer, Head of the Chemistry Department, be appointed Head of the Department of Chemistry and Geology at his present salary, subject to further consideration of salary at the October meeting of the Board.

17. Upon recommendation of Dean Sams and Dean Kinard, I recommend that Dr. Charles E. Littlejohn, Associate Professor of Chemical Engineering, be promoted to Professor and Acting Head of the Department of Chemical Engineering at his present salary, subject to further consideration of salary at the October meeting of the Board.

18. With the advice of Mr. Frank Jervey, Dean Walter Cox, the Comptroller and the Personnel Director, I recommend that Mr. Joe Sherman be appointed Director of Public and Alumni Relations at the entrance salary of $7200 per annum effective at the earliest practicable date.
19. Upon the recommendation of Dean Walter Cox and with the concurrence of the Comptroller and the Personnel Director, I recommend the appointment of Mr. D. G. Hughes, currently serving as Assistant Professor of Drawing, to the position of Director of Student Aid and Placement at a salary of $4800 per year, effective September 1, 1955.

20. I recommend that the Athletic Director be authorized to employ two students to assist with the intramural program and that these students be paid from athletic funds at salaries to be determined by the Comptroller and the Dean of Students.

21. To clarify the Y.M.C.A. and Student Union activities, I recommend that the General Y.M.C.A. functions be maintained as in the past under the Y.M.C.A. Advisory Board reporting through the Dean of Students and the President of the College to the Board of Trustees, and that Dean Cox be authorized to allocate the staff to the best interests of maintaining the Student Union and the Y.M.C.A.

22. Upon recommendation of the Dean of the College and with the endorsement of the Educational Council, I recommend that the probationary period of new appointees to the faculty be extended from the present one-year period to three successive probationary appointments of one year each.

23. Georgia Institute of Technology, North Carolina State College, and other institutions comparable to Clemson in scope and objectives, recognize graduate work and research by having graduate schools headed by graduate deans. It is equally important for Clemson to retain a graduate school as a distinct entity with the graduate program under a Dean of the Graduate School. I recommend that Dr. H. J. Webb, Dean of the Graduate School, be continued in this position, that the Graduate School be continued as a distinct entity, and that the Dean of the Graduate School be responsible to the Dean of the College in the organizational structure.

24. In order to provide for the immediate functioning of the recently established Physical Plant Division of the Comptroller's Office, and also to provide for present staff, I have made the following personnel assignments with no increases in salaries and ask approval of these assignments effective this date:

- Superintendent of Grounds - James C. Carey
- Superintendent of Buildings - W. E. McGuire
- Superintendent of Planning and Engineering and Acting Superintendent of Utilities - Earl H. Swain

25. I recommend that the title of Mr. Joseph Walker be changed from that of Cashier to Bursar. This change in title is consistent with the Cresap, McCormick and Paget report and is in keeping with the functions of the position.

26. In order to further implement the recommendations of the Management Consultants in regard to the operation of the dormitories, I have made the following personnel assignments, with no increases in salaries and ask that they be approved:

- Dormitory Manager - H. W. Rimmer
- Assistant Dormitory Manager - W. T. Davis

27. To further implement the report of our Management Consultants and to provide for the immediate functioning of the organization of the Director of Auxiliary Enterprises, it is requested that the Comptroller be granted authority to make the following appointments:

   (a) Student Dormitory Counselors in the ratio of one counselor per fifty students living in the dormitories; each such appointee to receive $25 per month during the school session.

   (b) A Supervisor of Duplicating Services at an entrance salary range of $3600 to $4200 per annum.
28. It is requested that the Comptroller and the President, with the advice of
the Director of Physical Plant and the Personnel Director, be authorized to
recruit and appoint a Refrigeration Mechanic at an entrance salary from $3800 to
$4400 per annum.

29. It is requested that the Comptroller and the President, with the advice of
the Director of Physical Plant and the Personnel Director, be authorized to
recruit and appoint a Motor Pool Supervisor at an entrance salary from $3600 to
$4200 per annum.

30. We have received invoices from Cresap, McCormick and Paget for pro-
fessional services through July 30, 1955 which complete the billings for Clemson
Assignment No. 1, and authority is requested to make payment from available funds.
I also ask your authority to provide funds in the budget to meet the costs of the
Management Consultants' Clemson Assignment No. 2 which is scheduled to continue
through June 1956 and to pay invoices as submitted. The estimated cost for pro-
fessional services for the remainder of this fiscal year is $6,000 plus actual
cost of travel and living expenses.

31. Paragraph 3A of the College Rental Housing Lease states the following:

"That if Party of Second Part fails to pay the rent or
any part thereof when it is due, this contract or lease shall
immediately terminate, and the Party of the First Part, or by
his agent, shall have right to take peaceful possession of the
premises leased without process of law."

It is recommended that this part of the lease be amended by adding the
following:

Further, if Party of Second Part is a student of the
college and fails to pay rent or any part thereon when it
is due, the College reserves the right to drop the student
from class rolls and not permit him to re-enter college
until delinquent rent is paid in full.

By adding this statement to the contract the College establishes a
policy which is consistent with the practice of dropping other students from
class rolls who do not meet their financial obligations. The Director
of Auxiliary Enterprises and Dean of Students could determine hardship cases and
circumstances of a temporary nature, which would preclude the strict enforce-
ment of this regulation.

32. Two married student families have been assigned 3 bedroom units because
other size units were not available. Authority is requested to charge these
students the 2 bedroom duplex rate until other units of this size are vacated and
can be re-assigned to them.

33. Our analysis of the budget thus far indicates that funds will be avail-
able to provide for some increases in salaries this year. In order to expedite
our work, it is recommended that the Administration be authorized to reflect in
the adjusted budget to be submitted to this Board in October, such salary in-
creases for both academic and non-academic personnel as available funds will
permit. Proposed increases in academic salaries would be based on the specific
recommendations of the appropriate deans and would be checked for reasonableness
and consistency among schools and departments by the Dean of the College, the
Comptroller, and the President. Increases in non-academic salaries would be
based on the recommendations of the supervisor involved and checked for con-
sistency by the Personnel Director, the Comptroller, and the President. It is
further recommended that the October budget make provision for increases in
academic salaries to be effective September 1, 1955 and for increases in non-
academic salaries to be effective November 1, 1955.

34. I recommend that the Comptroller, upon the recommendations of the
appropriate supervisors and with the concurrence of the Budget Officer, be
authorized to approve non-academic personnel appointments, re-assignments, and
replacements, except for professional workers in the Extension Service and Ex-
periment Station, and professional positions immediately under the four top
administrative officers. Such personnel actions are to be taken only after investigation by the Personnel Director to determine the need for the appointment, re-assignment, or replacement in terms of the Board's expressed long-range objectives, the requirements of the position, and the qualifications of the applicants.

35. It is recommended that the President be authorized to approve appointments for professional Extension Service and Experiment Station research personnel upon the recommendation of the appropriate director and the Dean of Agriculture and with the concurrence of the Budget Officer, the Personnel Director, and the Comptroller.

36. The College Administration has adopted and is following the principle of finalizing an acceptable faculty-student ratio in conformity with the policies of the Board of Trustees. In order that the faculty may not be completely overloaded in any one department this fall, I recommend that in those instances where the teaching load is clearly excessive the Dean of the College be authorized to approve adjustments in teaching assignments and where necessary, to approve the employment of additional teaching staff, not to exceed the rank of Assistant Professor.

37. I recommend that the Personnel Director be authorized to approve the employment of day laborers and other menial laborers, which are non-permanent and of short duration, upon certification by the respective supervisor or department head that such labor is justifiable and necessary and that required funds are available.
TO

THE BOARD OF TRUSTEES

This report is submitted including specific recommendations of the President for consideration by the Board of Trustees at the meeting on October 26, 1955. Some background information is given along with recommendations as appropriate, and additional information will be available at the meeting to answer any questions you may have.

At the October meeting reports will be presented by the Dean of the College, the Dean of Students, and the Comptroller. These reports will give information concerning the progress we are making in implementing the new organization. There will also be an opportunity for questions and discussion concerning various phases of the work of the institution.

In the report which follows you will find the President's recommendations underlined for your convenience in reading the report.

R. F. Poole, President

Clemson, South Carolina

October 17, 1955
Enrollment. The enrollment of 3034 students for this semester represents a thirteen percent gain over the 2690 enrolled last fall, and the enrollment of 1104 new students is a twenty-eight percent increase over the 854 enrolled the year before. The total enrollment is the highest since the all-time high of 3360 in 1949-1950, and the enrollment of new students has broken the previous record of 1027 in the summer and fall of 1949.

The enrollment of 191 new Korean veterans is the largest number to enroll at any one time since the close of the Korean conflict, with the result that the total enrollment of veterans has increased to 725. The number of coeds has increased to a total of 35 enrolled on a full-time basis, with 21 additional women students enrolled on a part-time basis.

The indications are that the enrollment for next year will equal or exceed the enrollment this fall, even with an entrance examination which may exclude approximately five or ten percent of the applicants (as recommended later in this report).

As a final word on the enrollment, I would like to present three of the most thought-provoking facts we have faced on enrollment since the "problem of numbers" following the war:

- The enrollment of 1334 students in the School of Engineering approaches the all-time high of 1373 enrolled for the first semester of 1947-1948.
- The enrollment of 463 students in Arts and Sciences is the all-time high for this school as a result of the curriculum in Industrial Management which attracted 232 students.
- The enrollments in Agriculture, Education, and Textiles are lower than they have been at any time during the past ten years.

Further Implementation of the CMP Report. The Administrative Report of Progress mailed you prior to the August 17 meeting highlighted the progress during the first month of implementing the CMP Report. This progress has continued in spite of the fact that during the past two months top administrative officers have been unusually busy with day-to-day activities necessary in getting the academic year under way. Progress on the faculty-student ratio has continued -- the cooperation of students in the transition to a civilian type college has been gratifying -- and further implementation in business services has been effected. Details of this progress will be given at the meeting of the Board when I plan to have the Dean of the College, the Dean of Students, and the Comptroller speak for themselves, covering the areas to which they have been assigned.

The CMP Report has been adopted by the Board as a guide, and is being used as a guide by the college staff. Some of the details, however, are being carefully examined by the top administrative personnel to be sure they are placed in effect. This process is going on as we move step by step in implementing the fundamental and important recommendations in the survey report.

Public Relations. With the delegation of functions to the three top administrative officers, it has been possible to give more of my attention to the public relations activities of the institution. In addition to surveying the functions in this area, which actually cut across all phases of the institution, a sincere effort has been made to recruit a Vice President for Development.

The College staff is so conscious of public relations, and the activities of this area are so great, that the Vice President for Development may find his first task that of coordinating and capitalizing on the programs already in effect rather than that of stimulating new ventures. Just to mention such programs and events as Farm and Home Week, Mothers' Day Program, Home-coming -- The Clemson Area Citizens Education Center, Maid of Cotton Contest, High School Visitors Day -- the Agricultural and Engineering Fairs, Athletic Events and the Concert Series -- Commencement and Alumni Reunions -- just to mention these events calls to mind the thousands and thousands of people who in the course of a year see Clemson -- are touched by Clemson -- love Clemson -- or at least are friendly to the institution as a result of these activities on the campus.
Less dramatic but just as real are the 57 conventions held during the past year at the Clemson House attended by an estimated 66,264 people, most of whom were "welcomed" by the President or his representative. Some groups, such as the South Carolina Textile Manufacturers Association, hold annual meetings at the College; and the conventions and meetings extend beyond the Clemson House. Approximately nine hundred Scout Leaders of the Blue Ridge Council meet in the College Dining Hall once each year, and in August 1956, the South Carolina Methodist Conference will meet at Clemson with this large group accommodated in the dormitories.

In a quiet way, an estimated 20,000 people visit the Calhoun Mansion every year, of which 16,000 actually register. Also in a quiet way, hundreds of groups of school children, conventioners, or "just plain visitors" tour the Clemson campus and the College buildings.

In addition to events, conventions, and tours, the vast public services of the College play a tremendous part in public relations. The agricultural extension services are well-known to the general public, but not so well-known are such services as textile testing, soil and water analysis, and even services in academic fields, such as the answering of inquiries on history and government by the social science department.

While many faculty members do their best public relations work when they do an excellent job of teaching in the classroom, the teaching staff also contributes directly to the public relations of the institution. Eighty-nine per cent of the teaching staff hold membership in one or more learned societies in their teaching fields, and thirty-five per cent attend one or more meetings of these academic groups each year. In addition to maintaining good public relations in the academic world, faculty members also play their part through talks at service clubs, addresses at high school commencements, articles in magazines, and a few each year publish pamphlets, and books (in addition to the hundreds of circular letters, pamphlets, bulletins, reports, etc., published by the Extension Service and the Experiment Station.)

An incomplete list of non-agricultural college and student publications, as compiled by the Library, gives thirty-eight titles of annual, quarterly, monthly and weekly publications: The Catalog, Taps, Y. M. C. A. Handbook, Alumni News, The Slipstick, Bobbin and Beaker — Scholastic Information for Parents, Clemson College Calendar of Events, The Tiger, etc.

In news coverage, we find that during the past year more news stories about Clemson appeared in the daily papers than at any other time. Practically every day in the year there was a least one Clemson story in the Greenville and Anderson papers, and on certain occasions there were as many as five separate stories on the same day. In addition, the records indicate, for example, that Clemson received more space (not including athletic news) in "The State" than did any other college or university.

Public relations away from the campus include the Alumni and Iptay Clubs meeting throughout the country — textile professors visiting in the mills, college days programs in the high schools — and thousands of letters going out from the college to prospective students, parents, and alumni, as well as to the general public in answer to inquiries. In the big numbers, we find that in 1954 county extension workers made 121,463 farm and home visits and held or took part in 36,357 educational meetings with a total attendance of 928,399 men, women and boys and girls — without including the radio coverage.

Are our public relations good or bad? What are the tests? We know that in the past twelve months 12,483 new students entered Clemson, including admissions in February, June and September — a 33 percent increase over the previous year, compared with an increase of less than 10 per cent in the number of high school graduates. We know that without benefit of a promotional organization we are getting some contractual research — $163,751 in textiles during the past eight years, plus smaller amounts in other fields, we know that the gift of Olin Hall will be some stimulus for other sizeable gifts in the future, from the Olin Foundation or other sources (Mr. Horne is still expressing his appreciation, "May I say that never have I visited any college where I have been received more respectfully, and treated more kindly" — October 12, 1955). We know that, with the exception of funds for equipment, the legislature has provided annually for Clemson about as much as could be expected, in view of the heavy demands for state funds.
We also know, however, that there should be no "letting up" in our efforts to keep Clemson before the people of South Carolina and our endeavors to cultivate friends for the institution.

We of the institution recognize the fact that the work of public relations is an all-encompassing necessity for all the people who work for the College, but because of the very complexity of the institution and the task, we are bound to make mistakes. By the same token, we shall always seek to put the institution's best foot forward.

Vice President for Development. Following the meeting of the Board I continued my efforts to recruit prospects for the Vice President for Development for presentation to the Board. Although several excellent prospects were approached the response has been discouraging.

Dr. L. H. Hance, President of the Institute of Textile Technology in Charlottesville, Virginia, would make us an excellent man. I asked Mr. Bofferding to look up Hance and his reply indicated that while Dr. Hance is an excellent man his salary would probably be too high to warrant his considering the job at Clemson. Even though Mr. Bofferding was discouraging, I hoped to sell Hance on the idea of the opportunities under the new organization at Clemson and made a trip to Virginia to see him. He confirmed Mr. Bofferding's impression that it would not be possible for him to consider the position at Clemson. At one time Dr. Hance was a member of our textile staff but left to secure his Ph. D. degree. We considered him one of the strongest men we have had and were disappointed when he decided not to return to Clemson.

Many outstanding alumni and other friends of Clemson recommended consideration of Lt. General Floyd L. Parks, the present Commander of the Second Army, who plans to retire shortly after the beginning of the new year. General Parks graduated from Clemson with an outstanding record and through the years has maintained a keen interest in the college. At one time he was on the General Staff in Washington as head of public relations.

I wrote General Parks I planned to be in Washington and asked him to meet me for a conference but it was necessary for him to be in New York at that time. Upon my return to Clemson I called him and explained the needs of the position. At that time he informed me he had been approached by a big research organization and was expecting further negotiations during the following week. While I think he would be an excellent choice from our standpoint, my impression is that it will probably not be possible for him to give the position favorable consideration.

Dr. Edward McCrady, Vice-Chancellor of The University of the South at Sewanee, has been on our campus on several occasions and made an excellent impression on both faculty and students. He is a scientist of note and also has the dynamic personality that would make an excellent leader in public relations. As a graduate of the College of Charleston he is familiar with South Carolina. He secured his Ph.D. degree from the University of Pennsylvania in 1932 and has an excellent reputation as a research scientist both on his work at Oak Ridge Institute and on his individual research.

I called Dr. McCrady and talked with him at length and asked him to allow me to present his name for consideration. Because of certain Long-range developmental projects he has underway at Sewanee at this time he felt it would not be possible for him to consider leaving his present position. Considering all the requirements of the position, I do not believe we could find a more outstanding man than Dr. McCrady who is tops in science, public relations, administration, and education.

The last prospect with whom I have been in contact is Mr. Robert H. Martin, who is currently serving as Director of the Raleigh Farmers Market with headquarters in Raleigh. Mr. Martin has made an outstanding record in developing marketing facilities in both South Carolina and North Carolina and has both promotional and organizing ability of a high order. Mr. Martin was graduated from Clemson in February 1936, just two years and four months after he entered in September 1935. I believe Mr. Martin would be interested although his present salary is higher that the figure we could offer.
Land Use Area Committee. The Land Use Area Committee, approved by the Board on August 17, has been activated. One meeting of the large committee has been held, and there have been at least two meetings of the smaller Executive Group. I am quoting the minutes of the September 19 meeting of the Executive Group for the information of the Board and for whatever disposition the Board would like to make of the recommendations contained therein:

"The committee met in H. E. Glenn's office. It was attended by Messrs. Bruner, Douthit, Garrison and Glenn.

"The committee adopted the following recommendations for the guidance of the administration:

1. All contemplated changes in land use and/or plans for structures and major installations shall be cleared through the committee for transmission, with recommendations, to the administration.

2. With the event of the Hartwell Dam, and also in consideration of Public Law 237 that would enable the college to sell land that has been deeded to it by the U.S. Government, the college is faced with problems that could seriously jeopardize its research, academic, and land management programs.

   The problems, and also opportunities, arising from these two factors must be met head-on with technical and legal advice. Examples.
   a. Our water rights need to be defined, otherwise we might find ourselves in a situation where we would not have free use of the impounded water;
   b. An agreement should be consummated whereby the college would retain use of its land between the 670-foot elevation and the level of the water; and
   c. An agreement should be made whereby no college land would be acquired above the 670-foot elevation, except under special situations, subject to the approval of the college.

3. These are only three fairly obvious problems that must be met to protect the interests of the college. There are many more. Accordingly, the Executive Committee recommends that:
   a. A special attorney be designated by the college to advise in legal matters arising from dealings with the Corps of U.S. Army Engineers, and also in matters pertaining to the sale and leasing of land.
   b. The college requests that the Corps of U.S. Army Engineers, in accordance with its verbal commitments provide the funds for a private consulting engineering firm whose services would be available to the college in meeting the technical and physical problems arising from the Hartwell Dam.

4. All reports and recommendations of the committee shall be submitted to the President with copies to the dean whose school is involved."

Space Utilization. As requested by the Board (Item 8, August 17 meeting), the space situation has been surveyed so far as the use of rooms for instructional purposes is concerned. Detailed tables have been compiled and will be available as information at the meeting of the Board. In general, usage in hours per week per room is approximately twice as great for Engineering and Arts and Sciences as it is for Agriculture and Textiles.
President's Recommendations. The President's recommendations are given on the following pages along with background information as appropriate. The recommendations for the consideration of the Board are underlined for your convenience.

1. Entrance Examinations. At the July 18 meeting the Board approved the raising of admission standards through the use of entrance examinations and asked the administration to work out plans for this requirement to be submitted to the Board for consideration and approval. Such plans have been worked out and have been endorsed by the Educational Council. Upon approval by the Board, this requirement can be announced and placed in effect.

Under the plan endorsed by the Educational Council, the entrance examination requirement will become effective immediately except for applicants already accepted for admission in February 1956, and except for the few foreign students admitted each year. Undergraduate applicants will be required to stand either the Academic Aptitude Test of the South Carolina College Entrance Examination Service or the Scholastic Aptitude Test of the College Entrance Examination Board, at the choice of the applicant.

Graduate students will be required to stand either the Graduate Record Examination or the National Teachers Examination, at the choice of the applicant.

The South Carolina College Entrance Examination Service is a program in which the University and Winthrop are currently cooperating and in which Clemson can also cooperate if authorized by the Board. The tests are professionally constructed with protected material which is being used for this purpose and this purpose only. The cost of the program will amount to approximately $9000, if borne by the College, but authority is requested to finance this program, if deemed advisable, by charging each applicant a special fee, not to exceed $6.00. The University and Winthrop are currently charging this fee of certain applicants, and it is felt that the three institutions can get together and charge the fee of all applicants when Clemson goes into the program. The six-dollar fee is the same as charged by the College Entrance Examination Board for the Scholastic Aptitude Test which will be chosen by most of the out-of-state applicants.

So far as the qualifying score or "passing mark" is concerned, the plan provides that the exact score be set by the Educational Council, provided that this qualifying score not exclude more than "the lowest ten per cent", based upon the quality of high school graduates entering Clemson during the past three years. For students who have attended other colleges for at least one full semester, a higher score will be set, but not higher than would have excluded twenty per cent of students entering in the past three years.

For graduate students, the qualifying scores will be set at a point comparable to the minimum score for a "B" under the South Carolina Teachers Examination requirements.

The plan as endorsed by the Educational Council proposes that the entrance examination requirement be established in addition to other requirements for admission already in effect.

I recommend that the plan as described above be approved by the Board and that the administration be authorized to place the entrance examination requirement in effect.

2. Requirements for Continuing Enrollment. The CMP Report recommends that "the requirements for continuing enrollment at Clemson should be simplified and rigidly enforced" and "that this requirement should be approved by the Board of Trustees." At the present time the requirements for continuing enrollment are rather complicated and should be simplified next year. By adopting the new requirements at this time, due notice can be given to all students in order that they may have ample opportunity to meet the new requirements.

I recommend that the following policies concerning the academic requirements for continuing enrollment, as endorsed by the Educational Council, be made effective beginning with all students enrolled at Clemson in 1956-1957:
"All students are expected to maintain a quality of academic work at least comparable to the minimum quality requirement for graduation. Students who do not maintain this quality at the beginning of their college work are expected to improve progressively to be eligible to continue their enrollment in the institution.

The records of all students are regularly checked for quality at least once each year, usually at the end of the regular session, and those who do not meet certain minimum standards will not be permitted to return for the following session. Such students may attend summer school but cannot qualify to return by summer school attendance unless they meet the requirements of progressive improvement indicated in the minimum standards given below:

(a) A student who has taken a total of 30 to 59 credit hours at Clemson must have a cumulative grade-point ratio of 0.8 or above to be eligible to continue his enrollment.

(b) A student who has taken a total of 60 to 89 credit hours at Clemson must have a cumulative grade-point ratio of 1.2 or above to be eligible to continue his enrollment.

(c) A student who has taken a total of 90 or more credit hours at Clemson must have a cumulative grade-point ratio of 1.4 or above to be eligible to continue his enrollment.

"A student who fails to meet the required grade-point ratio of 0.8 or 1.2, respectively, as indicated above may apply for readmission after a minimum of one semester has elapsed. A student who fails to meet the required grade-point ratio of 1.4 or above after having taken 90 or more credit hours is permanently ineligible for readmission."

3. Quality Requirement for Graduation. At the July 18 meeting the Board approved the setting of higher academic standards for graduation and asked the administration to work out plans for this requirement and submit them to the Board for consideration and approval.

For the past five years, the Deans and Directors, and more recently the Educational Council, have been giving consideration to the quality requirements for graduation from Clemson. Progressively higher requirements have been established and announced, with a grade-point ratio of 1.5 required in 1954 and 1.6 required in 1955. When this requirement was changed to 1.7 for 1956, it was apparent from the records of students that no higher requirement could be reasonably set unless students were screened by an entrance examination at the time of admission. Hence it was decided to continue the requirement of 1.7 through 1959 and this policy has been announced. However, if an entrance examination requirement is established for admission in 1956, an additional step can be taken toward higher standards to be effective for graduation in 1960.

I recommend that beginning in 1960 the quality requirement for graduation be set at a minimum cumulative grade-point ratio 1.8.
4. School of Education. At the July 18 meeting the Board specified that "the organizational location of the present School of Education should receive further study by the President and the Dean of the College, with a recommendation to be made to the Board at its October 1955 meeting." The President and the Dean of the College have given further consideration to this question, have analyzed the organizational patterns of other Land-Grant Colleges and Universities, and submit the recommendations given below.

In general, Education is organized as a separate entity in other Land-Grant Colleges. The patterns vary, but among the colleges in this area, for example, we find Education organized as a College of Education at the Universities of Florida, Georgia, and Tennessee and as a distinct School of Education at Alabama Polytechnic Institute, Mississippi State College and North Carolina State College.

The School of Education has maintained good relations with the South Carolina State Department of Education through which approximately $35,000 is received each year toward our budget. The School of Education and the State Department of Education work closely together on all matters affecting teacher training in Agricultural Education and Trade and Industrial Education, and any change in our organization which deemphasizes Education could very easily be detrimental to our leadership in these important areas.

The agricultural and industrial teachers in the State look to Clemson for effective programs in teacher training. Recently the agricultural teachers of South Carolina went on record that "Clemson College needs one of the strongest Schools of Education in the South to meet the demands for well-trained teachers and administrators for our schools of South Carolina." In their recent annual conference, this group recommended "that the School of Education be greatly strengthened and sufficient funds be made available to properly support such a school."

Our School of Education may need to be revitalized, and steps can be taken in this direction; but if Clemson is to hold its place among Land-Grant Colleges in the field of teacher training and its leadership in agricultural and industrial education in South Carolina, it is felt that it would be a mistake to reduce its status to that of a Department.

Finally, Education at Clemson is no more expensive as a School than it would be as a Department, provided, of course, that the size of the faculty is related to teaching load in accord with the general policy of the College. The salary of the Dean of this School is currently within the range of the salaries of department heads.

In view of the above facts, I recommend:

(1) That the School of Education be continued as a School with the Dean of the School responsible to the Dean of the College the same as other deans.

(2) That the Dean of the School of Education be expected to carry a teaching load comparable with the heads of departments.

5. Changes in Titles. The majority of the changes in titles recommended below are merited promotions in the teaching staff as recommended by the Deans of the respective Schools and the Dean of the College. Some changes are transfers between teaching and public service activities, and others represent the adoption of new titles listed in the CMP Report to describe the functions performed.
I recommend the following CHANGES IN TITLES effective at this time:

### School of Agriculture

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<th>Name</th>
<th>Present Title</th>
<th>Title Recommended</th>
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</thead>
<tbody>
<tr>
<td>G. H. Bonnette</td>
<td>Chief Clerk and Accountant</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>G. H. Collings</td>
<td>Professor of Soils and Head of Agronomy Department</td>
<td>Professor of Soils, Agronomist, and Head of Agronomy Department</td>
</tr>
<tr>
<td>G. H. Dunkelberg</td>
<td>Assoc. Professor of Agri. Engineering and Assoc. Agri. Engineer</td>
<td>Professor of Agri. Engineering and Agri. Engineer</td>
</tr>
<tr>
<td>W. J. Goodwin</td>
<td>Associate Entomologist</td>
<td>Assoc. Professor of Entomology and Zoology and Assoc. Entomologist</td>
</tr>
<tr>
<td>Koloman Lehotsky</td>
<td>Assoc. Professor of Forestry</td>
<td>Professor of Forestry</td>
</tr>
<tr>
<td>J. E. Whitney, Jr.</td>
<td>Assoc. Professor of Botany</td>
<td>Professor of Botany</td>
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### School of Arts and Sciences

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<tr>
<td>G. E. Bair</td>
<td>Assistant Professor of English</td>
<td>Assoc. Professor of English</td>
</tr>
<tr>
<td>C. Q. Brown</td>
<td>Instructor in Geology</td>
<td>Asst. Professor of Geology</td>
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<tr>
<td>E. Park</td>
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<tr>
<td>W. E. Webb</td>
<td>Assistant Professor of History and Government</td>
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<tr>
<td>J. K. Williams</td>
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### School of Engineering

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<tr>
<td>J. C. Cook</td>
<td>Professor and Acting Head of Mechanical Engineering</td>
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<tr>
<td>R. H. Doyle</td>
<td>Instructor in Drawing and Design</td>
<td>Assistant Professor of Drawing and Design</td>
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<tr>
<td>Alvon C. Elrod</td>
<td>Instructor in Mechanics</td>
<td>Assistant Professor of Mechanical Engineering</td>
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<tr>
<td>J. M. Ford</td>
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<tr>
<td>E. A. Gunnin</td>
<td>Assistant Professor of Architecture</td>
<td>Associate Professor of Architecture</td>
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<tr>
<td>H. W. Humphreys</td>
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<td>Associate Professor of Mechanics and Hydraulics</td>
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<tr>
<td>John H. Hunter</td>
<td>Assistant Professor of Civil Engineering</td>
<td>Associate Professor of Civil Engineering</td>
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<tr>
<td>R. W. Moorman</td>
<td>Associate Professor of Mechanics and Hydraulics</td>
<td>Professor of Mechanics and Hydraulics</td>
</tr>
</tbody>
</table>
School of Textiles

Name  Present Title  Title Recommended
R. J. Breazeals  Instructor in Textile Chemistry and Dyeing  Assistant Professor of Textile Chemistry and Dyeing
T. D. Efland  Assistant Professor of Knitting  Associate Professor of Knitting

Library

John B. Howell, Jr.  Circulation Librarian  Assistant Librarian in Charge of the Social Sciences and Humanities Division

Student Affairs

J. R. R. Cooper  Associate YMCA Secretary  Director of the Student Center and Associate YMCA Secretary
R. E. Lovett  Associate Professor of Music  Director of Bands
L. W. Milford  College Surgeon  Director of the Student Health Service

6. Right of Way Easement Through Truck Station. Upon the request of Mr. S. N. Pearman, State Highway Engineer, and the recommendations of Dean M. D. Farrar, Dr. O. B. Garrison, Director of Agricultural Experiment Station, and H. E. Glenn, Vice-Director of Engineering Experiment Station, I request the Board of Trustees to grant approval of a right-of-way easement through properties of the Truck Experiment Station in Charleston County described as follows:

A parcel of Truck Experiment Station land 485.4 feet in length and 65 feet in width, bordering on the present right-of-way of U. S. Highway #17.

Mr. Harold Major, Attorney for the College, was contacted regarding the above easement, and he has signified his verbal approval.

7. Budget Recommendations. The proposed revised budget for the fiscal year 1955-1956, submitted in a separate volume, is designed to provide the means for carrying out the objectives of the CMP Report to the extent possible at this time. I recommend approval of this revised budget. I further recommend that the salary changes proposed for academic personnel be made effective September 1, 1955 and those proposed for non-academic personnel be made effective November 1, 1955.

The proposed upward adjustments in salaries have been held to a minimum and all salaries shown on a yearly basis in order to take reasonable precautions against deficits this year and in ensuing years. Due to the lag in the effective date of salary adjustments and in the filling of a number of positions, there will be certain lapses of funds available for non-recurring expenditures. I recommend that the administration be given approval to use these and any other lapsed funds to purchase some of the needed equipment, to make some needed repairs to buildings and premises, and to meet unforeseen contingencies.

8. Rates for Student Dry Cleaning. Recent studies indicate that the cost for student dry cleaning is greater than rates charged. In accordance with the proposal made by the CMP Report, I recommend that the following increased rates be established and that they become effective the beginning of the second semester:

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<th>Proposed Rate</th>
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<tr>
<td>Sweaters</td>
<td>.25</td>
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9. Razing of Buildings. The wooden school house located at Fant's Grove is not being used and has deteriorated beyond economical repair for College use. I recommend that this building be sold and dismantled.

There are two dwellings located on lands identified as the Land Use Area which have deteriorated beyond economical repair. These units are not required by College departments and I recommend that these dwellings be razed.

10. Housing for Students Suspended from College. The Housing Office currently allows married students who have been suspended from College for one semester, due to failure to pass their required academic work, to remain in Pre-Fab units only if:

1. There are no other married students desiring such housing, and
2. The suspended students agree to pay the non-student rental rate during their period of suspension.

11. Rental of Space to Health Clinic. The Fellowship Club, a civic organization composed largely of College faculty and staff members, has sponsored a Health Clinic since January 3, 1938. College employees and their families make up the largest number of individuals treated by the clinic. The services include providing immunization shots, Wasserman tests, issuing food handling permits and performing other clinical treatments, all of which are done without charge.

The clinic has been required to vacate the downtown offices. Every effort has been made by the Fellowship Club to locate other offices off the campus. However, as of this date, it appears that no quarters are available. The College has been requested to provide space in one of its buildings in order that the services of this clinic may be continued. The Fellowship Club has offered a rental fee of $25 per month for any suitable area assigned. The basement of the old Fertilizer Analysis Building is not occupied and cannot economically be used for office or instructional purposes. I recommend that this space be made available to the Fellowship Club Health Clinic at the rental rate of $25 per month.

12. Personnel Changes at the Clemson House. The CMP Report recommends the employment of a full-time Assistant Manager for Sales and Promotion work in the Clemson House. I recommend that Mr. C. D. Plyler be transferred to this position effective November 1, 1955 on a trial basis. Mr. Plyler is a native of South Carolina, personally acquainted with numerous groups and associations which hold annual meetings, conventions and conferences in hotels. He is a graduate of Clemson, a valuable qualification when contacting groups of this type in South Carolina.

I further recommend that the salary of Mr. Plyler be $5800 per year with no maintenance. His present salary is $300 per month plus full maintenance which is equivalent to around $5500 per year.

I recommend that Mr. J. R. Yarborough, the present Assistant to the Manager of the Clemson House be given a salary of $3900 per year plus meals, effective November 1, 1955.

Permission is also requested to recruit and hire another Assistant to the Manager at the entrance salary of $300 per month with no maintenance.

13. Recommendations with Reference to Agricultural Activities. Many meetings and conferences have been held concerning agricultural activities. For the consideration of the Board, I recommend:

1. That the proposed organizational chart for the School of Agriculture as submitted herewith be adopted.
2. That the proposed organizational chart for the Extension Service as submitted herewith be adopted.
3. That the "Recommendations for Reorganization of Extension Service in Districts and Counties of South Carolina" as submitted herewith be approved, and
That the "Recommendations for Naming District and County Leaders of Extension Work" as submitted herewith be approved.

In conformity to the wishes of the Dean of Agriculture and the Director of Extension, I recommend:

(5) That final action concerning the number of Extension workers be delayed until further study can be made of the overall needs, and

(6) That the "Basis for the Employment and Distribution of County Extension Workers in South Carolina Counties" be received as information at this time.

Submitted herewith is a copy of a letter of October 12, 1955, from Dean M. D. Farrar, along with a Report on the Branch Stations. This letter and report are submitted for the information of the Board. Upon recommendation of Dean Farrar, and his staff, I recommend:

(7) That the Sandhill Branch Experiment Station be retained for experimental and demonstration projects in livestock sanitation, horticulture, agronomy, entomology, and plant pathology,

(8) That the Coast Branch Experiment Station be retained until further study can show that we are in position to make a wise decision relative to the status of this station, and

(9) That the operation of the Coast Station be reduced to a minimum level unless research requirements demand otherwise.

(10) That Mr. L. F. Cato, Extension Livestock Specialist, now located at Spartanburg, be transferred to headquarters at Clemson,

(11) That Mr. L. E. Massey, Extension District Agent, now located at Spartanburg, be transferred to headquarters at Clemson, and

(12) That the research section in Home Economics, to include Miss Elizabeth S. Watson, Head of Home Economics Research Department, and Miss Phyllis Drake, Assistant Home Economist, now located at Rock Hill, be transferred to headquarters at Clemson.

Thirteenth Report to Fertilizer Board of Control. Submitted herewith is the "Report to Fertilizer Board of Control." I recommend that the recommendations contained in this report be approved.
SCHOOL OF AGRICULTURE
ORGANIZATION
Proposed

Board of Trustees

President

Comptroller

Dean Students

Public Service
Dean Agric.

Dean College

Vice-President

Dir. Extension
Asst. Director

Dir. Exp't
Station

Dir. Agric.
Teaching

Dir. Livestock
Sanitary Div.

Budget Officer
Agriculture

Soil Testing

Crop Pest

Agricultural Economics &
Rural Sociology
Agricultural Engineering
Agronomy
Animal Husbandry
Botany & Bacteriology
Food Technology and
Agricultural Chemistry
Publications

Dairy
Entomology & Zoology
Farms
Forestry
Home Economics
Horticulture
Poultry

Teaching
Research
Extension
RECOMMENDATIONS FOR REORGANIZATION OF EXTENSION SERVICE IN DISTRICTS AND COUNTIES OF SOUTH CAROLINA

Recommended District Organization

I. That for administrative purposes, one District Extension Agent in each extension district be designated by the Director of Extension as District Director of Extension, and that this District Director be responsible to the Director of Extension for the organization and conduct of extension work in his district.

II. That as a policy the District Agricultural Agent in each extension district be named as District Director of Extension, except in cases where it is determined that the District Home Demonstration Agent should be so designated.

III. That as a policy the District Home Demonstration Agent in each extension district be named as Associate District Director of Extension.

IV. That the District Director of Extension be responsible for the following listed activities:

1. Supervision and coordination of all extension work in the district to obtain the most effective maximum of extension work.

2. Recommending suitable personnel for county extension workers.

3. Contacts with County legislative delegations in the district regarding the appointment of county extension personnel.

4. Clearing communications and administrative matters between County Directors of Extension in the district and the Director of Extension.

5. Recommendations to the Director of Extension for county appropriations for extension work.
6. Contacts with county legislative delegations in the district regarding county appropriations for extension work.

7. Recommendations to the Director of Extension for leaves of absence, out-of-county travel and out-of-state travel for county and district extension personnel.

8. Recommendations to the State Director and arrangements for specialist training for county extension workers where needed in the district.

9. Other specific duties as may be assigned by the Director of Extension.

V. That the title of the State Supervisor of Negro Agricultural Extension work be changed to State Leader of Negro Agricultural Extension Work; that the title of the State Supervisor of Negro Home Demonstration Work be changed to State Leader of Negro Home Demonstration Extension Work, and that the titles of their assistants be changed to Assistant State Leaders of Negro Agricultural Extension Work and Assistant State Leaders of Negro Home Demonstration Work respectively.

VI. That the State Leader of Negro Agricultural Extension Work and the State Leader of Negro Home Demonstration Extension Work be responsible to the District Directors of Extension in their respective districts for leadership and training of Negro extension workers.
District Organization Chart

District Director of Extension
(District Agr. Agent)

State Leader of Negro Extension Work

Associate District Director of Extension
(Dist. Home Dem. Agent)

State Leader of Negro Home Demonstration Work

County Directors of Extension & County Extension Staffs
Recommending County Organization

I. That for administrative purposes, one extension worker in each county be designated by the Director of Extension as County Director of Extension, and that all extension workers in the county be responsible to this director.

II. That, as a policy, the county agent in each county be named as county director of extension, except in cases where it is determined that another county extension worker should be named.

III. That, as a policy, the county Home Demonstration Agent be designated as Associate County Director of Extension, except in cases where it is determined that another county extension worker be named.

IV. That the county Director of Extension should be responsible for the following listed extension activities:

1. Coordination of extension work in the county to obtain the most effective results from the county extension staff.

2. Development and conduct of the over-all county extension program.

3. Clearing communications on administrative matters between individual county workers and the district director's office.

4. Recommending personnel for county clerical staff.

5. Supervision of county clerical staff.

6. Management of office space, equipment, supplies, etc.

7. Maintenance of county office records and preparation and forwarding of official reports.

8. Routine contacts with county governing board and county legislative delegation.

9. Contacts with county agricultural committee.

10. Recommendations to district director for requests for county appropriations.
11. Requests to state extension office for equipment and supplies.

12. Approval of requests for leave of absence, out-of-county travel, expense accounts, etc., for county extension personnel.

13. Other specific duties as may be assigned by the District Director of Extension.

V. That, because of their long-standing and familiarity to the public, the titles, "County Agent" and "County Home Demonstration Agent" be maintained and the titles "County Director of Extension" and "Associate County Director of Extension" be assigned by the Director of Extension for administrative use only.

VI. That the titles "Assistant County Agent" and "Assistant Home Demonstration Agent" be maintained.

VII. That the title of "Negro Agricultural Agent" be changed to "Assistant County Agent, Negro Extension Work" and the title of "Negro Home Demonstration Agent" be changed to "Assistant Home Demonstration Agent, Negro Work."

VIII. That, where facilities will permit, or can be obtained, and as rapidly as is consistent with commitments in force and good public policy, the offices of the county agents and county home demonstration agents be brought together, and one secretarial force employed to serve both.

IX. That, under the same conditions as outlined in VIII above, the offices of the men and women Negro Agents in each county be brought together, and one secretarial force employed to serve both.
X. That provision be made that assistant agents both men and women, who have completed 10 years of satisfactory service, or, who have completed 5 years of satisfactory service and hold a master's degree, be eligible for promotion upon the recommendation of the Director of Extension to the positions of:

1. Associate County Agent
2. Associate County Home Demonstration Agent
3. Associate County Agent, Negro Work
4. Associate Home Demonstration Agent, Negro Work, respectively, with appropriate increase in salary.

XI. That county agents and county home demonstration agents with master's degrees be given appropriate increases in salary.

County Organization Chart

[Diagram of organization chart with County Director of Extension, Assistant & Associate County Agents, White & Negro Work, and Assistant & Associate Home Demonstration Agents, White and Negro Work]
## RECOMMENDATIONS FOR NAMING DISTRICT AND COUNTY LEADERS OF EXTENSION WORK

### DISTRICT LEADERS

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<th>District</th>
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<th>Associate District Leader</th>
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<td>J. T. Lazar</td>
<td>Miss Curtys Ballentine</td>
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<td>Piedmont</td>
<td>L. B. Massey</td>
<td>Miss Gertrude Lanham</td>
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<tr>
<td>Savannah Valley</td>
<td>A. H. Ward</td>
<td>Miss Sallie Pearce</td>
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### COUNTY LEADERS

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<td>Abbeville</td>
<td>L. H. Bull</td>
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<td>Miss Elzie K. Nelson</td>
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<td>Miss L. Louise Heriot</td>
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<td>Miss Jennie M. McNauli</td>
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BASIS FOR THE EMPLOYMENT AND DISTRIBUTION OF COUNTY EXTENSION WORKERS IN SOUTH CAROLINA COUNTIES

County Agents

After the passage of the Smith-Lever Act by the Congress of the United States in 1914, its subsequent acceptance by the South Carolina Legislature, and the establishment of the Clemson College Extension Service, county agricultural agents and county home demonstration agents were employed in those counties where county appropriations were made to match funds available through the Extension Service from state and federal appropriations.

County Agent Law

This plan of operation continued until 1929, when Act No. 600, commonly known as the County Agent Law, was passed by the South Carolina Legislature authorizing and directing the Extension Service to employ at least one county agent and one home demonstration agent in each county, the salaries of these agents to be paid from state and federal funds. Sufficient state funds were appropriated at that time to be used with Federal Smith-Lever funds to pay these salaries.

Following the passage of Act No. 600, county agents and home demonstration agents were employed in all counties that did not have agents at that time.

System of Placing Assistant Agents in Counties

Since the enactment of the County Agent Law, supplementary state and federal funds have been appropriated from time to time to provide additional extension workers to meet the growing needs of farm people for trained leadership and technological assistance.

The funds have been used to place assistant county agents, assistant home demonstration agents, Negro agricultural agents, and Negro home demonstration agents in counties, and to employ qualified specialists and supervisors to back the county workers with authoritative information and supervise the conduct of an efficient program of extension work.

These agents have been placed in counties generally in proportion to the number of farms per county. In employing assistant county agents, the rule of one assistant in each county with 2,000 or more farms, two assistants in each county with 4,000 or more farms, and three assistants for each county having 6,000 or more farms, has been generally followed with some exceptions having to do with the type of agriculture, number of white farmers, etc. The same general basis has been followed in placing assistant home demonstration agents.

Negro County Extension Agents

Negro agricultural agents and Negro home demonstration agents have been placed in counties having the largest number of Negro farm families, except in cases where the location of a Negro agent in a county was not approved locally.

On the following page is a table showing the number of farms and the number of extension agents by counties.
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Total: 139,364; 78,022; 61,342

* 1950 Agricultural Census

1- Pilot counties assigned additional personnel for Extension Farm & Home Development Program
2- Other counties assigned additional personnel for Extension Farm & Home Development Program
The extension staff of 288 county workers, including 46 county agents, 88 assistant county agents, 46 home demonstration agents, 38 assistant home demonstration agents, 38 Negro agricultural agents and 38 Negro home demonstration agents, is not large enough to render the service needed by South Carolina farm people for technical help in working out their farm and home problems, and adjusting to a rapidly changing agriculture and rural life.

An extension agent at best can work with from 400 to 500 farm families a year on their farms and in their homes, and at the same time carry out other phases of the extension program, such as educational meetings, 4-H Club work, office calls, correspondence, educational publicity, assistance to urban people, and many other duties he or she is called upon to perform. Since both men and women agents work together with the same farm families on their farm and home problems respectively, it is estimated that the county extension staff can at best give on-the-farm and in-the-home service to approximately one-fourth to one-third of the farm families in a county each year.

Farm and Home Development

As a result of this situation, which exists generally in all states, farm people, through their farm organizations, such as the American Farm Bureau, the Grange, the National Cotton Council, the National Council of Cooperatives, and a number of others, started a movement some three years ago which has resulted in the appropriation of additional federal funds in 1954 and 1955 for the employment of additional county extension workers. It was agreed by the Extension Service, the farm organizations and the Congress that these additional extension workers would devote their time to work with farm families on their farms and in their homes, bringing to them and helping them apply the results of research and successful farm experience, to the end that these farm families may make the best use of their land, labor, capital, and human intelligence, and thus increase their incomes and improve their standards of living.

Two increments of this federal appropriation for farm and home development have been made available to the Clemson College Extension Service. In 1954, $176,000 was used to employ 35 additional agents in Colleton, Edgefield, Florence, Marion, Pickens, Richland, Spartanburg and York counties. In 1955, an additional $136,000 was made available, and is now being used to employ additional county extension workers in Aiken, Anderson, Bamberg, Cherokee, Chester, Chesterfield, Clarendon, Darlington, Georgetown, Hampton, Horry, Lexington, Marlboro, Newberry, Oconee, Orangeburg, Saluda, Spartanburg, and Williamsburg counties. These 60 additional county extension workers are included in those listed in the chart on page 2.

Future Expansion Planned

It is the plan of the farm organizations to request additional appropriations over a period of the next five years or more until a sufficient number of extension workers can be employed to meet the needs of farm people.
In South Carolina it is conservatively estimated that we need 450 to 500 county extension workers, including an equitable proportion of trained men and women, both white and Negro, to adequately serve the farm people of the state and develop our farms and homes to their fullest potential of income and standard of living. Extension studies have shown conclusively that those farm families who receive the needed on-the-farm and in-the-home service from extension workers make far greater increases in income than those who had the average amount of assistance from extension workers, plus information from bulletins and other sources of information.

**Extension Specialists**

As the county agent system developed and farm people came to call upon agents for technical information and help in all phases of farming and homemaking, it became evident that the agents, who had to "cover the waterfront" in service to farm people, could not alone be expert, or even keep up to date, in all lines of subject matter. Consequently, it became necessary to employ extension specialists to train agents, keep them informed and help them interpret up-to-date results of research and successful farmer experience, and help them assist farm people with new and difficult problems.

Specialists perform valuable services also in leading the agents in the development of statewide or area programs in their respective lines of work. Good examples of this are programs in pasture improvement, statewide cotton improvement contest, farm mechanization, rural electrification, dairy production and marketing, marketing miscellaneous and specific products, crop insects and disease control, rodent control, woodland management, fruit and truck crops production, livestock production and marketing, poultry improvement, food conservation, Four-H Club work, and others.

Following is a list of extension projects and the number of specialists employed under each project.

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This distribution of specialists is designed to meet the needs in each line of work, though the number in several lines of work is not adequate. Additional specialists are needed in Agricultural Engineering, Agronomy, Marketing Dairy Products, Plant Pathology, Four-H Club Work, Horticulture, Livestock Production and Marketing, Publications, Radio & Television, and Motion Pictures and Photography.

The Extension Service receives constant requests from farmers and organized groups of farm people for additional specialist help.

Extension Supervisors

Extension Supervisors under the titles of district agents and state supervisors have important responsibilities in locating and recommending suitable personnel for appointment as county extension workers, contacts with local governing bodies regarding appointments, office space, county financial support, etc., training county extension workers in principles of general extension methods, arranging for suitable specialists to train agents in technical knowledge and skills where needed, and generally supervising county workers in carrying out a well-balanced and coordinated program of extension work with farm people.

Following is a list of supervisory groups with the number of supervisors employed in each group:

District Agricultural Agents .......... 3
District Home Demonstration Agents .... 3
Negro Agricultural Supervisors .......... 2
Negro Home Demonstration Supervisors .... 3
"Dr. R. F. Poole, President
Clemson Agricultural College
Clemson, South Carolina

"Through Dean F. M. Kinard

"Dear Dr. Poole: Subject: Report on the Branch Experiment Stations

"The CMP Report to the Board of Trustees in June 1955, carried certain recommendations relative to the Branch Stations. To date, no attempt has been made to reorganize these units. All of them are much involved and will require careful study to obtain their greatest return.

"Certain specific recommendations were made on the Sandhill and Coast Stations. We have reviewed the work at these stations and present the following data and opinions for your consideration. We have also prepared a recommendation applying to each of these Branch Stations.

"Your consideration of these data is requested. Further guidance is desired as to the wishes of the Board of Trustees concerning these Stations.

Very truly yours,

M. D. Farrar
Dean of Agriculture"
Branch Experiment Stations

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Since 1953 the boundaries of all stations have been checked and marked with steel or concrete posts. In addition, each station has been completely mapped into fields for normal operation. All work done on the station should now be referred to this master map. Copies have been made available to all personnel who are making use of the stations.

Maps of all branch stations are attached as a matter of record.


A report on each branch station was sent to Dr. Poole, indicating the projects underway at each location. There has been no essential change since that date.

Coast Branch Experiment Station, Summerville, S. C.

This station was established in 1907 with a deed for 300 acres, S. C. Tract #1, dated September 19, to the State of South Carolina from the Southern R. R., Carolina Southern Division, and the Southern Railroad Company. A second tract of 300 acres dated August 29, 1921, also deeded to the State of South Carolina, was added in 1921. Numerous small tracts deeded to Clemson College were added to make up the total of 780.6 acres.

The station has a land type representing 15 to 20 percent of the state. This is the most undeveloped land area of the state, growing at present, largely pine forests. The land is highly productive, its production being limited by improper drainage. The station land has been properly drained and has only recently reached a satisfactory level of production. The land produces excellent crops of grain, corn, and pasture for cattle.

An excellent forest management program was established on 200 acres of this tract. Management has been maintained to a degree, providing the finest example of low country timber production on the east coast. Much of this timber is approaching maturity, and will yield valuable data when harvested, as well as an income of perhaps $400 to $800 per acre. Revenue from the timber resources alone will more than offset the total money appropriated to this station.

Pastures demonstrating the use of this land for such purposes are very productive. The program was built around drainage, liming and proper fertilization. A large herd of Angus cattle has supplied breeding stock to farmers in that area.

Regular plantings have been made of grain and corn to demonstrate the value of varieties, fertilizer practices and insect control.
Points for Consideration

I. The title for six-tenths of the land rests with the State of South Carolina.

II. It contains the oldest forest planting that belongs to the College.

III. About 15 to 20 percent of the land area of the State is represented in this station.

IV. The drainage, clearing and pasture operations have only recently been completed.

V. Financially, the station has always been solvent.

VI. Closing the station might create unfavorable political reactions.

VII. It can be maintained as a stand-by unit until funds become available to operate it properly.

VIII. The demonstration of farm practices may offset a lack of projects.

Reaction of Research Staff at Clemson

Copies are attached indicating reasons for maintaining the Station at Summerville.

1. Station has a long and interesting history.

2. Per dollar invested, it has contributed as much to low country agriculture as any other station.

3. Highly adapted to drainage, beef and forestry, and pasture research.

4. Excellent place to grow foundation seed.

5. It is equally adapted to cooperative vegetable research with the Truck Station.

6. The two stations might be operated together to the advantage of both.

7. Only station in major hog area of the state.

8. Admirably adapted to studies of pastures and cattle.

Sandhill Experiment Station (1572.6 Acres)

This station was established because the land represented about 10 percent of the land area of the state. The soil type is very low in natural fertility. Before it was cleared, a fine stand of long leaf pine covered much of the sand-dune region. The people cleared this sand years ago with the result that thousands of acres are now covered with turkey and black-jack oak.
The work done by Clemson College at this station has done more than any other work in the Southeast to change basic agriculture. The natural low fertility of the soil has caused striking responses to treatments. Fundamental work has been underway at the station on lime, sodium-potassium relationships, basic exchange, nutrition deficiency symptoms and irrigation.

Basic changes were made in the station starting in 1953. The superintendent was changed to a progressive young leader. The 187 acre detached portion was planted to pine seedlings. This tract will serve the Central portion of the state on reforestation problems. It is anticipated that 20 additional acres of pine will be planted annually until all the non-productive land has been converted to pine timber.

Because of its isolation and natural advantages, as well as a convenient location to Columbia, the combined State-Federal Livestock Laboratory was placed on this station. The advantages of combining the resources of the station with those of the laboratory are now very apparent. Large groups of visitors are beginning to come to the station to see the grass plots and visit the Livestock Laboratory.

The rapidly increasing use of the laboratory along with an expanding livestock industry may eventually require the full use of this station for the study of diseases in livestock.

Active programs in Agronomy, Horticulture, Entomology, and Plant Pathology are underway. The peach variety tests are the best in the Southeast. The Horticulturist, Entomologist, and Plant Pathologist make extensive use of the station for experimental work in peaches. In plant breeding, the station has maintained plots of sesame, sunflowers, rotenone, tephrosia, grapes, bermuda, lawn grasses and many others.

This is the only location where we have adequate irrigation for experiments.

Reactions from Departments

A series of letters are attached that represent the best thinking among Clemson College leaders. The opinions expressed should be given careful consideration.

Recommendations

1. That the Sandhill Experiment Station be retained for experimental and demonstrational projects in Livestock Sanitation, Horticulture, Agronomy, Entomology and Plant Pathology.

2. That the Coast Branch Experiment Station be retained until further study can show that we are in position to make a wise decision relative to the status of this station. That the station operation be reduced to the minimum level unless research requirements demand otherwise.
Letters received from staff members of the School of Agriculture relative to the proposal in the CMP Report for the closing of the Coast Branch Experiment Station and the Sandhill Branch Experiment Station

Dr. G. H. Aull, Head, Agricultural Economics Department - September 6, 1955

In view of what I know about the history and accomplishments of the Coast Experiment Station I was utterly amazed to learn that the survey team had recommended its discontinuance and even more so to discover that apparently this recommendation had met with your approval. The Coast Station has a longer and more interesting history than any of the Stations with which Clemson has been associated and per dollar of expenditure I would say that it has contributed as much to the agriculture of the low country as any other.

I have observed for some years the tendency to neglect this important Station but I do not believe that we should permit our own negligence to be used in support of any move to discontinue it. If you will review the appropriations requested under Public Service Activities over a period of years you will note that we have been a party to the gradual deterioration of this important work primarily to the benefit of other newer and perhaps less justifiable activities. Rather than acquiesce in the suggestion that it be discontinued I would strongly urge that we make an earnest effort to operate the Station as a going concern in line with its original purpose. I am sure that this can be done and I know of no way or place that we can accomplish as much in the field of drainage, pasture studies, beef cattle work or forestry.

At this Station as at others I have felt for a long time that the services of an agricultural economist would be most helpful. However, so far we have not been able to get any recognition of this need.

Some of the more practical considerations are:

1. What would happen to the property? (It might revert to the original owners if we depart from the purposes of the original grant of land.)
2. What effect would abandonment have upon revenue? (We could see a reduction in appropriations for Agricultural Research greater than the annual cost of the Station.)
3. Where would we do work now being done at the station? (The area is peculiarly suited to certain kinds of research, e.g. forestry, pastures.)
4. What would be the public's reaction to a retreat of this kind? (I predict that it would be anything but favorable.)

Dr. C. H. Collings, Head, Agronomy Department - September 6, 1955

I have canvassed the members of the Agronomy Department relative to the advisability of abandoning the Sandhill and the Coast Experiment Stations.

Our feeling in the matter is (1) If at all possible, these stations should stay in existence. We feel that they are fulfilling a definite purpose and that they could have a bright future.
(2) If sufficient funds are not available then these stations, as such, should be discontinued, but the land should be held and put to some profitable use.
Mr. L. V. Starkey, Head, Animal Husbandry Department - September 6, 1955

I think it would be a mistake to discontinue the work at the Coast Experiment Station. I feel that this Station is just now getting in shape to do some effective research work. For many years there was very little land available, at the Station, to do research work. The soil was not drained until recently and most of the area was covered with pine stumps.

The Coast Station has never received much financial support. This has made it necessary to guard the Farm Products Account to keep out of the "red". The Station has had only one full time research man and due to the labor shortage they have used this man part of the time as a sub-foreman. I think that this was a mistake.

For dollar invested, I believe that the Station has yielded as much data as any other Station, and the research data are reliable and accurate. The following are a few of the projects which have been worked on:

Swine

A Comparison of Protein Supplements for Hogs.
A Comparison of Winter Forages for Swine.
A Comparison of Summer Forages for Hogs.
The Control of Swine Parasites by Sanitation.
Crossbreeding Work by Using Mixed Litters.

Beef Cattle

Crossbreeding Work Now in Progress:
Mineral Mixtures for Beef Cattle.
Silage vs. Rye Forage for Wintering Beef Cows.
Creep Feeding Calves.
Fertilizer Treatments for Permanent Pasture Grasses.

Dr. H. H. Foster, Associate Plant Pathologist, Botany Department - September 19, 1955

1. A peach disease control program is well established at the Sandhill Branch Station.

2. The present research program is primarily concerned with:
   a. Comparison of fungicides, including time of application, for the control of the peach scab fungus, Cladosporium carophyllum.
   b. Studies concerned with the bacterial spot (bacteriosis) disease caused by Xanthomonas pruni.

3. It is desirable to carry out research on Clemson College property when possible because:
   a. On station property it is possible to inoculate or induce infection and study diseases and the causal organism under severe conditions.

4. Labor and equipment including tractors and a spray machine, are located at the Sandhill Station, which makes possible an efficient orchard research program. It is important that the Clemson College Sandhill Station is maintained.
Reference is made to your request for an opinion from this office regarding our relationship with the Sandhill Experiment Station. The relationship as now exists, and the anticipated even closer relationship in the future, will bring greater efficiency through Clemson College to the Livestock Industry. The relationship can be handled under four distinct headings:

1. The physical relationship, whereby, there is a distinct saving in money, material, and manpower. The maintenance and beautification of the building, sharing of utilities, secretarial and bookkeeping facilities; the rendering of assistance in emergencies or other unusual circumstances are all concrete examples. The personnel of the Experiment Station have put in use peach chilling facilities to save over $10,000 worth of biologics endangered because of failure of one of our refrigerators. The presence of the irrigation system and operating personnel materially reduces the fire hazard.

2. The public relation aspect whereby two departments having radically different programs being mutually benefited by the association one with the other, is an example for other agencies to follow. There have been at least five jointly sponsored tours whereby both agencies were able to further educational benefits to agriculture covering a variety of phases of their problems. Visitors of one agency are frequently impressed by the activities of the other agency and the statement, "I had no idea so much was going on," is frequently heard.

3. The experimental aspect of this relationship can produce more efficient, economical and timely research by both agencies participating in not only the planning and operation but also the evidence received. Examples:

(a) Studies on internal parasites of sheep plus sheep utilization of a variety of pasture grasses soon to be inaugurated.

(b) Range being prepared for a turkey disease project.

(c) Facilities, pastures and other feed are provided for animals under clinical observation.

(d) Feed and pastures provided for guinea pigs, rabbits and other small laboratory animals.

4. Another aspect of this relationship goes back to the original planning of the laboratory and its location at the Sandhill Station. One of the basic justifications for establishing this relationship between the two agencies demonstrates the foresight of the planners of this project who placed a laboratory dedicated to the diagnosis and study of infectious diseases of animals in the center of the State, on State owned and controlled property, whereby, it was not only readily available to all livestock producers but also quarantined from them by its surrounding controlled barrier, the Sandhill Experiment Station. It is absolutely essential that this laboratory at all times be separated from other livestock so that infectious diseases can not be spread. The potential of this laboratory for handling exotic disease of foreign origin is basic and must be protected at all costs.

I, personally, am extremely pleased at the cooperation offered by the Sandhill Experiment Station and would hate to visualize our future if this station were abolished. Were the Livestock Sanitary Department required to maintain even the immediate surrounding area, appropriations would have to be made which would be at least equal to the Station's appropriation, and yet there would not be any experimental return to the State other than in animal diseases.
Dr. R. W. Carter (continued)

The many visitors to our laboratory serve as an index of public opinion and from them I gain the impression that the Sandhill Experiment Station means much to agriculture, not only of this area but the balance of the State. The grass project alone has created enough public interest to justify the being of this station, when in reality we know it is only one small project.

I earnestly recommend that not only support of this valuable station be given, but also consideration to increase the development of its activities and the potential of its future activities.

Mr. A. M. Musser, Head, Horticulture Department - September 27, 1955

The following are the reasons in my estimation that the Sandhill Experiment Station should not be abandoned:

1. The branch experiment stations are located on the principle soil types of the state. The Sandhill area occupies probably 8 to 10 per cent of the land area in the state. It took a good many years to establish the system of branch stations and it would be a set-back to the Experiment Station to have this system or part of it abandoned.

2. The Experiment Station has considerable difficulty in getting the work of the station publicized to growers and other citizens of the state, and this system of branch stations brings the Experiment Station nearer to many growers than would be the case if we had fewer branch stations or only the station here at Clemson. For many years this particular station did not have many visitors, principally because very little work was being carried on with the exception of our peach and grape work, but since there has been a change in some of the personnel at the station, the station is receiving a great deal of publicity and visitors go to this station each week.

3. The soil at this station is very infertile and consequently it provides us with an excellent opportunity to do nutrition work, particularly with peaches, grapes, pears, sesame, and other horticultural crops as well as agronomic crops. We have 8 peach projects in operation at this station.

4. Tenor Brothers have over 300 acres of grapes in Chesterfield County in this type of soil and are very anxious that we do more grape work. A new peach section is being developed between Bamwell and Estill, S. C. By the end of this coming winter there will be at least 1200 acres of peaches in this general area. At least half of these acres will be on the Sandhill type of soil. These growers will then have to look to the Sandhill Station for the proper information in producing peaches on that soil type. There are a large number of people living on farms on this type of soil and it would seem to be going backwards rather than forwards to eliminate this station.

5. In order to do satisfactory work, at least with crops for the growers in the state, it is necessary to have these branch stations. The work with fruits and vegetables, except for plant breeding and perhaps some physiological work, must be done at these branch stations where there are various soil types and various climatic conditions. Work on peaches at Clemson would be totally unsuited to advise the growers in the Sandhill area. Another illustration - back in the 20s and early 30s before the Truck Station was established west of Charleston we tried to do some truck crop work at the Coast Station near Summerville. We had absolutely no results in interesting the truck growers near the coast in Charleston and Beaufort Counties. We were out of their territory and even though this station was only 25 miles from the present location of the Truck Station, the growers would have nothing to do with the work we were doing there and paid no attention to the results we had obtained. This was not surprising because the soil types and the climate are quite different.
Mr. A. M. Musser (continued)

6. Increasing, perpetuating, and maintaining disease-free seeds and/or stocks of breeders foundation, and special germ plasm of many crops such as sesame, grasses, watermelons, etc., as is now being done. Many other crops can be grown with success there as needed.

7. Testing and evaluating new plant stocks for diseases, etc., before releasing them to areas of commercial production, thus eliminating the dangers of spreading diseases (for example, internal cork disease of sweet potato and all the leaf spot diseases of sesame which are seed borne. The new Palmetto sesame fields are free of diseases where planted from seed stock grown at Sandhill Experiment Station in 1954.)

I realized that it takes money to operate these branch stations, but I believe with the proper management, such as there is now at the Sandhill Station with probably some increased State appropriated funds, this station could be operated in a satisfactory manner. Under such conditions we could not do all the different kinds of work the growers would like us to do, but then that is true of all of our stations.

The population of the state is increasing and in future years Sandhill soils will be needed for food and fibre. Why abandon what we now have and then in future years re-acquire another tract of such land for research?

Mr. N. B. Goebel, Associate Forester, Botany and Bacteriology Department - September 23, 1955

It has come to my attention that a proposal has been made to dispose of certain portions of the branch stations operated by the South Carolina Experiment Station. The 186 acre forestry unit managed for timber production and demonstration may or may not be included in the above proposal. However, I am hereby presenting a few points for consideration in arriving at a decision on the above proposal, should it occur.

1. The 186 acre forest unit is devoted entirely to forestry. There are no areas now devoted to farming of any type.

2. The growing stock is 80% loblolly pine with the balance in hardwoods found in the branches and scattered upland areas.

3. According to my estimate, there was in 1953, 525,000 board feet of merchantable timber, 10 inches in diameter and up, with a valuable growing of planted 1-2 year old pine and up, to sapling and pole size trees.

4. This growing stock is growing at the rate of 285 board feet of wood per acre, per year, or an annual growth of 20,000 board feet.

5. Timber harvests are planned for every two years. Last year, 40,000 board feet of sawtimber was sold for $1100.00. Another sale is contemplated for 1956. This amount can be harvested every two years.

6. The expenses connected with the property would be protection. Fire lines, now placed, along the roads and outside boundary lines would have to be kept up.

7. The area is strategically located for demonstration and research on forest conditions common to that section of the Sandhills.
Mr. N. B. Goebel (continued)

8. If I personally owned 184 acres, earning $500 per year with as little expense as a forest property incurs, (I would pay taxes) I would consider it a valuable investment for my future financial well-being.

Mr. R. H. Garrison, In Charge, Seed Certification Department - September 9, 1955

With reference to the Sandhill and Coast Experiment Stations. We feel that both of these Stations should be maintained and we think there is definite reason for the maintaining of the Stations.

In the case of the Sandhill Station I am quite sure that it can be built up and it will afford one of the most excellent opportunities for Clemson to sell the overall agricultural program to key legislators and others who visit Columbia quite often. From our standpoint, we are growing at the Sandhill Station foundation seed corn, foundation watermelon seeds, sesame seed, foundation Coastal Bermuda, foundation Suwannee Bermuda, foundation Tifflin, foundation Tiflawn and Emerald Zoysia. In the production of foundation stolons or seed it is absolutely essential that we have isolation and that the crops be handled in a very meticulous manner. We would like to continue the production of these crops at a station similar to the Sandhill for we feel that it is of great advantage to the seed program and ultimately to the farmers of South Carolina and logically it should mean something to the station itself. At the Sandhill Station there is a great amount of water available and the crops can be irrigated at any time that we desire to do so and this along with the isolation and other factors make this a very logical place to produce seed.

In so far as the Coast Experiment Station is concerned I am quite sure that some foundation stocks could be produced there for they certainly have fine land. Not only that but it seems to me that it is the logical place to conduct pasture experiments and I am not so sure but what the vegetable breeding and testing program couldn't be broadened so as to place some of their test material at the Coast Experiment Station. This would certainly help out from the standpoint of isolation of crops at the present Truck Experiment Station.

Dr. J. H. Cochran, Head, Entomology and Zoology Department - September 23, 1955

The following information is being sent you in reply to your request that each department indicate its needs for the Sandhill Experiment Station and Coastal Experiment Station.

Sandhill Experiment Station

In my opinion and that of other staff members in this department, the Sandhill Experiment Station has been a valuable asset to our research program in the past and should be of increased value in the future. Each year, since the project on fruit insect control began, experiments have been conducted in the orchards at the Sandhill Experiment Station. These orchards were used for experiments which could not be run on commercial orchards. The data obtained from these experiments have meant much to our program.

The present application of the Miller Bill makes it necessary that all future field scale experiments on new chemicals be conducted on college owned farms or orchards. The Food and Drug Administration states that until a compound has been given a tolerance or exempt from a tolerance, crops treated with the compound cannot be offered for sale if there is any residue on the product. As long as the Food and Drug Administration maintains its present interpretation of the law, it will be necessary that the college own or rent land in the Sandhill area of the state since there are certain insect and disease problems of fruits and vegetables that are peculiar to that area.
Since in the future, it will be necessary that we conduct large scale field tests on college owned or rented land to determine if our proposed insect and disease control programs meet the necessary residue requirements under the Miller Bill, the Sandhill Experiment Station will be of greater importance in our future work on horticultural crops.

Coastal Station

During the past few years various members of this department have conducted limited experimental tests on forage crops, stored products, and livestock insect pests at the Coastal Experiment Station. Our experimental program at the Coastal Station has not been as large as that at the Sandhill Experiment Station, but considerable valuable data have been obtained at this station which could not have been obtained at any of the other branch stations or the main station here at Clemson.

If the technical staff at the Coastal Station were increased, considerable more data could be gained from this station. Due to the distance involved, it is necessary that we conduct cooperative experiments with the personnel at the Coastal Experiment Station and in the past there has been a lack of technical personnel.

Since our livestock insect control program is just getting under way, we anticipate that we will do more work at the Coastal Station, since there are certain insects which attach livestock which are found in greater abundance in that area of the state.

Also, I believe the Coastal Station will be of greater importance in the future as a testing ground for proposed insect control programs on forage crops and vegetable crops. The comments made above concerning the Miller Bill apply to forage crops as well as fruits and vegetables.

I would like to emphasize again that in the future we must conduct larger field scale tests on college owned or rented lands to determine if our insect and disease control programs meet the requirements of the Miller Bill before we can release our control programs to the farmers and commercial growers. Both the Sandhill and Coastal Experiment Stations will be of increased value for this purpose.
REPORT TO

FERTILIZER BOARD OF CONTROL

October 1955

The offices of the department were moved to the new Plant & Animal Science Building during the week of August 8th. The laboratories were not moved until the week of September 19th. By October 15-20th the laboratories should all be completed and running at approximately full capacity. It is felt as if the efficiency of the fertilizer and insecticide laboratories will be increased tremendously since all are grouped in the same area. We still get some complaints as to the slowness of the insecticide analytical reports reaching the dealers and farmers.

Below is listed a summary of some of the principal activities of the department for the fiscal year ending June 30, 1955:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tons of fertilizer sold in South Carolina</td>
<td>28,715</td>
</tr>
<tr>
<td>Number of samples procured and analyzed</td>
<td>6,413</td>
</tr>
<tr>
<td>Number of samples deficient or excessive in chlorine:</td>
<td></td>
</tr>
<tr>
<td>Nitrogen</td>
<td>78</td>
</tr>
<tr>
<td>Phosphoric acid</td>
<td>64</td>
</tr>
<tr>
<td>Potash</td>
<td>93</td>
</tr>
<tr>
<td>Excessive in chlorine</td>
<td>14</td>
</tr>
<tr>
<td>Total number of samples not meeting guarantee</td>
<td>249</td>
</tr>
<tr>
<td>Per cent of samples deficient</td>
<td>3.93</td>
</tr>
<tr>
<td>Refunds to farmers on account of deficiencies</td>
<td>$11,896.68</td>
</tr>
<tr>
<td>Number of bags seized for irregularities other than overweight</td>
<td>2,738</td>
</tr>
<tr>
<td>Number of bags underweight in dealers warehouses</td>
<td>6,359</td>
</tr>
<tr>
<td>Number of bags underweight on farms</td>
<td>2,200</td>
</tr>
<tr>
<td>Number of pounds refunded farmers on account of short weights</td>
<td>24,713</td>
</tr>
<tr>
<td>Number of samples of water analyzed</td>
<td>403</td>
</tr>
<tr>
<td>Number of toxicological examinations</td>
<td>4</td>
</tr>
<tr>
<td>Number of pesticide samples procured and analyzed</td>
<td>517</td>
</tr>
</tbody>
</table>

ANNUAL MEETING AND TOUR OF SANDHILL EXPERIMENT STATION WELL ATTENDED

Approximately 300 fertilizer manufacturers, dealers and salesmen operating in South Carolina attended the annual fertilizer meeting at the
Sandhill Experiment Station on June 2, 1955. A number of those in attendance expressed themselves as being agreeably surprised at the magnitude of the research program at the station. They were also impressed with the modern up-to-date Federal State Diagnostic Laboratory located at the station. A complete writeup along with some excellent pictures of the group and the laboratory will appear in our annual Fertilizer Inspection and Analysis bulletin #430, now being printed.

The Nitrogen Division of the Allied Chemical & Dye Corporation, Hopewell, Virginia is placing large 22,000 gallon capacity nitrogen solution storage tanks at five or six points throughout South Carolina. They ship to these distributing points 29% nitrogen and reduce by adding a sufficient amount of water to make a solution analyzing 21% nitrogen. The company has been very careful and cooperative to see that the diluting procedure was handled in a very effective and efficient manner. Likewise, this department has double checked each shipment. As this procedure continues, probably along with other complete liquid fertilizers, this department will be required to check and double check not only for analyses, but weights and/or volume measurements. Each year the services of this department, including procuring fertilizer and insecticide samples, is in greater demand. In fact, an excellent reputation has been established as to the services rendered, both as to promptness and efficiency.

In order to cope with the potential problems related to fertilizer manufacturing, and distribution, the departments 1956-57 budget is carrying a request for two research staff members. These men will be able to work not only with this department, but the Soil Testing, Agronomy, Agricultural Engineering and Entomology Departments. There are a number of unanswered questions relative to the kinds and types of fertilizer; compatibility, quality, physical condition, means and times of application, etc.

REVENUES COLLECTED FOR THE FISCAL YEAR ENDING
JUNE 30, 1955

Below is listed the revenues collected for the state of South Carolina during the past fiscal year by the department:

Registrations .................................. $ 2,427.00
Refunds ..................................... 1,875.92
Fines .......................................... 175.00
Fertilizer Inspection Tax @ 25¢
(925,481.34 tons) ............................ 231,370.33
Penalty - late tax payments ............... 7.49

$ 235,855.74

Budget for Department (1954-55) ........... -74,517.00
Income in excess of expenses .............. $161,338.74
## PART I

### IRREGULARITIES OTHER THAN WEIGHTS

**OCTOBER 1955**

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>No. Bags</th>
<th>Grade</th>
<th>Irregularity</th>
<th>Action by</th>
<th>Rec. Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. D. M. Dew &amp; Sons</td>
<td>24</td>
<td>3-12-6</td>
<td>Illegal</td>
<td>Cloaninger $</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Etheredge Guano Co.</td>
<td>13</td>
<td>3-9-9</td>
<td>Incomplete Guarantee</td>
<td>Cloaninger</td>
<td>25.00</td>
</tr>
<tr>
<td>3. Fertilene Corp.</td>
<td>275 gal.</td>
<td>10-15-5</td>
<td>Not Regis.</td>
<td>Cloaninger</td>
<td>10.00</td>
</tr>
<tr>
<td>4. Mathieson Chem. Co.</td>
<td>7</td>
<td>4-8-10</td>
<td>Illegal</td>
<td>Cloaninger</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Molony Fert. Co.</td>
<td>200</td>
<td>4-8-10</td>
<td>Illegal</td>
<td>Cloaninger</td>
<td>25.00</td>
</tr>
<tr>
<td>6. Swift &amp; Co. (Wil.)</td>
<td>70</td>
<td>4-8-10</td>
<td>Illegal</td>
<td>Cloaninger</td>
<td><strong>Excuse</strong></td>
</tr>
<tr>
<td>7. Trueman Fert. Co.</td>
<td>800</td>
<td>4-10-10</td>
<td>Illegal</td>
<td>Cloaninger</td>
<td>25.00</td>
</tr>
</tbody>
</table>

## PART II

### WEIGHT IRREGULARITIES

<table>
<thead>
<tr>
<th>Short per bag (lbs.)</th>
<th>Brockman</th>
<th>Ammons</th>
<th>Wilkerson</th>
<th>Thomas</th>
<th>Still</th>
<th>Brockman</th>
<th>Ammons</th>
<th>Brockman</th>
<th>Brockman</th>
<th>Brockman</th>
<th>Brockman</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pringle (A. F.) Co.</td>
<td>100</td>
<td>4-12-12</td>
<td>3.3</td>
<td>Brockman</td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Reliance Fert. Co.</td>
<td>28</td>
<td>3-9-9</td>
<td>3.2</td>
<td>Ammons</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Shipyard River Term.</td>
<td>150</td>
<td>N. Soda</td>
<td>1.4</td>
<td>Wilkerson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Shipyard River Term.</td>
<td>113</td>
<td>Nitrolime</td>
<td>3.4</td>
<td>Thomas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Shipyard River Term.</td>
<td>1018</td>
<td>N. Soda</td>
<td>2.2</td>
<td>Thomas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Shipyard River Term.</td>
<td>58</td>
<td>N. Soda</td>
<td>4.1</td>
<td>Brockman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Shipyard River Term.</td>
<td>526</td>
<td>N. Soda</td>
<td>1.3</td>
<td>Brockman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Shipyard River Term.</td>
<td>600</td>
<td>N. Soda</td>
<td>2.3</td>
<td>Still</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Shipyard River Term.</td>
<td>360</td>
<td>N. Soda</td>
<td>1.7</td>
<td>Brockman</td>
<td>250.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Shipyard River Term.</td>
<td>320</td>
<td>N. Soda</td>
<td>3.4</td>
<td>Ammons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Shipyard River Term.</td>
<td>165</td>
<td>Ar. N. Soda</td>
<td>4.4</td>
<td>Brockman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>12. Shipyard River Term.</td>
<td>600</td>
<td>Ar. N. Soda</td>
<td>2.9</td>
<td>Brockman</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>13. Smith-Kelly Co.</td>
<td>800</td>
<td>N. Soda</td>
<td>2.4</td>
<td>Brockman</td>
<td>50.00</td>
<td></td>
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I- International Minerals & Chemical Corp. - Hartsville, S. C.
Fifty (50) sacks of 6-9-3, water insoluble nitrogen 30% of total. Deficient water insoluble nitrogen.

This company has registered with this department 6-9-3 showing 25% insoluble nitrogen. Upon further examination of this lot of fertilizer, we found there were a few bags that had tags reading water insoluble nitrogen 25%, however, the tags submitted by our inspector and which represented the greater portion of the lot, bore tags reading water insoluble nitrogen 30% of the total.

Conclusion

It is quite evident that tags reading water insoluble nitrogen 30% of the total and which had been carried over were through error attached to this lot of fertilizer.

Recommendation

That the company be required to pay the penalty, but that same not be published as a deficiency.

II- Southern Fertilizer & Chemical Company - Charleston, S. C.
200/100 lb. sx 5-10-5, Deficient 1.00% Water Insoluble Nitrogen, Penalty $219.00.

E. C. Bowen, Lake City, South Carolina – Re: H-247
73 sx 5-10-5, Deficient 1.02% Water Insoluble Nitrogen, Penalty $163.08.

The guaranteed analysis on both of the above referenced lots show 25% water insoluble nitrogen; the company claims the guarantee should have shown 5% water insoluble nitrogen. The latter guarantee conforms to our analytical findings and the company's registration.

Letters have been secured from the dealers and their customers to the effect that the 5-10-5, 5% water insoluble nitrogen was ordered and not the 5-10-5, 25% insoluble nitrogen.

Conclusion

It is evident that the fertilizer was tagged incorrectly.

Recommendation

That one (1) sample be published as a deficiency and that no penalty be applied to either sample.
To
The Board of Trustees of
The Clemson Agricultural College

REPORT ON CLEMSON-WINTHROP RELATIONS

November 23, 1955

This report is transmitted for the personal attention of the members of The Board of Trustees of The Clemson Agricultural College.
TO

THE BOARD OF TRUSTEES

This special report on Clemson-Winthrop relationships on Home Demonstration Work is transmitted for the confidential information of the Board of Trustees. Copies are also being sent to Mr. Harold Major and Mr. E. J. Bofferding.

This report is not presented as an all-inclusive compilation but rather as additional information. The report includes:

I. News Clippings
II. A letter from Mr. Sims "To Winthrop Alumnae", November 16, 1955.
III. Act of Acceptance by the General Assembly, 1915.
IV. Memorandum of Understanding with the United States Department of Agriculture, 1914.
V. Memorandum of Understanding with the United States Department of Agriculture, 1955.
VI. The Agreement with Winthrop College.

R. F. Poole, President

Clemson, South Carolina
November 23, 1955
NEWS CLIPPINGS

The news clippings reproduced on the following pages represent a sampling of the clippings which have been accumulated by the President's Office and the News Bureau.
Clemson Squeezing
Winthrop—Sims

Prexy Says Agreement Is Violated

Extension Services Are Discussed By Board Of Trustees

ROCK HILL, S. C.—A reliable source reported that Winthrop College President Henry Sims believes Clemson College is attempting to pull a squeeze play on Winthrop.

Dr. Sims met behind closed doors with trustees Wednesday.

He told reporters "there was one item which might make news later on" and would offer no further comment.

The source said Sims accuses Clemson of "moving in to take over the whole college extension service which it has shared with Winthrop through an understanding which has been in effect for several years."

It was indicated that Clemson in that action might be bidding further into Winthrop's field later on with a coeducational program.

The unofficial report had it that Clemson authorities had written Dr. Sims indicating that Clemson is ready to take over phases of extension service for several years carried on by Winthrop.

Winthrop trustees may carry an appeal to the South Carolina General Assembly to define the extension authority of both schools.

This is the latest issue embroiling the women's college which has had some stormy postwar years.

The school had been dropped from the American Association of University Women and the American Association of Universities and held a probationary status on the Southern Association of Colleges and Secondaries. Schools in 1944.

It has since regained acceptance by the Southern Association but still has not met standards of the AAUW. The American Association of University Professors continues to list the Winthrop among "censured administrations."

Winthrop's failure to grow and fill its dormitories, student costs which are far above those of the University of South Carolina and Clemson and its failure to accomplish a return to the level of academic prestige held by other state institutions has brought sharp criticism from a minority of trustees.

At least one, Thomas A. Wofford of Greenville, has said he favors an investigation of administrative performance by a professional association to pin-point weaknesses and recommend remedial action.
H. D. OFFICES MOVING TO CLEMSON

Closing Shop At Winthrop

State Home Demonstration Work Move Made To Save Money, Time

By DOROTHY CABLE Independent Staff Writer

CLEMSON, Nov. 2—Clemson College Dean of Agriculture M. D. Farrar tonight confirmed that headquarters of the state home demonstration service will be transferred from Winthrop College to Clemson College by January 1.

The step is being taken for reasons of efficiency and economy, Farrar said. The transfer received approval of the Clemson College Board of Trustees at the Oct. 20 meeting, it was disclosed.

Consolidation of extension administration on one campus was recommended in a recently completed management engineers report, but Farrar said the report was not the first time the suggestion had been made.

The transfer has been considered over the past five years, and provisions were made for accommodating the home demonstration service when blue prints were drawn for Clemson's Agricultural Center building.

Dr. Farrar indicated that the transfer will mean more saving in efficiency than in dollars and cents, eliminating the problem and expenses of coordinating work of agencies now 200 miles apart.

He pointed out that in the past, state conferences of the extension service necessitated staffs traveling long distances.

Who or how many persons would be affected by the move was not disclosed.

Scheduled to move to Clemson with their staffs are Miss Justinia H. Noely, state home demonstration agent; Miss Jane Ketchen, assistant state home agent; and Miss W. Gertrude Lanham, Miss Curtis Ballentine and Miss Sallie A. Pearce, all district home agents.

Other personnel connected with Winthrop who may be affected include: Elizabeth S. Watson, head of research dept.; Ruby M. Craven, extension home management specialist; Phyllis Drake, extension family life specialist; Margaret Martin, extension food production and food conservation specialist; Janie McDill, extension nutritionist; Florence Roach, extension clothing specialist; Eloise Johnston, state girl 4-H club agent; and George M. Taylor, assistant 4-H agent.

The Clemson Board of Trustees adopted the recommendation at a meeting last week and asked that it be completed if possible by Jan. 1, 1956.

The board also recommended that three district home agents and one extension district agent be brought to Clemson. Action on two other extension district agents was deferred by the board.

Women who will be moved to Clemson will be housed in the new Plant and Animal Science Building. The men will be in Long Hall.

Affected by the transfer are: Justinia H. Noely, state home demonstration agent; Jane Ketchen, assistant home demonstration agent; L. B. Massey, first extension district agent; W. Gertrude Lanham, first district home demonstration agent; Curtis Ballentine, second district home demonstration agent; and Sallie A. Pearce, third district home demonstration agent.

Also Eloise Johnson, state girls' 4-H club agent; the assistant state girls' 4-H club agent; position now vacant; Elizabeth S. Watson, head of research dept., home economics; Ruby M. Craven, extension home management specialist; Phyllis Drake, assistant home economist; Ellie Herrick, extension family life specialist; Margaret Martin, extension food production and conservation specialist; Janie McDill, extension nutritionist; Florence Roach, extension clothing specialist; Eloise Johnston, state girl 4-H club agent; and George M. Taylor, assistant 4-H agent.
ROCK HILL, S.C., Nov. 10 — President Henry R. Sims of Winthrop College moved today to block a proposed transfer of State Home Demonstration Service headquarters from Winthrop to Clemson College.

Sims made public a letter to Miss Juanita Neely, head of the Home Demonstration Service, in which he had disregarded the order issued by Clemson trustees to move to Clemson by Jan. 1.

He also made public a letter he said he wrote to President Robert F. Poole of Clemson suggesting that the matter be referred to State Atty. Gen. T. C. Callison.

His action was in line with a unanimous stand taken by Winthrop trustees at a meeting last week. The Winthrop trustees asked Sims to use all legal means to retain the offices at the Rock Hill College.

Sims based his action on an agreement he said was signed on June 26, 1914, between Winthrop and Clemson colleges concerning the state extension program.

The Winthrop president said the 1914 partnership agreement established the division of responsibility as to the two fields of extension work, and provides that all projects for home economics shall be submitted by the presidents of Winthrop College to the Extension Director of Clemson College, and if approved by him and the secretary of agriculture of the United States, shall be executed at Winthrop College.

Another section of the agreement, Sims said, provides that the partnership can be dissolved only by mutual consent, and then after ample time is given for necessary readjustments.

In writing the agreement, Sims wrote Miss Neely, "there is no reasonable or legal basis for Clemson College to attempt usurpation of Winthrop’s responsibility for the home demonstration service in South Carolina—only the General Assembly could so decree."

In his letter to Dr. Poole, Sims said he intended to formulate a joint letter to Callison asking for a ruling.

ORANGEBURG TIMES & DEMOCRAT
November 10, 1955

Sims Says Clemson College Ignored Valid Agreement On State Extension Program

ROCK HILL, Nov. 10 — President Henry R. Sims of Winthrop College today made public a letter to Miss Juanita Neely, head of the Home Demonstration Service and stationed at Winthrop, to disregard the order by Clemson College’s Board of Trustees to move the Home Demonstration offices to Clemson by Jan. 1.

This action was taken by President Sims in compliance with the unanimous action of the Winthrop College Board of Trustees which instructed President Sims to use all legal means in retaining the Home Demonstration services at Winthrop.

Pointing out that the agreement of June 26, 1914, between Winthrop and Clemson Colleges concerning the State Extension program, President Sims states that Clemson now attempts to ignore the written and valid agreement between the two institutions in an effort to take from Winthrop the Home Demonstration services and annex it to its own domain.

The 1914 partnership agreement established the division of responsibility as to the two fields of extension work providing that "all projects for home economics shall be submitted by the president of Winthrop College to the extension director at Clemson College, and if approved by him and the Secretary of Agriculture of the United States, shall be executed at Winthrop College."

Section seven of the 1914 agreement reads: "The partnership covered by this memorandum may be dissolved only by mutual consent and then only after ample time is given for necessary readjustments."

President Sims states that Winthrop’s responsibility for home economics extension work under the 1914 agreement was fully recognized and approved by the U.S. Department of Agriculture when the first project was set up in 1914.

Another paragraph of this agreement provides that the partnership agreement be in effect to continue as long as the two colleges and the project plans agreed to by the two colleges and the Department of Agriculture.

“In view of the two agreements, there is no reasonable or legal basis for Clemson College to attempt usurpation of Winthrop’s responsibility for the Home Demonstration Service in South Carolina—only the general assembly of South Carolina, which is the superior to both institutions, could so decree. Winthrop does not believe that our legislators will so emasculate the functions and services of its college for women,” the Winthrop president said.

President Sims also made public a letter to the president of Clemson College in which he suggested referring the matter of a change in headquarters to Attorney General T. C. Callison.

Referring to the legal and valid contract between the two state institutions, President Sims told President Poole that he would cooperate with him in formulating a joint letter to the attorney general and would assist in furnishing him with copies of pertinent agreements.

The Winthrop president further stated that the matter was an official one between the two institutions and no personal quarrel was involved.
On HD Stand

Sims Backed By Alumnae Of Winthrop

ROCK HILL, Nov 12 (AP) - The action of Winthrop College President Henry R. Sims in opposing the proposed transfer of the South Carolina Home Demonstration Service headquarters from here to Clemson College drew support today from Winthrop College alumnae of the North Central District.

The alumnae meeting here passed a resolution in support of Sims' action and another in favor of a coordinating body for administering state institutions of higher education.

AGAINST TRANSFER

Sims protested the proposed headquarters transfer, stating a 1914 agreement between Winthrop and Clemson designated Winthrop as headquarters.

Elected to serve as director of the district, assuming office in June, was Mrs. Christine McCreary Harris of Chester. Mrs. Harris is a former president of the Chester alumnae chapter.

Guest speaker for the morning session was Mrs. W. P. Cumming, associate professor of English at Queens College, who spoke on the "role of the educated woman".

Mrs. Robert Collins of Spartanburg, president of the alumnae association, also addressed the morning session. Mrs. Collins urged the alumnae to contribute to the planning and policies of the association. She asked loyal support of the work of the association that may be carried on with dedication and dignity.

CAN BE PROUD

Speaking at the luncheon session, President Sims told alumnae that they could be proud of their college. The physical plant, academic program and faculty are stronger than they have ever been in the history of the institution, the president said.

In referring to a proposed move of home demonstration offices, the president was interrupted by applause when he pledged to fight for Winthrop's prestige.

THE GREENVILLE NEWS
November 13, 1955

MISS LILIAN PARKS OF CHARLOTTE, N. C., was the presiding officer.

The full text of the resolution on the coordinating body for state institutions follows:

We, the alumnae of Winthrop College, do hereby declare that we go on record as favoring a coordinating body for administering state institutions of higher learning in South Carolina.

We realize the absolute necessity of coordinating the functions of the various state colleges and the university in this day of co-education, but we earnestly desire that Winthrop keep her identity. To this end we recommend the following measures:

1. We favor the continuation of Winthrop College as an individual entity in the state's system of higher education, in order that its past and present excellent service in the preparation of young women for life be continued as at present rather than be subordinated in what might easily be called a commissar pattern for all institutions;

2. We favor an over-all coordinating authority with powers to administer a common budget for a higher education, to allocate funds to the individual institutions on a prorated basis rather than political pressure and to require uniform accounting for expenditures from all institutions; and

3. Further, we favor such coordinating authority's having the power to specify the fields of education in which each state institution shall operate and when such responsibilities are assigned to prevent any other unit in the state's higher educational system from duplicating or trespassing on the special fields primarily assigned to another college.

THE GREENVILLE NEWS
November 12, 1955

Clemson-Winthrop

GREENVILLE NEWS Nov.

Ruling Held Within Trustees' Province

ROCK HILL, Nov 11 (AP) — Clemson College President Robert F. Poole says he considers the proposed moving of the Home Demonstration Service headquarters at Winthrop College here to Clemson a matter within the province of the Clemson trustees.

The proposal has met with opposition from Winthrop President Henry R. Sims who instructed Demonstration Service head Miss Juanita Neely to disregard the Clemson trustees' order to move the headquarters by Jan. 1.

Sims said in a letter to Miss Neely that a 1914 agreement between the schools governs the matter. He wrote Poole suggesting they submit the matter to Atty. Gen. T. C. Callison.

Poole had no comment on the letter.
THE GENERAL ASSEMBLY at the coming session can scarcely avoid giving serious and consummate attention to a deteriorating situation in the relationships of our tax-supported institutions of higher learning, as they operate more or less independently and therefore without what might be both helpful and economic coordination.

The current impasse between administrations of Clemson, our agricultural college, and Winthrop, our state school for women, over the removal of the state home demonstration services from the latter to Clemson is in point.

Since 1914 under some sort of agreed upon arrangement, the home demonstration service has been centered at Winthrop while other extension services have been directed from Clemson.

Recently Clemson authorities directed removal of the home demonstration function from Winthrop to Clemson, and now comes word from the Winthrop campus that Miss Juanita Neely, head of the agency, has been instructed to ignore the order.

Certainly the best interests of higher learning and vital state service of this nature cannot be served by such state of affairs.

Which brings up a suggestion made by Representative Charlie V. Verner as a member of the State Budget and Control Board the other day to the effect that our state-supported institutions should be turned over to one over-all administration and "stop all this yackety-yacking between them."

A movement for a state university system, such as would accomplish what Mr. Verner suggested, was inaugurated a few weeks ago by alumnae of Winthrop, who deplored duplication of educational effort and the accompanying costs in a resolution addressed to the Legislature. At two district alumnae meetings, votes favoring the university system for South Carolina were cast with others yet to meet and take action.

This alumnae move has grown out of concern for Winthrop's future, which today is involved in controversy that finds the administration of President Henry Sims in the center, with alumnae divided into two camps.

The reduced enrollment at Winthrop, now less than half what it was two or three decades ago and at a time when most schools have record numbers of students, is one of the big concerns of alumnae, who do not support the present administration's policies.

Coupled with this is the unrestored recognition of two well known organizations, which look to education standards and policies, the American Association of University Women and the American Association of University Professors, which were withdrawn some years ago. Winthrop does enjoy recognition of the Southern Association of Colleges and Secondary schools.

Because enrollments are high at the University of South Carolina, The Citadel and Clemson, the other state-supported schools, recent figures indicate that it is costing the taxpayers considerably more per student to maintain Winthrop than the other state colleges.

Latest figures show Winthrop students costing the state $996, University students, $546; Clemson, $350, and The Citadel, $767.

This can be understood to some extent with knowledge that much dormitory space at Winthrop is vacant along with other uneconomical features that accompany the situation.

Clemson today is accepting "young women as students, even building new dormitory space to accommodate them, while at Winthrop rooms and facilities are going begging. This is not the full picture of the situation, of course, but it provides some index into the situation."

With these facts and others obtaining, it would seem imperative that a complete review of the state college picture be made by the General Assembly with the help of competent and unbiased persons and the remedy sought for what must be admitted is a sad and costly state of educational affairs.

We hope the General Assembly will face this matter squarely and act.
Inter-College Feud

The need for closer coordination among state-supported colleges in South Carolina is graphically illustrated in the current dispute between the trustees of Clemson and Winthrop Colleges.

Not being familiar with all of the factors involved, The News and Courier at present takes no side in the dispute. Regardless of which college is right, the situation itself is harmful to the state's program of higher education.

A news story from Rock Hill says that Clemson trustees have ordered the state Home Demonstration Services, stationed at Winthrop, to move to Clemson; and that the Winthrop trustees have ordered the services to disregard the Clemson directive.

This has all the aspects of a tug-of-war to determine which college shall have a certain state-supported facility. In the same way, government bureaus are perpetually bickering to determine which will have the more prestige, the greater number of employees and the more luxurious offices.

Bickering is an undignified pastime for two important state-supported colleges. In the tug-of-war, the effectiveness of the Home Demonstration Services could be damaged.

We hope the matter will be settled quickly, and that similar occurrences will be avoided in the future.

An overall state university system as exists in several states would avoid this conflict.

LADY ON THE SPOT

The News does not yet understand the merits of the controversy, if that is what it is becoming, between Clemson College and Winthrop College over the location of the Home Demonstration Service headquarters.

But we do want to speak a word for the fine lady who, it seems to us, is caught in the middle of the row. We don't like to see her put on the spot.

The lady is Miss Juanita Neely, chief of the Home Demonstration Service for many years. She has done a fine job, enjoying the confidence and support of the county home demonstration agents and earning the devotion of the farm women with whom she and the agents have worked.

And Miss Neely is on something of a spot, if developments in the matter mean what they appear to mean.

The Home Demonstration chief has been ordered by Clemson College, which administers the Extension Service, to move the Demonstration Service headquarters and certain personnel from Winthrop College to Clemson. The Home Demonstration Service is closely allied with the Extension Service, if not actually under it, and the order can't be ignored.

On the other hand, Dr. Henry Sims, President of Winthrop, has written Miss Neely a letter telling her, in effect, to ignore the directive from Clemson. Since the Home Demonstration Service has functioned under the direct supervision of Winthrop for many years, the chief of the Service can't very well ignore this order either.

We are sure that neither Clemson nor Winthrop would willfully place Miss Neely in such a difficult position. Therefore, the issue should be resolved at the top level before Miss Neely is told to do anything by either set of authorities.
Unfortunate Move By Poole

President R. F. Poole, of Clemson College, has attempted to abrogate a contract between Winthrop and Clemson which allows Winthrop College to carry on home demonstration work for women at Winthrop College.

We believe this is an unfortunate step, and hope that home demonstration work will not be terminated at Winthrop—the state’s only college for women. We have no intention here at criticizing the sincerity of motivation behind anyone’s actions, but we must also state that, after reading the arrangement agreed to by both colleges in 1914, it is obvious that this arrangement cannot be repudiated by one party, and that this forty-one-year-old arrangement has worked well over the years.

President Henry Sims, of Winthrop College, has refused to knuckle under to the order from President Poole, which would end all home demonstration extension personnel work at Rock Hill. The Winthrop President is entirely within his rights and has the solid backing of his Board of Trustees and Winthrop alumnae everywhere.

The key paragraphs in the 1914 agreement between the two colleges read: “The parties to this understanding agree to use every proper means to have the Legislature of South Carolina supply the funds necessary to a full realization of the benefits of the Agricultural Extension Act by the people of the state, and it is agreed that neither party will directly or indirectly seek to bring about legislation out of keeping with this understanding and, on the other hand, will use all proper means to prevent such legislation.”

And, even more specifically; “The partnership covered by this memorandum may be dissolved only by mutual consent, and then only after ample time is given for necessary readjustments.”

This makes it crystal clear that no order from the President of one college can end the extension work at Winthrop College, under the terms of the agreement.

Another fact which makes President Poole’s action unfortunate is the long approved role of Winthrop College in extension work, agreed to by the Presidents of both colleges, the State and the Federal Government. When extension work was begun at Winthrop College in 1914, it was specifically provid-
Clemson Order Violates 1914 Agreement Simms

The Clemson College from Winthrop College of all Home Demonstration extension personnel no later than Jan. 1 is in violation of a 1914 agreement between the two states colleges and will not be honored by Winthrop, Dr. Henry Sims said here Saturday, could easily be questioned in all these years. In a letter to Dr. F. R. Poole, Clemson College president, who notified him of the resignation of the extension personnel to transfer to Clemson by Jan. 1, Dr. Sims said: "It is as much as both Winthrop and Clemson have done to enter into contractual agreements for the sake of getting along, for the sake of getting along, for the sake of getting along." Dr. Sims, Winthrop president and speaker here at a meeting of the Northern District of Winthrop College Alumni Association, said that Winthrop College does not intend to acquiesce in the repudiation by one party of an agreement entered into over 40 years ago, which has never been questioned by Dr. D. B. Johnson, then president of Winthrop, and Dr. W. M. Bingham, then president of Clemson.

THIS AGREEMENT PROVIDES:
1. Winthrop College shall be the agent for carrying out the home economics work under the Agricultural Extension Act. The parties to this understanding agree to use every proper means to have the legislature of South Carolina provide the funds necessary to a full realization of the benefits of the Agricultural Extension Act by the home economics department. It is agreed that neither party will directly or indirectly seek to bring about or foster any conflict with this understanding, and on the other hand, will use all proper means to prevent such legislation.
2. The cooperation of the home economics department in the memorandum may be dissolved only by mutual consent, and then only after ample time is given for necessary readjustments.

MISS SIDNEY Rose Sarrald, a member of the Junior High School faculty and a B. A. from Xavier University, is the newest addition to the faculty of Winthrop College.

NEWS & COURIER November 20, 1955

Is Service Needed?

When the Home Demonstration Service program was inaugurated in South Carolina some 40 years ago, roads were unpaved, there were few automobiles, farms were not electrified and there was no radio or TV.

Farm women were isolated from the rest of the world. They cooked over wood stoves, they canned vegetables from the fields, they depended partly on midwives to deliver their children. Certainly the Home Demonstration Service was needed in those days. Whether it is still needed today, when the farm woman is only a few minutes' drive from the super-market and hospital, is another matter. For the farm woman of today is almost a carbon copy of her city cousin. Indeed, as we have frequently remarked, there is no longer a boundary between town and country. It's almost impossible to tell where the towns and suburbs end and the farms begin.

The future of the Home Demonstration Service is important today, because both Clemson and Winthrop Colleges are fighting over who shall administer the service.

As The Chester Reporter points out:

"The 'demonstrations' have so little real value that monthly meetings have largely become community social events culminating in sumptuous and delicious refreshments, the like of which few Home Agents could equal in a week of demonstrations by the hostess.

The point we want to make is simply this: While Winthrop and Clemson are arguing over which shall run the Home Demonstration Service, it seems pertinent to ask if the present program is worth running at all? It has not outlived its usefulness?"

We hope the 1956 Legislature will look into the matter thoroughly. The Home Demonstration Service has done an excellent job. But we should be certain that the service is still needed. Does the 1955 South Carolina farm woman still need special instruction from the state?"
ACT OF ACCEPTANCE BY THE GENERAL ASSEMBLY

The President's Report to the Board of Trustees on April 7, 1915, included the following comment:

"The last General Assembly was very considerate of the interests of the College. Attached to this report is a copy of the Act of Acceptance by which the State agreed to the terms of the Lever Agricultural Extension Act, and designating Clemson College as the institution to administer this fund. They also designated the Treasurer of the College as the proper custodian of all funds arising under the Act."

The Act of Acceptance as attached to the Report of April 7, 1915 is given below:

A JOINT RESOLUTION

PROVIDING FOR THE ASSENT OF THE STATE TO AND CONDUCTING OF THE AGRICULTURAL EXTENSION WORK PROVIDED FOR IN AN ACT OF CONGRESS ENTITLED "AN ACT TO PROVIDE FOR CO-OPERATIVE AGRICULTURAL EXTENSION WORK BETWEEN AGRICULTURAL COLLEGES IN THE SEVERAL STATES RECEIVING THE BENEFITS OF THE ACT OF CONGRESS APPROVED 2nd DAY OF JULY, 1862, AND ACTS SUPPLEMENTARY THERETO AND THE UNITED STATES DEPARTMENT OF AGRICULTURE," APPROVED BY THE PRESIDENT MAY 8th, 1914, AND DESIGNATING THE OFFICER TO RECEIVE THE FUNDS.

Whereas, the Congress of the United States has passed an Act, approved by the President May 8, 1914, entitled "An Act to provide for co-operative agricultural extension work between the agricultural colleges in the several states receiving the benefits of the Act of Congress approved July 2, 1862, and of Acts supplementary thereto and the United States Department of Agriculture," and

Whereas, it is provided in Section 3 of the Act aforesaid, that the grants of money authorized by this Act shall be paid annually "to each State which shall by action of its Legislature assent to the provisions of this Act,"

therefore

Section 1. Be it resolved by the General Assembly of the State of South Carolina—

That the assent of the Legislature of the State of South Carolina be, and is hereby, given to the provisions and requirements
of said Act, and that the Trustees of The Clemson Agricultural and Mechanical College be and they are hereby, authorized and empowered to receive the grants of money appropriated under said Act, and to organize and conduct agricultural extension work which shall be carried on in connection with the Clemson Agricultural and Mechanical College in accordance with the terms and conditions expressed in the Act of Congress aforesaid.

Section 2. That the Treasurer of the Clemson Agricultural and Mechanical College be, and he is hereby, authorized as the officer of the State to receive the sums appropriated under the provisions of the said Act of Congress, and in accordance with the provisions thereof.

Approved the Twelfth day of February, A. D., 1915.
IV

MEMORANDUM OF UNDERSTANDING WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE — 1914

Letter of Transmittal to Clemson

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF EXPERIMENT STATIONS

Washington, D. C.

July 24, 1914

President W. M. Riggs
The Clemson Agricultural College
Clemson College, S. C.

Dear President Riggs:

I transmit herewith for your files completed copy of Memorandum of Understanding covering cooperative agricultural extension work in your State.

Very truly yours,

/S/ E. W. Allen
Acting Chairman,
States Relations Committee

Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CLEMSON AGRICULTURAL COLLEGE OF SOUTH CAROLINA
AND THE
UNITED STATES DEPARTMENT OF AGRICULTURE
REGARDING EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS IN THE STATE OF SOUTH CAROLINA

WHEREAS, the Clemson Agricultural College of South Carolina has, or may hereafter have, under its control Federal and State funds for extension work in agriculture and home economics, which are or may be supplemented by funds contributed for similar purposes by counties and other organizations and individuals within said State, and the United States Department of Agriculture has, or may hereafter have, funds appropriated directly to it by Congress which can be spent for demonstration and other forms of extension work in the State of South Carolina,

THEREFORE, with a view to securing economy and efficiency in the conduct of extension work in the State of South Carolina, the President of the
Clemson Agricultural College of South Carolina, acting subject to the approval of the Board of Trustees of said College, and the Secretary of Agriculture of the United States hereby make the following memorandum of understanding with reference to cooperative relations between said College and the United States Department of Agriculture in the organization and conduct of extension work in agriculture and home economics in the State of South Carolina:--

I. The Clemson Agricultural College of South Carolina agrees:

(1) To organize and maintain a definite and distinct administrative division for the management and conduct of extension work in agriculture and home economics, with a responsible leader selected by the College satisfactory to the Department of Agriculture.

(2) To administer through such Extension Division thus organized any and all funds it has or hereafter may receive for such work from appropriations made by Congress or the State Legislature, by allotment from its Board of Trustees, or from any other source.

(3) To cooperate with the United States Department of Agriculture in all extension work in agriculture and home economics which said Department is or shall be authorized by Congress to conduct in the State of South Carolina.

II. The United States Department of Agriculture agrees:

(1) To organize and maintain in the Department of Agriculture a States Relation Committee, pending the authorization by Congress of a States Relation Service, which shall represent the Department in the general supervision of all cooperative extension work in agriculture and home economics in which the Department shall participate in the State of South Carolina, including the administration of Federal funds granted to the States under the Smith-Lever Act.

(2) To carry on in cooperation with the Clemson Agricultural College of South Carolina all demonstration and other forms of extension work in agriculture and home economics which the Department is authorized by Congress to conduct in the State of South Carolina.

III. The Clemson Agricultural College of South Carolina and the United States Department of Agriculture mutually agree:

(1) That the aforesaid cooperative extension work in agriculture and home economics in the State of South Carolina involving the use of direct Congressional appropriations to the Department of Agriculture shall be planned under the joint supervision of the officer in charge of Extension Work of the Clemson Agricultural College of South Carolina, subject to the approval of the President or Dean or Director of said College, and the Special Agent in Charge of Farmers' Cooperative Demonstration Work, of the United States Department of Agriculture, subject to the approval of the Secretary of Agriculture or his duly appointed representatives; and that the approved plans for such cooperative extension work in the State of South Carolina shall be executed through the Extension Division of the Clemson Agricultural College of South Carolina, in accordance with the terms of the individual project agreements.

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(2) That all agents appointed for cooperative extension work in agriculture and home economics in the State of South Carolina, under this memorandum and subsequent project agreements, involving the use of direct Congressional appropriations to the Department of Agriculture, shall be joint representatives of the Clemson Agricultural College of South Carolina and the United States Department of Agriculture, (unless otherwise expressly provided in the project agreements), and shall be jointly approved by the President of Clemson College and the duly authorized representatives of the Secretary of Agriculture, and that said appointees shall receive the necessary commissions from the United States Department of Agriculture. The cooperation as aforesaid shall be plainly set forth in all publications or other printed matter issued and used in connection with said cooperative extension work by either the Clemson Agricultural College of South Carolina or the United States Department of Agriculture.

(3) That the plans for the use of the Smith-Lever fund, except so far as this fund is employed in cooperative projects involving the use of Department funds, shall be made by the Extension Division of the College but shall be subject to approval of the Secretary of Agriculture in accordance with the terms of the Smith-Lever Act, and when so approved shall be executed by the Extension Division of said College.

(4) That the headquarters of the State organization contemplated in this memorandum shall be at the Clemson Agricultural College, Clemson College, South Carolina.

IV. This memorandum shall take effect when it is approved by the President of the Clemson Agricultural College of South Carolina and the Secretary of Agriculture of the United States and shall remain in force until it is expressly abrogated in writing by either one of the signers or their successors in office, by giving ninety days' notice of such intention to abrogate.

July 7, 1914
(Date)

/\S/ W. M. Riggs
President of the Clemson Agricultural College, Clemson College, S. C.

July 23, 1914
(Date)

/\S/ D. F. Houston
Secretary of Agriculture
MEMORANDUM OF UNDERSTANDING WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE -- 1955

Letter of Transmittal to Clemson

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL EXTENSION SERVICE
Washington 25, D. C.

July 18, 1955

R. F. Poole, President
Clemson Agricultural College
Clemson, South Carolina

Dear President Poole:

Upon behalf of the Secretary we are pleased to return to you three copies of the newly-executed memorandum of understanding between the Department of Agriculture and the Clemson Agricultural College covering our joint responsibilities with respect to cooperative extension work in agriculture and home economics. We feel quite confident that this modernization of the old 1914 memorandum provides a better basis for our joint efforts and will contribute to even more harmonious and effective working relationships in the future.

Your favorable consideration of this revised memorandum as jointly proposed by the Department of Agriculture and the Association of Land-Grant Colleges and Universities is greatly appreciated.

Sincerely yours,

/S/ C. M. Ferguson
Administrator

Enclosures: 3

Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CLEMSON AGRICULTURAL COLLEGE AND THE
UNITED STATES DEPARTMENT OF AGRICULTURE
ON COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Whereas The Clemson Agricultural College has under its control Federal and State funds for extension work in agriculture and home economics which are and may be supplemented by funds contributed for similar purposes by counties and other organizations and individuals within said State, and the United States Department of Agriculture has funds appropriated directly to it by Congress which can be spent for extension work in the State of South Carolina.
Therefore, with a view to securing economy and efficiency in the conduct of extension work in the State of South Carolina the president of The Clemson Agricultural College acting subject to the approval of the Board of Trustees of the said Clemson Agricultural College and the Secretary of Agriculture of the United States, hereby execute the following memorandum of understanding with reference to cooperative relations between said Clemson Agricultural College and the United States Department of Agriculture for the organization and conduct of extension work in agriculture and home economics in the State of South Carolina.

I. The Clemson Agricultural College agrees:

(a) To organize and maintain at said institution a definite and distinct administrative division for the management and conduct of all cooperative extension work in agriculture and home economics, with a director selected by the institution and satisfactory to the Department;

(b) To administer through such division thus organized, known as the Agricultural Extension Service, any and all funds it has or may hereafter receive for such work from appropriations made by Congress or the State Legislature, by allotment from its Board of Trustees or from any other sources;

(c) To accept the responsibility for conducting all educational work in the fields of agriculture and home economics and subjects related thereto as authorized by the Smith-Lever Act as amended and other Acts supporting cooperative extension work, and such phases of other programs of the Department as are primarily educational, which the Department has been authorized to carry on within the State.

II. The United States Department of Agriculture agrees:

(a) To maintain in the Department a Federal Extension Service which, under the direction of the Secretary, (1) shall be charged with the administration of the Smith-Lever Act as amended and other Acts supporting cooperative extension work insofar as such administration is vested in the Department; (2) shall have primary responsibility for and leadership in all educational programs under the jurisdiction of the Department, except the graduate school; (3) shall be responsible for coordination of all educational phases of other programs of the Department, except the graduate school; and (4) shall act as the liaison between the Department and officials of the Land-Grant Colleges and Universities on all matters relating to cooperative extension work in agriculture and home economics and educational activities relating thereto.

(b) To conduct through The Clemson Agricultural College all extension work in agriculture and home economics and subjects relating thereto authorized by Congress to be carried on within the State except those activities which by mutual agreement it is determined can most appropriately and effectively be carried out directly by the Department.

III. The Clemson Agricultural College and the United States Department of Agriculture mutually agree:

(a) That, subject to the approval of the President of The Clemson Agricultural College and the Secretary of Agriculture, or their duly appointed representative, all cooperative extension work in agriculture and home economics in the State of South Carolina
involving the use of Federal funds shall be planned under the joint supervision of the director of Agricultural Extension Service of The Clemson Agricultural College of South Carolina and the administrator of the Federal Extension Service; and that approved plans for such cooperative extension work in the State of South Carolina shall be carried out through the Agricultural Extension Service of The Clemson Agricultural College in accordance with the terms of individual project agreements.

(b) That all State and county personnel appointed by the Department as cooperative agents for extension work in agriculture and home economics in the State of South Carolina shall be joint representatives of The Clemson Agricultural College and the United States Department of Agriculture, unless otherwise expressly provided in the project agreement. Such personnel shall be deemed governed by the requirements of Federal Civil Service Rule No. IV relating to political activity.

(c) That the cooperation between The Clemson Agricultural College and the United States Department of Agriculture shall be plainly set forth in all publications or other printed matter issued and used in connection with said cooperative extension work by either The Clemson Agricultural College or the United States Department of Agriculture.

(d) That annual plans of work for the use of Smith-Lever and other Federal funds in support of cooperative extension work shall be made by the Agricultural Extension Service of the State of South Carolina and shall be subject to the approval of the Secretary of Agriculture in accordance with the terms of the Smith-Lever Act as amended or other applicable laws, and when so approved shall be carried out by the Agricultural Extension Service of the said State of South Carolina.

IV. The Clemson Agricultural College and the United States Department of Agriculture further mutually agree:

(a) That the Department of Agriculture shall make final determination on any proposed supplementary memoranda of understanding or similar documents, including those with other agencies, affecting the conduct of cooperative extension work only after consultation with appropriate designated representatives of the Land-Grant Colleges and Universities.

(b) That The Clemson Agricultural College will make arrangements affecting the conduct of cooperative extension work with agencies of the Department, or with other Federal agencies, only through the administrator of the federal Extension Service, or in accordance with an existing general agreement which has been approved by him.

(c) That all memoranda and similar documents hereafter executed affecting cooperative extension work, whether between agencies of the Department or between State Agricultural Extension Services and agencies of the Department, shall be within the framework of, and consistent with the intent and purpose of, this memorandum of understanding.

(d) That all memoranda and agreements affecting policies in cooperative extension work shall be reviewed periodically by appropriately designated representatives of the Land-Grant Colleges and Universities and the Secretary of Agriculture for the purpose of determining whether modification is necessary or desirable to meet more effectively current developments and program needs.
V. This memorandum shall take effect when it is approved by the President of The Clemson Agricultural College and the Secretary of Agriculture of the United States, and shall remain in force until it is expressly abrogated in writing by either one of the signers or his successor in office. The agreement executed in July 1914 shall be deemed abrogated upon the effective date hereof.

DATE June 17, 1955  

THE CLEMSON AGRICULTURAL COLLEGE
BY /S/ R. F. Poole  
President

DATE 7-13-55  

UNITED STATES DEPARTMENT OF AGRICULTURE
BY /S/ E. T. Benson
THE AGREEMENT WITH WINTHROP COLLEGE

Extract from the Minutes of the Board of Trustees Meeting of July 1 and 2, 1914

"The President submitted for the Board's consideration the following memorandum of understanding with President Johnson of Winthrop College, and requested the Board's approval of the same. (See memorandum attached to President's report on file.)

"Moved by Mr. Lever: That the President's action be approved, with the suggestion that the official title of the act be used rather than the title "Lever Bill".

"Motion adopted."

Extract from the President's Report to the Board of Trustees, July 1, 1914.

"I submit for your consideration the following memorandum of understanding with President Johnson of Winthrop College, and request your approval of same.

"(See Exhibit B attached.)"

Information Concerning "Exhibit B"

"Exhibit B" is not attached to the President's Report of July 1, 1914, as this report appears in the bound volumes of Presidents' Reports on file in the President's Office. A diligent search of numerous other college files has been made but no document has yet been unearthed which is clearly identified as "Exhibit B". Two different statements, however, have been located.

A "Memorandum of Understanding" with "Six Paragraphs"

Copies of this memorandum of understanding with only six paragraphs, as given below, have been found in the files of the Extension Service, in the "Document File" in the Comptroller's Office, and in Dr. Riggs' file in the archives of the Library. While no signed copy has been located, the appearance of this memorandum in various files throughout the institution is an indication that this is the memorandum which Clemson officials considered as "the memorandum." It is given below:

MEMORANDUM OF UNDERSTANDING BETWEEN THE CLEMSON AGRICULTURAL COLLEGE AND THE WINTHROP NORMAL INDUSTRIAL COLLEGE OF SOUTH CAROLINA REGARDING EXTENSION AND HOME ECONOMICS IN SOUTH CAROLINA AS PROVIDED FOR IN THE "LEVER BILL."

WHEREAS: - The Governor of the State has designated the Clemson Agricultural College to administer the funds arising under the "Lever Bill," and

WHEREAS: - Clemson College desires to use Winthrop College as its
agent in carrying out the home economics work provided for in the said "Lever Bill," and Winthrop College desires to enter into this partnership;

THEREFORE:- The Presidents of Winthrop and Clemson College, each subject to the overruling action of his Board of Trustees, mutually agree to carry out in good faith, in spirit as well as in letter, the following understanding:

(1) Clemson College agrees to devote to the home economics work to be placed under the direction of Winthrop College twenty-five percent of the $10,000.00 due to and receivable by the State without appropriation, and twenty-five percent of any funds resulting from municipal, county or state appropriations or funds from any source (other than from Clemson College) together with the resulting federal appropriation provided for by the "Lever Bill."

(2) All projects for the home economics work shall be submitted by the President of Winthrop College to the Director of Extension at Clemson College, and if approved by him and the Secretary of Agriculture of the United States, shall be executed by Winthrop College.

(3) All bills for expense incurred by Winthrop College in carrying on the home economics work herein provided for shall be approved by the President of Winthrop College and sent to the Director of Extension, who shall handle them under rules prescribed by Clemson College.

(4) The nomination of all agents in home economics work shall be made by the President of Winthrop College to the Director of Extension at Clemson College, whose action thereon shall be subject to the same rules as govern his appointment of agents in Demonstration and Extension work.

(5) In carrying out the terms of this memorandum, the President of Winthrop College, or his authorized representative, shall deal directly with the Director of Extension of Clemson College, but the Presidents of the two institutions reserve the right of direct intercourse regarding the work herein considered whenever deemed necessary.

(6) The parties to this understanding agree to use every proper means to have the Legislature of South Carolina provide the funds necessary to a full realization of the benefits of the "Lever Bill," by the people of the State, and it is agreed that neither party will directly or indirectly seek to bring about legislation out of keeping with this understanding, and, on the other hand, will use all proper means to prevent such legislation.

(Signed)(*) D. B. Johnson(*)
President, Winthrop College

W. M. Riggs(*)
President, Clemson Agri. College

June 26th, 1914.

*(No signed copy of this memorandum has been found.)
A "Memorandum of Understanding" with "Seven Paragraphs"

Only one copy of the memorandum of understanding with "seven paragraphs" has been located in the college files, but this copy bears signatures of Dr. Johnson and Dr. Riggs. This document was located in Dr. Riggs' file in the archives of the Library:

MEMORANDUM OF UNDERSTANDING BETWEEN THE CLEMSON AGRICULTURAL COLLEGE AND THE WINTHROP NORMAL AND INDUSTRIAL COLLEGE OF SOUTH CAROLINA REGARDING EXTENSION AND HOME ECONOMICS IN SOUTH CAROLINA AS PROVIDED FOR IN THE "LEVER BILL".

WHEREAS: The Governor of the State has designated the Clemson Agricultural College to administer the funds arising under an "Act to provide for co-operative Agricultural Extension Work between the Agricultural Colleges in the several States " and the U. S. Department of Agriculture",

WHEREAS: Clemson College desires to use Winthrop College as its agent in carrying out the home economics work provided for in the said Agricultural Extension Act, and Winthrop College desires to enter into this partnership:

THEREFORE: The Presidents of Winthrop and Clemson College, each subject to the overruling action of his Board of Trustees, mutually agree to carry out in good faith, in spirit as well as in letter, the following understanding:

(1) Clemson College agrees to devote to the home economics work to be placed under the direction of Winthrop College, twenty-five per cent of the $10,000.00 due to and receivable by the State without appropriation, and twenty-five per cent of any funds resulting from municipal, county or state appropriations, or funds from any source (other than from Clemson College) together with the resulting federal appropriations provided for by the said Agricultural Extension Act.

(2) All projects for the home economics work shall be submitted by the President of Winthrop College to the Director of Extension at Clemson College, and if approved by him and the Secretary of Agriculture of the United States, shall be executed by Winthrop College.

(3) All bills for expense incurred by Winthrop College in carrying on the home economics work herein provided for shall be approved by the President of Winthrop College and sent to the Director of Extension, who shall handle them under rules prescribed by Clemson College.

(4) The nomination of all agents in home economics work shall be made by the President of Winthrop College to the Director of Extension at Clemson College, whose action thereon shall be subject to the same rules as govern his appointment of agents in Demonstration and Extension work.

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(5) In carrying out the terms of this memorandum, the President of Winthrop College or his authorized representative, shall deal directly with the Director of Extension of Clemson College, but the Presidents of the two institutions reserve the right to direct intercourse regarding the work herein considered whenever deemed necessary.

(6) The parties to this understanding agree to use every proper means to have the Legislature of South Carolina provide the funds necessary to a full realization of the benefits of the Agricultural Extension Act by the people of the State, and it is agreed that neither party will directly or indirectly seek to bring about legislation out of keeping with this understanding and, on the other hand, will use all proper means to prevent such legislation.

(7) The partnership covered by this memorandum may be dissolved only by mutual consent, and then only after ample time is given for necessary re-adjustments.

Signed: D. B. Johnson(*)
President, Winthrop College

W. N. Riggs(*)
President, Clemson Agr. College

June 26, 1914

*(The copy on file bears signatures of Dr. Johnson and Dr. Riggs.)

Some Correspondence between Dr. Johnson and Dr. Riggs in 1914

In Dr. Riggs' file in the archives of the Library certain letters were found from Dr. Johnson to Dr. Riggs along with copies of replies. Since this correspondence refers to the memorandum of understanding, it is reproduced below as information:

WINTHROP NORMAL AND INDUSTRIAL COLLEGE
D. B. Johnson, President
Rock Hill, South Carolina

June 29th, 1914.

President W. N. Riggs
Clemson College, S. C.

Dear President Riggs:

I wish you would add to our agreement that which is frequently put into partnership agreements, viz: "This partnership may be dissolved only by mutual agreement and then only after ample time is given for all re-adjustments that may be necessary".

The point in mind is that we would not want to be cut off
summarily after having given up all of our independent extension work and extension appropriations.

I am sure that you would not think of doing that, but we do not know what your or my successor might try to do. This clause would be a protection for Clemson also.

There is another point that is not touched by our agreement but which I think it well enough to speak of. Mr. Lever has said to me that his Bill is not in the way of a recognition of the Normal Schools by the United States Government but rather opens the way for such recognition.

I do not want anything in our agreement to stand in the way of my favoring, as I do, the passage of a separate Bill by Congress recognizing Normal Schools in extension work. Nothing may ever be done by Congress in that direction, but I want to understood (sic) that our agreement does not cover that question. As I understand it, our agreement covers legislation by our State Legislature.

You were here such a short time that I was unable to think of these points at the time.

I hope you will be sure to come to St. Paul, starting on the morning of July 2nd. The outlook is excellent, but we want you with us.

With kind regards,

Sincerely yours,

/ S/ D. B. Johnson, President

J/B

July 20, 1914.
1 p. m.

President D. B. Johnson,
Winthrop College,
Rock Hill, S. C.

Dear President Johnson:—

I waited to reply to your letter of June 29 until your return from the N. E. A.

I have revised our agreement in accordance with your suggestions, and also a suggestion from Mr. Lever as to the title of the Act. He seems disinclined to have it go under his name. There are no other changes than these. Will you please sign and return two of the copies sent, reserving the other for your files.

With kind regards,

Sincerely yours,

President

R/S
Enclosures
It is my understanding that Sec. 6 refers only to State Legislation.

W. R.
July 24, 1915

President W. M. Riggs
Clemson College, S. C.

Dear President Riggs:

Your letter of the 20th inst., enclosing agreement between you and myself, has been received. I have signed the agreement and am returning here-with three copies.

I suppose that your Board of Trustees confirmed the agreement at the meeting held at Clemson on July 2nd. You did not so state, but I take it for granted that that is the case.

With kind regards and best wishes,

J/B

Sincerely yours,
/S/ D. B. Johnson, President

July 25, 1914
11 A. M.

Dr. D. B. Johnson,
Winthrop College,
Rock Hill, S. C.

Dear Dr. Johnson:

I have your letter of July 23rd returning the signed agreements. Thank you for your attention. You are right in your presumption that the Board of Trustees approved of our understanding at their meeting on July 2nd.

With kind regards,

Sincerely yours,

President

R/S

Some Correspondence between Dr. Johnson and Dr. Riggs in 1917

There is a considerable amount of correspondence between Dr. Johnson and Dr. Riggs in 1917 concerning relationships between the two institutions. Part of this correspondence dealt with a supplementary agreement drafted to implement certain phases of the original agreement. One letter from Dr. Johnson to Dr. Riggs follows as additional information:
June 4, 1917.

President W. M. Riggs,
Clemson College, S. C.

Dear President Riggs:

Your letter of the 1st instant, with enclosures, has been received. I do not think it well to write to Mr. Knapp relative to the agreement between Clemson and Winthrop. We did not write to him when we drew up the original memorandum of understanding which was adopted by our Boards and under which we are working. (Mr. Knapp was Special Agent in Charge, Office of Farm Cooperative Extension Work, United States Department of Agriculture, Washington, D. C.)

The new memorandum of agreement is merely an interpretation of that original memorandum of understanding. We could hardly take up one with Mr. Knapp without taking up both and we could not take up the original agreement without disturbing the foundation on which our whole work rests. That is the way the matter appears to me now. I would like to talk it over with you before anything further is done. The new agreement proposed does not add anything new to the old agreement, in my judgment, but simply announces clearly what the old agreement already covers. I note letter from Miss Frayser and your reply. I asked Miss Parrott if she could use Miss Frayser and she said she could not. I am enclosing copy of a letter written by me to Miss Frayser telling her of the decision of the United States Department of Agriculture. She had long notice of the possible decision of the Department.

Very truly yours,

/S/ D. B. Johnson, President

J/N
Dr. R. F. Poole, President  
Clemson Agricultural College  
Clemson, South Carolina

Dear President Poole:

Unfortunately it became necessary for me to leave the Annual Convention of the Association of Land-Grant Colleges and Universities at East Lansing earlier than I had planned. Hence I did not have the opportunity to confer with you as I had hoped to do.

However, Mr. Kepner advises me that he had the opportunity of visiting briefly with you relative to adjustments being made or contemplated in extension operations in your State.

We wish to reaffirm the statement which he made to you that in the Department's relationships with the State extension services we are obligated to deal only with the State extension director with respect to all matters involving our joint responsibilities for cooperative extension work. As a joint representative of the Department and your University the Department holds the State extension director fully responsible for the administration of this joint endeavor. There is no way in which the State director can delegate to another organization, entity, or individual not under his direct administrative control any of his responsibility to the Department.

The Department has no desire or authority to dictate to a State college or university, or the State director of extension in any State, with respect to the organization of a State extension staff. However, we are deeply concerned that every State extension staff functions with a high degree of efficiency. In this connection we hope that in the evolution of any changes in your extension organization due consideration be given to insuring an effective in-service training program and adequate counselling and supervisory staff for both agricultural and home agents in the counties.

This becomes even more important currently as our county staffs are being enlarged and faced with much more complex responsibilities. Although important for both county agents and home agents, in-service training and direct counselling and supervision for home agents is even more essential because of the relatively short period of tenure of the average home agent.

Experience has proven quite adequately that we must always strive to have our county extension staffs operate as a team. At the same time there is enough difference in problems and effective methods of approach
to demand a separate supervisory staff for men agents and for women agents to aid these respective groups of county workers in developing programs of work and in carrying out those programs most effectively.

Of course strictly administrative matters, such as official relationships with county governing bodies, may be made the responsibility of one supervisor in an area. However, with respect to recruiting new workers, in-service training, counselling with agents with respect to programs and methods, and other such operational and development matters, separate supervisory staffs are most essential for agricultural agents and for home agents.

We are very pleased with Director Nutt's grasp of his responsibilities as Director and his opportunities to be of service. We feel quite certain that with your support and ours he will be able to guide the course of extension work in South Carolina in a most productive way. Perhaps at some future date we may have the opportunity of discussing in person these and other matters of common concern.

Sincerely yours,

[Signature]

Administrator
Dr. R. F. Poole, President
Clemson Agricultural College
Clemson, South Carolina

Dear President Poole:

In view of our conversation at East Lansing recently and reference made
to cooperation between Clemson Agricultural College and Winthrop College
at Rock Hill relative to extension work, I took occasion to have our
files searched for the pertinent documentary evidence. This search
revealed the fact that at the time of the establishment of cooperative
extension work as between the Department and Clemson Agricultural College
a certain amount of home economics extension work was being conducted by
Winthrop College. Apparently there was quite a bone of contention at
that time as to the relationship between this home economics work being
conducted by Winthrop College and the home economics extension work con-
templated under the Smith-Lever Act. Without belaboring this particular
point I find that in Project No. 1, dated August 7, 1911, approved for
the Department by Bradford Knapp and A. C. True, the following reference
is made, "In the home economics extension work contemplated in this
project cooperative relations are to be established with Winthrop College,
at Rock Hill, South Carolina."

The only other reference to Winthrop College is found in a brief paragraph
relative to the use of publications in extension work originating either
at Clemson Agricultural College, Winthrop College or the U. S. Department
of Agriculture.

Attention is called, however, to the fact that the overriding memorandum
of understanding entered into on July 7, 1911, under which our cooperative
relationships have been maintained until the recent signing of a revised
memorandum, makes no reference to Winthrop College but in fact places
full responsibility on Clemson Agricultural College through the Director
of Extension Service with respect to the Department's interest in this
partnership endeavor.

In essence, therefore, all that the approval of Project No. 1 amounted
to insofar as the Department was concerned was granting an approval to
Clemson Agricultural College to essentially subcontract the home economics
phase of extension work to Winthrop College, with the exception that in
so doing the Director of Extension Service at Clemson Agricultural College
still had full administrative control and direction and was accountable to
the Department of Agriculture for such work done through Winthrop College
involving the use of Smith-Lever funds or offset therefrom. Apparently this
unique action on the part of the Department was merely an accession to an
arrangement proposed by Clemson Agricultural College to deal with a diffi-
cult situation peculiar to South Carolina and in no way obligated the
Department of Agriculture to deal directly with Winthrop College or to
agree to a continuation of this arrangement. I doubt very seriously if
a similar circumstance should arise today that the Department of Agriculture would be willing to approve such an arrangement. However, at that early date when strenuous efforts were being made to launch a cooperative endeavor, I am sure the Department was willing to agree to almost any practicable arrangement a State proposed which would provide the type of climate essential to getting extension work established satisfactorily.

This letter is merely supplementary to Mr. Ferguson's letter of November 22 on the same subject. Your reference to this arrangement, however, aroused my curiosity and since we had gone to the records for the substantiating evidence I thought you might appreciate being apprised of the situation as our records revealed it. No doubt you have copies of the same documents in your historical files.

Sincerely yours,

P. V. Kepner
Deputy Administrator
To Members of the Board of Trustees:

A letter from Mr. Sims to Dr. Poole, December 3, 1955, is reproduced below to supplement the "Report on Clemson-Winthrop Relations--November 23, 1955."

G. E. Metz, Assistant to the President and Secretary of the Board of Trustees

WINTHROP COLLEGE
The South Carolina College for Women
Rock Hill, South Carolina

Office of the President

December 3, 1955

"President R. F. Poole
Clemson College
Clemson, South Carolina

"Dear Frank:

"On October 29 you advised me that the Clemson Board of Trustees had directed all Home Demonstration Extension personnel at Winthrop to transfer to Clemson not later than the first of January and that the previous agreement relating thereto between Winthrop and Clemson was being discontinued.

"On November 9 I wrote you that this order of your Board violated the terms of a partnership contract between the two colleges, dated June 26, 1914, relative to extension work, which had been in effect for 41 years and which provided that no changes could be made except by mutual consent.

"In this letter I suggested that Winthrop and Clemson refer the legal question to the Attorney General of South Carolina for a ruling as to the authority of Clemson to unilaterally abrogate the binding agreement which had been mutually observed in a co-operative manner all these years. I would like to have a definite reply as to this proposal.

"At this time I would like, also, to request some information as to the reasons for the Clemson order to the Home Demonstration personnel. Certainly the public (and Winthrop) is entitled to some definite statement from Clemson as to any possible justification of so abrupt and sudden a breach of our agreement."
"I noticed in the press several months ago that various administrative changes were being made at Clemson on the recommendation of a management consultant firm, Cresap, McCormick, and Paget of New York, in the interests of efficient and economical operation.

"Would it be asking too much to be informed if the action of your Board was taken upon the recommendation of this New York firm and, if so, could Winthrop be furnished with a copy of that portion of the report relating to the Extension work? Considering Winthrop's long partnership in this work it would seem that it is entitled to this information.

"I ask this because, prior to the Clemson order, Winthrop was not advised that the question of transferring the Home Demonstration work to Clemson was under consideration by your consultants or the Clemson Board.

"In view of the long period of friendly co-operation in the Extension work between Clemson and Winthrop, I feel that Winthrop was due some official notice and an opportunity of presenting its viewpoint, even if Winthrop could not recognize Clemson's sole and superior power to decide the matter.

"The press reports about the administrative changes brought to Clemson, as a result of the study by the New York experts, stated that efficiency and economy were the purposes to be achieved. In all our 41 years of co-operation I do not know of any question ever being raised as to either the efficiency or economy of the operation of the Home Demonstration Service.

"Certainly, no criticism has been made by Clemson in the twelve years I have been at Winthrop, neither has there been any request for a conference between Winthrop and Clemson, as the 1914 agreement provided. I seriously challenge the conclusion that either efficiency or economy would result from the consolidation of the two services at Clemson.

"During all the years the Home Demonstration Service has been at Winthrop, our College has furnished quarters, heat, light, and janitorial service free of charge, and the Home Demonstration Service has never paid any part of the salary of any Winthrop administrative officer. My understanding is that this is not the case with the Extension organization at Clemson. If this is correct, I do not see where economy can be gained by any transfer to Clemson.

"As I said in my previous letter this is no personal quarrel between you and me, for we are both subject to actions of our governing boards and charged with the responsibility of protecting the proper interests of our respective institutions. I would not expect you to do less, and I know you will agree that my duty is the same.

"Regardless of the final outcome of this difference between our institutions I hope the appreciated friendly relations will continue, and, I know, as far as I am concerned, it will make no difference in the esteem and friendship I have for you.

"With kindest regards and best wishes, sincerely yours,

"/S/ Henry R. Sims
"President of Winthrop College"
MEETING OF THE BOARD OF TRUSTEES

Wade Hampton Hotel — Columbia, S. C.

December 19, 1955

BASIC CONSIDERATIONS IN THE TRANSFER OF EXTENSION HOME DEMONSTRATION HEADQUARTERS FROM WINTHROP COLLEGE TO CLEMSON COLLEGE

The Smith-Lever Act, passed by the Congress and approved by the President of the United States on May 8, 1914, had as its title "An Act to provide for cooperative agricultural extension work between the agricultural colleges in the several states receiving the benefits from the Act of Congress approved July 2, 1862, and of Acts supplementary thereto, and the United States Department of Agriculture." (Note: The Act of Congress approved on July 2, 1862, referred to in the above paragraph was the Act providing for the establishment of the Land-Grant colleges.)

The General Assembly of South Carolina passed a joint resolution, approved by the Governor of the States on February 12, 1915, accepting the Smith-Lever Act of May 8, 1914, and designating "...that the Trustees of the Clemson Agricultural and Mechanical College be and they are hereby authorized and empowered to receive the grants of money appropriated under said act, and to organize and conduct agricultural extension work which shall be carried on in connection with the Clemson Agricultural and Mechanical College in accordance with the terms and conditions expressed in the Act of Congress aforesaid."

The basic memorandum of understanding signed by the President of Clemson College on July 7, 1914, and by the Secretary of Agriculture on July 23, 1914, outlining the responsibilities of Clemson College and the United States Department of Agriculture in the conduct of cooperative extension work under the Smith-Lever Act makes no reference to Winthrop College, but states in Item 4, "That the headquarters for the state organization contemplated in this memorandum shall be at the Clemson Agricultural College."

The revised memorandum of understanding, signed by the President of Clemson College on June 17, 1955, and by the Secretary of Agriculture on July 13, 1955, re-outlining and bringing up to date the responsibilities of Clemson College and the United States Department of Agriculture in the conduct of cooperative extension work still makes no reference to Winthrop College, but states that the Clemson Agricultural College accepts the responsibility for conducting all educational work in the field of agriculture and home economics.

In a letter to Dr. R. F. Poole, President of Clemson College, under date of November 22, 1955, Mr. C. M. Ferguson, Administrator, Federal Extension Service, USDA, states, "We wish to reaffirm the statement which we made to you that in the Department's relationships with the State Extension Services, we are obligated to deal with the State Extension Director with respect to all matters involving our joint responsibilities for cooperative extension work — There is no way in which the State Director can delegate to another organization, entity, or individual not under his direct administrative control any of his responsibility to the Department."

Mr. P. V. Kepner, Deputy Administrator, Federal Extension Service, USDA, in a letter to President Poole under date of November 23, 1955, stated, "Attention is called, however, to the fact that the overriding memorandum of understanding entered into on July 7, 1914, under which our cooperative relationships have been maintained until the recent signing of a revised memorandum, makes no reference to Winthrop College but in fact places full responsibility on Clemson Agricultural College, through the Director of Extension Service with respect to the Department's interest in this partnership endeavor."
From the foregoing statements, it is clear that Clemson College has been designated in the basic Act by the Congress of the United States, the enabling Act by the General Assembly of South Carolina, the memoranda of agreement between Clemson College and the United States Department of Agriculture, and in administrative rulings by designated officials in the Federal Extension office, as the institution in South Carolina having the responsibility for the conduct of cooperative extension work in agriculture and home economics with farm people in South Carolina, and that the United States Department of Agriculture is not a party to, nor does it recognize the agreement with Winthrop College.

The fact that the USDA is not a party to this agreement is further substantiated by an extract from a letter written by Dr. D. B. Johnson, President W. M. Riggs of Clemson College, which states, "I do not think it well to write to Mr. Knapp (of the USDA Extension office) relative to the agreement between Clemson and Winthrop. We did not write to him when we drew up the original memorandum of understanding which was adopted by our Boards and under which we are working."

When extension work in agriculture and home economics was started under the Smith-Lever Act in 1914, the problems of the farm and the farm home were to a great extent separate in their nature. Farmers were concerned with increasing their crop yields and livestock production, and adjustments necessary to meet the threat of the boll weevil. Farm homemakers were concerned mainly with problems of canning and other methods of conserving foods, nutrition, clothing, child care, and others. Under these circumstances, it was probably logical to feel that the agricultural part of extension work should be headquartered and administered from Clemson College and the home demonstration part of the program be headquartered and administered through Winthrop College.

However, from the start, this dual system of headquarters and administration had proved cumbersome and unwieldy, resulting in great loss of time and excessive telephone calls and travel to many conferences to try to maintain necessary coordination and efficiency of operation.

Since the establishment of extension work, the problems of farmers and farm homemakers have been enormously increased by two world wars, a depression, the effects of the boll weevil, loss of cotton as the major source of income, and many other changes of an economic and technological nature. The problems of the farm and the farm home have become more and more inseparable, and as extension programs have been developed to meet these problems, it has become increasingly necessary that county farm agents and county home demonstration agents work closely together in a coordinated approach to helping farm families with their problems, and, also, that agricultural and home economics specialists work closely together in training these agents, and in helping them with their joint programs of extension work.

Assistance to farm families in farm and home planning and management, control of insect pests and diseases, production and conservation of the food supply for the farm family, home improvement, community development, health, Four-H club work, marketing and others must be conducted jointly by men and women workers, reaching the farm family as a unit if they are to be effective.

The national farm organizations and the USDA have taken note on this situation in requesting of the congress additional funds for the expansion of extension work with farm people. Such funds have been requested and appropriated for additional assistance to farm families in farm and home planning to enable them to make their farms efficient operating units and to improve the standard of living of farm families. The Clemson College Extension Service is making every effort to meet the needs of farm families by developing the farm unit approach. The reorganization of the men and women district supervisors and county extension workers under district and county leaders of extension work are examples of progress being made in this direction. Consequently, it is in keeping with good administration that the administrative office of the Extension Service be brought together and so organized.
It is very difficult to develop and maintain an efficient, coordinated extension program involving both the agricultural and home demonstration phases of the work with separate headquarters and administration for agricultural and home economics extension workers. The net result is too nearly two separate programs, each approaching the problems from a different direction. It is impossible for extension administration, when separated between Clemson and Winthrop, to maintain through conferences, correspondence and telephone calls, the degree of coordination and efficiency that could be obtained through a unified administration at one headquarters.

It is significant that of the 48 states and three territories in which extension work is conducted under the Smith-Lever Act, only two states, Florida and South Carolina maintain separate headquarters for agricultural and home demonstration extension work. It is understood that plans are being made in Florida to bring these headquarters together.

Under the present situation it is necessary that two accounting and budget systems be maintained for home demonstration work, one at Clemson where the final responsibility rests, and one at Winthrop for the guidance of the State Home Demonstration Agent. This is a duplication of effort and is expensive and time consuming.

Provision has been made in the new agricultural center at Clemson to meet the needs of state and district home demonstration workers, extension agricultural specialists and district agents, heretofore located elsewhere in the state, for office space and working facilities. Space suitable to their needs was planned in the new structures.

In considering the present needs and visualizing those of the future for developing South Carolina agriculture and serving our farm people, Clemson is consolidating the administrative staff in agricultural extension and home economics work at Clemson to give economical and efficient service. We believe the people want us to do so. We can do our best job by moving the administrative personnel to Clemson, and we do not think it can be done with the administrative forces divided.

JUSTIFICATION FOR ESTABLISHING HEADQUARTERS FOR EXTENSION WORK IN HOME ECONOMICS AT CLEMSON

1. Cooperative Extension Service in agriculture and home economics is the responsibility of the United States Department of Agriculture and the Land Grant Colleges. The S. C. Extension Service is the educational branch of both USDA and Clemson to the farm people of the state.

2. Congress specifically designated the agricultural colleges in the several states which receive the benefits of Act dated July 2, 1862, and acts supplementary thereto, as the colleges to administer Smith-Lever extension work.

3. The United States Department of Agriculture holds the State Extension Service fully responsible for administration of Cooperative Extension Work in agriculture and home economics. The Director cannot delegate to another organization, entity, or individual not under his administrative control any of his responsibility.

(The 1914 agreement between the Presidents of Clemson and Winthrop (not agreed to by USDA) delegates certain responsibilities to the President of Winthrop)
Establishing headquarters for home economics personnel at Clemson offers the following advantages:

A. **Economy in Travel** - Frequent conferences which have been held in Columbia or Clemson would be held at Clemson at no cost to travel.

B. **Telephone** - Telephone calls between Clemson and Winthrop totaling several hundred dollars annually would be eliminated.

C. **Time** - The time lost in travel to staff meetings would be eliminated.

D. **Coordination** - Extension work in agriculture and home economics is cooperative and must be planned jointly by the leaders to be most effective. The present system is cumbersome. The State Home Demonstration Agent should be housed with the administrative staff for agriculture and be available on short notice for consultation. Such coordination is now being put into effect for district and county extension work.

E. **Clemson-Winthrop Agreement Singular** - South Carolina is alone among states in the present arrangement. Florida has a system somewhat similar but the Director of Extension is accountable to only one President. A change is contemplated to locate Home Economic personnel at Gainesville.

F. **Reduction in Personnel Possible by Re-location** - Some reduction in clerical help is contemplated in the re-location of Home Economics staff.

G. **Adequate Office and Working Facilities** have been provided in the new Agricultural Center at Clemson for State Home Demonstration personnel, as well as for District Agricultural Agents and specialists to be moved to Clemson.