The Board convened at 11:00 a.m. with the following members present: Messrs. R. M. Cooper, President of the Board, Presiding; W. A. Barnette, James F. Byrnes, Robert S. Campbell, A. M. Quattlebaum, R. L. Stoddard, T. Wilbur Thornhill, and T. B. Young. Others present were R. C. Edwards, M. A. Wilson, F. M. Kinard, W. T. Cox, F. J. Jervey and G. E. Metz.

Item 1. Minutes of the Meeting of June 26, 1959. The Chairman asked if there were any corrections to the minutes of the meeting held on June 26, 1959. There were no corrections and the minutes were approved.

Item 2. In Memoriam - John Franklin McLaurin. The Board paused in its proceedings in recognition of the loyal and faithful service of Mr. John Franklin McLaurin as a member of the Board from 1947 until the time of his death on September 20, 1959. The Board adopted the following resolution to be incorporated in the minutes of the meeting and transmitted to the family:

WHEREAS, the Members of the Board of Trustees of the Clemson Agricultural College of South Carolina desire to record their deep sorrow at the death on September 20, 1959, of their esteemed associate, John Franklin McLaurin, who since 1947 served as a member of this Board,

WHEREAS, in his untimely death, this Board of Trustees, the Clemson Agricultural College, and the State of South Carolina have lost an unselfish and untiring devotee, an ardent alumnus and supporter, and an outstanding and public-spirited citizen,

WHEREAS, as a member of the Agricultural Committee throughout his membership on the Board and as its Chairman since 1956, he rendered untold service to the agricultural developments of this institution and the State of South Carolina through his guiding counsel on agricultural affairs of the College and the State, through active participation on national councils, committees and associations, always in the interest of the College and the State, and through his devoted and active leadership in every phase of agricultural development on local, state and national levels,

BE IT RESOLVED, That the Board of Trustees of the Clemson Agricultural College of South Carolina hereby gives formal expression of its grievous loss in the death of John Franklin McLaurin and does hereby note in its records the passing from this life of a man who was esteemed by his associates, loved by his friends, and respected by all.

RESOLVED FURTHER, That a copy of this resolution be tendered to his family as an expression of the Board's heartfelt sympathy in its bereavement.
Item 3. Confirmation of Interim Actions and Approval of Agenda Recommendations

Motion for Approval: Mr. Byrnes referred to the "Agenda for The Clemson Agricultural College Board of Trustees Meeting at The Wade Hampton Hotel, Columbia, South Carolina, 11 A. M., October 21, 1959" as distributed to members of the Board by mail a week in advance of the meeting. He moved that, unless some member of the Board objected or wished to discuss one or more individual items, that all interim actions be confirmed and all recommendations be approved as presented in the Agenda referred to above.

Board Action: No member of the Board expressed any objection to any item or any desire to discuss any item. The motion was seconded by Mr. T. Wilbur Thornhill and passes unanimously, confirming the interim actions and approving the recommendations in the Agenda.

Under this action, Items 4-23 in the minutes which follow were approved by the Board and are so recorded.

Item 4. By-Pass Highway Connecting Old U. S. Highway 123 with Cherry Road

Statement:

(a) The South Carolina State Highway Department has awarded a contract for the construction of a by-pass highway connecting old U. S. Highway number 123 with Cherry Road. This connecting highway passes largely through College property beginning on Old U. S. Highway 123 about 200 feet south of the Oak Street intersection with U. S. Highway 123 and proceeding in a southerly direction just east and through the property deeded by Clemson College to the South Carolina National Guard. From this point the route follows west of Cemetery Hill then turns east and passes south of Earle Hall, thence south across Hunnicutt Creek and easterly through the Dairy Department pasture to its intersection with Cherry Road.

(b) The Highway Department has also awarded a contract with funds of Oconee County to construct and pave certain streets in the Housing Development south of Clemson College and east of Cherry Road. In order to make a satisfactory intersection for one of these streets with Cherry Road and the road connecting U. S. 123 with Cherry Road, this street is to be moved north on the College property line and a right-of-way for this street has been requested.

The College Administration has approved the granting of rights-of-way for the above highways and streets.

Recommendation of the Committee on Development and Public Relations: That the Board confirm the actions of the Administration in granting the rights-of-way to the South Carolina Highway Department for the above referred roads and streets.

Board Action: Approved.

Item 5. Exchange of Property with the South Carolina National Guard

Statement: In routing the connecting highway between U. S. Highway 123 and Cherry Road referred to under Item 4 above, the South Carolina Highway Department found it expedient to pass through certain properties of the South Carolina National Guard that had been deeded to them by the College. This property is east of the present National Guard Armory building.

The College Administration, in order to secure for the South Carolina State Highway Department this right-of-way, has been negotiating with General Pinckney, Adjutant General of the South Carolina National Guard, for the transfer of a parcel of land to the west of the National Guard property for that required for a right-of-way through the Guard property to the east.
Recommendation of the Committee on Development and Public Relations:
That the Board confirm the action of the Administration in negotiating with the Adjutant General for the transfer of the properties in the National Guard area in a manner that will deed to the National Guard properties west of the present line in compensation for that property they will lose by virtue of the by-pass road that will be to the east of the National Guard.

Board Action: Approved.

Item 6. Easement for County Road Connecting State Highways 210 and 37

Statement: After consulting with the President of the Board, the Administration consented to an easement for the Oconee County road which connects State Highway 210 and State Highway 37, being the route which goes through the Kibler Farm. To the extent of college lands this easement extends 33 feet on either side of the center line of the road as shown on a plat designated "A Portion of Lands of Clemson Agricultural College Prepared by G. H. Dunkelburg, Agricultural Engineer, 27 July, 1959."

Recommendation of the Committee on Development and Public Relations:
That the Board confirm the action of the Administration in consenting to the easement indicated above.

Board Action: Approved.

Item 7. Demolition of the Fertilizer Building

Statement: It was intended that the old Fertilizer Building, located between the old Chemistry Building and Olin Hall (Ceramic Engineering), would be torn down during the construction of Olin Hall. Due to the need for classroom space at that time, this building was temporarily retained for use by the Chemical Engineering Department. It is presently used for the County Medical Clinic sponsored by the Clemson Fellowship Club. Space has to be found for this clinic; however, if necessary, it can temporarily use Annex E, west of Riggs Hall, which is a wooden prefabricated structure. Upon the completion of the Samuel Broadus Earle Chemical Engineering Building, the need for this extra space will no longer exist. Furthermore, this building was recommended for removal under the master plan.

Recommendation of the Committee on Development and Public Relations:
That the Board confirm the action of the Administration, authorizing the demolition of this building.

Board Action: Approved.

Item 8. Re-Location of Prefabs

Statement: Due to the construction of the by-pass from Highway 123 to Cherry Road, it will be necessary to re-locate eleven prefabs from the right-of-way given to the State Highway Department. An additional eight prefabs off Williamson Drive and north of the Stadium need to be removed in order to provide a satisfactory athletic field for intramurals and baseball. There are other prefabs about the campus that need to be relocated in more suitable areas. Funds are available for such relocations.

Recommendation of the Committee on Development and Public Relations:
That the Administration be authorized to relocate prefabs as necessary and desirable and consistent with the Master Plan.

Board Action: Approved.
Item 9. Additional Seating Capacity for Memorial Stadium

Statement: At the June meeting of the Board the Administration was authorized to develop plans and specifications for the construction of additional seats for Memorial Stadium.

Recommendation of the Committee on Development and Public Relations:
That the Committee on Development and Public Relations be authorized to act for the Board on all matters concerning the expansion of the seating capacity of Memorial Stadium.

Board Action: Approved.

Item 10. Library Building

Statement: At the June 26, 1959 meeting of the Board, a report on Present and Future Needs of the Clemson College Library was presented and the Board endorsed the urgency of the need for an adequate library building. Such a structure is urgently needed in the immediate future and will cost a considerable sum of money. The present outlook is that financing a structure of this size through the issuance of State Institution Tuition Bonds will not be possible for a number of years, and that some other source of funds must be secured if this needed facility is to be provided in the near future.

Recommendation of the Committee on Development and Public Relations:
That ways and means be sought by the Board of Trustees and the Administration to finance the construction of an adequate library building as early as possible.

Board Action: Approved.

Item 11. Head of Industrial Engineering Department--Confirmation of Interim Action

Statement: Under authority granted by the Board January 13, 1959 administrative approval has been given to the appointment of Professor Everett Laitala as head of the Department of Industrial Engineering, effective August 14, 1959. Mr. Laitala replaces Mr. E. J. Freeman, who had requested to be relieved of responsibilities as department head.

Mr. Everett Laitala, a native of Minnesota, received Bachelor's and Master's degrees and a professional degree of Mechanical Engineer from the University of Minnesota. He has had teaching experience at the University of Minnesota, the University of Illinois, and Case Institute of Technology. He has also had several years of industrial experience including the past year when he was on leave from Case Institute participating in the Year-in-Industry program for senior engineering professors with the DuPont Company. He has been active in various engineering organizations and has had published in engineering magazines a number of reports on research projects. He has just completed a new textbook, Engineering and Organization.

Recommendation of the Committee on Educational Policy and Student Affairs:
That the appointment of Professor Everett Laitala as Head of the Department of Industrial Engineering effective August 14, 1959 be confirmed.

Board Action: Approved.
Item 12. Head of the Poultry Department--Confirmation of Interim Action

Statement: Under authority granted by the Board January 13, 1959, administrative approval has been given to the appointment of Dr. Bobby D. Barnett as Head of the Poultry Department, effective September 1, 1959. Dr. Barnett replaces Mr. C. L. Morgan who was retired at his request on June 30.

Dr. Bobby D. Barnett was born August 12, 1927 in Elm Springs, Arkansas. He received his B. S. and M. S. Degrees at the University of Arkansas in 1950 and 1954 respectively and his Ph. D. degree at the University of Wisconsin in 1957. After his graduation from the University of Arkansas and prior to beginning his graduate study, Dr. Barnett had practical experience operating a hatchery in Springdale, Arkansas. He joined the Clemson staff July 1, 1956 as Assistant Poultryman and was promoted to Associate Poultryman July 1, 1958. Dr. Barnett is married and has two children.

Recommendation of the Committee on Educational Policy and Student Affairs:
That the appointment of Dr. Bobby D. Barnett as Head of the Poultry Department effective September 1, 1959 be confirmed.

Board Action: Approved.

Item 13. Head of the Department of Drawing and Design--Confirmation of Interim Action

Statement: Under authority granted by the Board January 13, 1959, administrative approval has been given to the appointment of Professor Douglas W. Bradbury as Head of the Department of Drawing and Design effective September 1, 1959. Professor Bradbury has been Acting Head of the Department for the last two sessions.

Professor Douglas W. Bradbury is 39 years old and a native South Carolinian. He was graduated from Clemson College in 1940 and has been a member of the faculty in this department since February 1946. He has had part-time industrial experience as a designer with the Deering Milliken Research Trust and has done important consultant work with the Vickers Company in machine design. He has been a valuable member of the staff and since being designated as acting head of the department has completed work at the University of Michigan for a Master's Degree.

Recommendation of the Committee on Educational Policy and Student Affairs:
That the appointment of Professor Douglas W. Bradbury as Head of the Department of Drawing and Design effective September 1, 1959 be confirmed.

Board Action: Approved.

Item 14. Director of Engineering Experiment Station--Confirmation of Interim Action

Statement: On June 26, 1959 the Board authorized the establishment of the Engineering Experiment Station and the employment of a Director to supervise and direct research conducted by the Station. Under this authority, administrative approval has been given to the appointment of Dr. Leonard C. Adams as Director of the Engineering Experiment Station effective September 12, 1959.

Dr. Leonard C. Adams is a graduate of Clemson College with a Master's degree from Oklahoma State University and the Ph. D. degree from the University of Florida. He has been a professor in the Department of Electrical Engineering and has served nine years very successfully on this faculty. He rendered outstanding service in developing and directing the special training program conducted at the college for Southern Bell Telephone and Telegraph Company. From the summer of 1958 until his return to assume his new duties, he was on leave working at the Savannah River Plant (DuPont Company) doing reactor physics research and acquiring training to qualify him to coordinate nuclear studies and research at the college.

At least in the earlier period of his new assignment, it is intended that in addition to promoting and directing research in engineering he will teach some advanced work and coordinate the development of nuclear studies.
Recommendation of the Committee on Educational Policy and Student Affairs: That the appointment of Dr. Leonard C. Adams as Director of the Engineering Experiment Station effective September 12, 1959 be confirmed.

Board Action: Approved.

Item 15. Change in Name of the Department of Drawing and Design to the Department of Engineering Graphics

Statement: Because of special qualifications of individuals in the department, courses in machine design in recent years have been in the Department of Drawing and Design. Since the loss of an outstanding design engineer, decision has been made to transfer several courses in the field of machine design from the Department of Drawing and Design to the Department of Mechanical Engineering. This is in accordance with increased practice in various departments of Mechanical Engineering over the country.

With the removal of these courses, the School of Engineering would like to change the name of the Department of Drawing and Design to the Department of Engineering Graphics, which is a much better description of the work which will now be offered in that department.

Recommendation of the Committee on Educational Policy and Student Affairs: That the name of the Department of Drawing and Design be changed to the Department of Engineering Graphics.

Board Action: Approved.

Item 16. Designation of a Name for the Architectural Gallery

Statement: The faculty of the School of Architecture has recommended that the exhibition gallery on the ground floor of the new building occupied by the School of Architecture be designated the Rudolph E. Lee Gallery in honor of the first head of the Department of Architecture, who served many years at the College. The proposal of the faculty of the School of Architecture has received endorsement and hearty commendation from the South Carolina Chapter of the American Institute of Architects. Approval of this recommendation seems to be fitting and appropriate.

Recommendation of the Committee on Educational Policy and Student Affairs: That the Architectural Gallery be officially designated the Rudolph E. Lee Gallery.

Board Action: Approved.

Item 17. National Board of Visitors

Statement: The 1959 Board of Visitors recommended that the college create each year a National Board of Visitors to visit Clemson in addition to the State Board of Visitors. The Administration and the Development Committee have endorsed this recommendation contained in the Report of the 1959 Board of Visitors as follows:

As The College extends its influence nationally, and as the Nation's interest in the College should be manifest further in better knowledge of its extensive activities, it is the recommendation of This Board that The College create each year a National Board of Visitors to visit Clemson in addition to the State Board of Visitors.
It is the opinion of this Board that a National Board, with representatives of Agriculture, Business, Industry, Science, the Arts and other fields, could attract highly desirable national interest in the institution which could manifest itself in bountiful dividends to supplement the work of the State Board of Visitors.

Recommendation of the Committee on Educational Policy and Student Affairs:
(1) That the Board of Trustees approve the recommendation of the 1959 Board of Visitors as stated above, and (2) That the President of the Board appoint a committee to work with the administration in determining the size and membership of the National Board of Visitors and in making other plans as necessary in connection with the visit.

Board Action: Approved.

Item 18. Fertilizer Inspection and Analysis

Recommendation: That the recommendations contained in the Department of Fertilizer Inspection and Analysis Report to the Fertilizer Board of Control, September 1959, be approved.

Board Action: Approved.

Item 19. Analysis for Suspected Poisoning in Livestock and in Livestock Feed

Statement: There is no State agency in South Carolina which has the authority, personnel, equipment and/or funds to conduct toxicology for the livestock industry. Organic or inorganic toxic substances are suspected, on occasion, of being in feed; animals are suspected of being accidentally or maliciously poisoned; and insecticides, fertilizers and other commercial chemical compounds are too frequently blamed for animals’ deaths. The industry has no one to turn to for help and commercial companies are often seriously accused without defense.

In order to clarify the situation a meeting was held in the State Department of Agriculture offices in Columbia on September 2, 1959. Attending were W. L. Harrelson, Commissioner, Dr. A. C. Summers, Department Chemist, Dr. R. W. Carter, Director of State-Federal Livestock Disease Eradical on Program, Dr. O. B. Garrison, Director of Clemson College Experiment Station, and Dean M. D. Farrar, School of Agriculture. After a review of the responsibilities of Clemson College and the State Department of Agriculture, the conference concluded:

1. That there exists a serious need for a qualified toxicologist.
2. That for analysis only officially collected samples should be considered.
3. That animal tissues or parts for the purpose of screening must be submitted through the Department of Livestock Sanitation, Dr. R. W. Carter, Director.
4. That feed materials for the purposes of screening must be submitted through the State Department of Agriculture, Mr. W. L. Harrelson, Commissioner.
5. That the results of the analysis or the testimony of the toxicologist would qualify as a part of court actions.

Interim Policy: The livestock and allied industries should be openly and frankly informed of the situation as it now stands. They must be made to realize that there is no legally qualified agency to perform these services.
Recommenation: That the necessary steps be taken to develop legal authority and financial support for a toxicologist to serve the livestock industry.

Board Action: Approved.

Item 20. Relocation of Agricultural Units

Statement: In accord with the authorization of the Board of Trustees at the meeting of June 26, 1959, steps have been taken to purchase the land in the Douthit-Lebanon area for the relocation of agricultural units. A survey of the properties has been completed with the final plats indicating acreage totals as follows: Spears 34.86, Williams 97.31, Breazeale 225.33, Dalton 232.25, Douthit 686.10, Kohnitz 845.69, with a total of 2121.74 acres. The search of titles is being completed, and the college will acquire title to all properties by January 1, 1960.

The land classification technicians for the Soil Conservation Service are completing a set of maps to show soil types, the proper use of land for the entire area. The departments relocating on these properties are preparing detailed plans. Under consideration is a master plan to utilize the area to the best advantage of the college.

In connection with the relocation of the agricultural units, certain adjustments will be necessary in existing or purchased lands and facilities requiring expenditures of funds in addition to the funds necessary to purchase lands as previously authorized by the Board. Authorization is sought for such expenditures in order that the relocation may be effected as rapidly as possible with minimum interference in the agricultural program.

Recommendation: That the administration be authorized to proceed with such adjustments to existing or purchased lands and facilities and to defray the cost for such adjustments from funds received from the Corps of Engineers.

Board Action: Approved.

Item 21. Richard Wright Simpson Experiment Station

Statement: Richard Wright Simpson lived throughout his life near Pendleton, South Carolina (1840-1912). He was a personal advisor to Mr. Thomas Green Clemson and as a lawyer wrote Mr. Clemson's will. As his executor, he defended the interest of the will in the courts to a successful conclusion. He became Chairman of Mr. Clemson's seven (7) life members and was elected President of the thirteen (13) member Board of Trustees. He held this office until 1907.

The purchase of properties in the Douthit-Lebanon area near Pendleton includes the former home of Mr. Simpson. On this property is located the cemetery where Mr. Simpson and his family are interred.

Recommendation: That the property being acquired by the Clemson Agricultural College in the Douthit-Lebanon area be named in honor of Mr. Simpson and designated as the Richard Wright Simpson Experiment Station.

Board Action: Approved.

Item 22. Policies Governing Hours of Work, Holidays, and Leave for Academic Personnel

Statement: At the meeting on February 20, 1959, the Committee on Educational Policy and Student Affairs endorsed, subject to changes, a statement of Proposed Policies Governing Hours of Work, Holidays, and Leave for Academic Personnel. At the March 19, 1959 meeting of the Board,
consideration of these policies was postponed upon recommendation of the administration in order that the changes could be carefully drafted for final consideration. These changes have been made and the final draft presented in the Agenda for consideration at this meeting of the Board.

Recommendation: That the Proposed Policies Governing Hours of Work, Holidays, and Leave for Academic Personnel be approved.

Board Action: Approved. (A copy as approved is attached to these minutes.)

Item 23. Norris Cotton Mill Stock in Norris Medal Account

Statement: Woodside Mills offered to purchase the stock of Norris Cotton Mills Company at the price of $50.00 per share provided that ninety percent of the stock could be so purchased. Mr. Edgar M. Norris, President of Norris Cotton Mills Co., Inc. and Mr. G. F. Norris, Chairman, Norris Cotton Mills Co., Inc. recommended the sale of our Norris stock to Woodside. The President of the Board of Trustees has authorized the sale of the college holdings of one hundred shares of this stock and has further authorized the purchase of some sound common stock, with the funds received, to be deposited in the Norris Medal Account if the sale of the Norris Cotton Mill Stock is consumated.

Recommendation: That the Board of Trustees confirm the action of the President of the Board indicated above.

Board Action: Approved.


Statement: The Comptroller has made an exhaustive study of faculty and staff salaries at Clemson in comparison with salaries at comparable institutions in neighboring states. Meetings have been held and other meetings have been planned with representatives of the University of South Carolina, Winthrop College, and The Citadel, and jointly with the Governor, to consider the problem of setting faculty salaries more nearly on a comparable basis as well as to consider the financing of appropriate salary increases. Under consideration are appropriate requests to the General Assembly for sufficient funds to finance adequate educational and public service programs including funds for salary adjustments. Also under consideration are proposals to increase student fees or establish new fees to supplement increases from the General Assembly to provide adequate educational programs, including faculty salaries on a more nearly adequate basis. In view of these considerations, a detailed budget request is not available for proposal to the Board but some provision is sought for handling this matter in the interim between meetings of the Board.

Board Action: It was moved by Mr. Quattlebaum, seconded by Mr. Young and passed that Mr. Cooper and Mr. Brown work with the administration on the budget request for 1960-1961 and serve as a committee with power to act for the Board in approving the request as well as in approving any increases in fees or new fees to be established.

Item 25. Water Filtration and Distribution System

Statement: A comprehensive report has been distributed to the members of the Board at this meeting as "A Study of, and a Report and Recommendation on the Needs for the Clemson College Water Filtration and Distribution System". A copy of this report has been attached to the permanent file copy of the Agenda for this meeting (October 21, 1959).
This study reveals that our water filtration and distribution system is adequate for the increasing demands of the college and community, and that an expansion program estimated at a cost of $400,000 should be initiated at the earliest practicable date. The detailed report includes recommendations regarding necessary expansion of the water system and revised water rates and regulations. The following is a summary of the breakdown on the estimated costs of expansion as outlined in the report.

1. Filter Feds and Appurtenances..............$189,500.00
2. 1,000,000 gallon clear well and piping.....52,000.00
3. 12" raw water line from river pumping station to the filter plant.........................30,000.00
4. and two new pumps at pumping station..............23,000.00
5. Distribution lines and miscellaneous cross connections........................................75,500.00
6. Traveling screen at river pumping station......30,000.00
Total estimated costs............................$400,000.00

In order to provide a satisfactory balance between costs and income, it will be necessary to make adjustments in the present water rates. A summary of the proposed rates for "sales at retail" and "sales at wholesale" is shown below. The complete proposed rate structure and regulations are in the report.

Sales at Retail:
- 40¢ per 1,000 for the first 10,000 gallons
- 30¢ per 1,000 for the next 40,000 gallons
- 25¢ per 1,000 for all over 50,000 gallons

Sales at Wholesale:
- 25¢ per 1,000 gallons

Recommendation: It is recommended:
1. That the expansion program costing approximately $400,000.00 be approved, and that the Development Committee of the Board of Trustees be authorized to represent the full Board in working with the administration to determine ways and means of carrying out the program.
2. That the proposed rates for the sale of water be approved to become effective January 1, 1960.
3. That the service charges, rules and regulations, as outlined in the report, be approved to become effective immediately.

Board Action: Approved.

Item 26. Electric Current Rates

Statement and Recommendation: Both Clemson College and Duke Power Company serve the Clemson area with electric current. It is recommended that the administration be authorized to establish and adjust electric current rates in order to maintain reasonable comparability with Duke Power Company rates.

Board Action: Approved.

Item 27. Radio Broadcasting Station

Statement: On February 7, 1958, the Board authorized the administration to provide a closed circuit radio broadcasting station in the dormitories. The stated purposes of the station were "to bring to the student body radio programs of interest and value; provide students experience in the technical and business management of a radio station, and to serve as a medium of communication for the administration of the College."
Experience with the radio station has been very satisfactory except that coverage has been limited to the sixty-five percent of the students who are living in the dormitories. Broader coverage is essential for the station to serve effectively as a medium of communications, reaching married students and other non-dormitory students as well as staff members living in the community.

An educational channel, ten-watt F. M. station, with a maximum coverage of a ten-mile radius, will be adequate for this purpose, with the cost to be paid from the student activity fee.

**Recommendation:** That the Board authorize the administration to apply to the Federal Communications Commission for such a channel, and that the Board further authorize the administration to establish the station if permission is granted by the FCC.

**Board Action:** It was moved by Mr. Stoddard, seconded by Mr. Campbell and passed that the recommendation be approved.

**Item 28. Clemson-Carolina Game**

**Statement:** The administration has held numerous meetings with representatives of the University of South Carolina in an effort to negotiate a mutually acceptable contract for the Clemson-Carolina football game in 1960 and 1961. To date the University has not agreed to ticket distribution on a 50-50 basis as proposed by Clemson. The Clemson administration feels that an equitable distribution of tickets between the two institutions is mandatory if Clemson is to continue to play the University of South Carolina.

**Board Action:** The Board passed a unanimous vote of confidence in the administration and the stand taken to date in such negotiations and authorized and approved further negotiations by the administration in accord with the procedures outlined.

**Item 29. In Memoriam - Elliott White Springs.** The Board adopted the following resolution to be incorporated in the minutes of the meeting and transmitted to the family of Colonel Elliott White Springs who died on October 15, 1959:

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In Memoriam
Elliott White Springs
July 31, 1896 - October 15, 1959

WHEREAS, the Board of Trustees of the Clemson Agricultural College of South Carolina desires to record its deep sorrow at the death of Elliott White Springs, South Carolina's most colorful textile executive, whose extraordinary career came to an end October 15, 1959,

WHEREAS, through his dynamic personality, his unconventional advertising, his creative authorship and his rugged individualism, he sponsored and promoted the cause of the textile industry and industrial development against all odds,

WHEREAS, with a spirit of unselfish generosity and philanthropic zeal, Colonel Elliott Springs provided for the education of hundreds of young men and women at Clemson College and other institutions, making possible educational opportunities which would otherwise be denied deserving youth,

BE IT RESOLVED, that the Board of Trustees of the Clemson Agricultural College of South Carolina hereby gives formal expression of its grievous loss and the great loss to the textile industry and the State of South Carolina in the death of Elliott White Springs.

RESOLVED FURTHER, That a copy of this resolution be tendered to his family as an expression of the Board's heartfelt sympathy in its bereavement.
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Item 30. In Memoriam - Francis Ebenezer Grier. The Board adopted the following resolution to be incorporated in the minutes of the meeting and transmitted to the family of Mr. Francis Ebenezer Grier who died on October 13, 1959:

In Memoriam
FRANCIS EBENEZER GRIER
November 17, 1899 - October 13, 1959

WHEREAS, the Board of Trustees of the Clemson Agricultural College of South Carolina desires to record its deep sorrow at the death on October 13, 1959, of Francis Ebenezer Grier, outstanding textile executive, industrial leader and ambassador of good will,

WHEREAS, through his state, national, and international leadership he contributed untold values to the textile industry and its development in South Carolina and the entire nation,

WHEREAS, with a spirit of unselfish service, he extended his outstanding leadership to religious, educational and civic affairs to the betterment of mankind,

BE IT RESOLVED, That the Board of Trustees of the Clemson Agricultural College of South Carolina hereby gives formal expression of its grievous loss in the death of Francis Ebenezer Grier and does hereby note in its records the passing from this life of a man who was esteemed by his associates, loved by his friends, and respected by all.

RESOLVED FURTHER, That a copy of this resolution be tendered to his family as an expression of the Board's heartfelt sympathy in its bereavement.

Item 31. Review of Press Release on Board Meeting. President Edwards reviewed for the Board the proposed news release concerning the meeting.

Item 32. Date for the March Meeting of the Board.

Tentative Date Set: The March meeting of the Board was tentatively set for March 18, 1960.

Item 33. Final Roll Call Vote

Resolution: RESOLVED That all measures and recommendations made at this the October 21, 1959 meeting which, according to the By-Laws, require a roll call vote of nine or more members, be hereby adopted and confirmed, and that the Comptroller be authorized to issue his checks for all expenditures authorized at this meeting.

Board Action: The resolution was unanimously adopted on roll call vote with nine members voting "aye" including eight present and the absentee vote of Senator Edgar A. Brown

Item 34. Adjournment: The meeting was adjourned at 3:30 p.m.

CORRECT: APPROVED:

G. E. Metz, Secretary
R. M. Cooper, President
POLICIES GOVERNING HOURS OF WORK, HOLIDAYS, AND LEAVE
FOR ACADEMIC PERSONNEL

I. COVERAGE

These policies cover the following professional staff members: the Deans of the Schools and the Graduate School, Heads of Teaching or Research activities, Director of the Libraries, the Academic Faculty, the Research Faculty, and Professional Librarians. (They will become effective as of January 1, 1960.)

II. GENERAL CONDITIONS

1. The Deans of the Schools and the Director of the Library shall be responsible to the Dean of the College for administration of these policies in their respective areas.

2. As far as possible leaves shall be granted in accordance with preference of individual staff members. However, they shall be scheduled by administrators to assure efficient operation.

3. The granting of leave benefits shall depend upon the availability of funds.

4. Staff members scheduled to work less than a full-time basis shall have proportionate benefits. A day (or fraction thereof) of leave for any staff member shall be the same length as his scheduled day (or fraction thereof) of work.

5. Annual leave or sick leave shall be charged only for absence on days when the staff member is scheduled to work.

III. NORMAL WORK SCHEDULE

Members of the professional staff covered by these policies are employed for full-time service and are expected to give freely of their time, energy, and ability to furthering the aims and purposes of the college and to the accomplishment of their work. Because of the peculiar requirements of various positions, some variation in work schedules is normal.

Except for formally scheduled classes and other activities, work schedules of full-time teachers are necessarily flexible, and discretion must guide their use of time in extra-curricular and other duties related to proper professional service as teachers.

Similarly those in administrative positions and those employed for full-time research or part-time teaching and part-time research have work demands that do not conform to hourly schedules, and discretion must guide their use of time.

Because of the long schedule of hours the library must operate to render its service, professional librarians must adapt to work loads distributed over a seven-day week. Their total work loads should be compatible with those of other professional personnel.

Normal work schedules for each individual and activity will be approved by the appropriate deans and directors.

Those offices and operations (exclusive of teaching) which are normally maintained on a scheduled 5 1/2 day work week shall continue full operations Monday through Friday and may operate on skeleton staffing on Saturdays. Each staff member who normally works on a fixed 5 1/2 day work week may be given as many Saturdays off as practicable, provided he is scheduled to work at least one Saturday in each month.
Policies Governing Hours of Work, Holidays, and Leave for Academic Personnel, continued

IV. HOLIDAYS

1. The college shall observe New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day as official holidays by closing all offices and suspending all operations except where continuous operation of service is essential.

2. When an official holiday falls on Sunday, the Monday following shall be observed.

3. Normally a holiday occurring at the beginning, at the end, or within a staff member's annual leave shall not be charged as a day of leave.

4. In addition to the four official holidays, special holidays may be proclaimed by the President at such time as deemed appropriate.

5. Those members of the teaching faculty employed for the regular academic session and professional librarians may observe such student holidays listed in the college catalog for the academic year as their department heads determine they are not needed for college duties.

V. ANNUAL LEAVE (VACATION)

The employment of full-time members of the teaching faculty for the regular academic session presumes ample time for vacation in the summer interval between sessions, and no additional annual leave is provided. Teachers may be called to return to active duty sufficiently in advance of the opening of a new session for preparation for that session.

For staff members employed for twelve months the following policy statements on annual leave (vacation) will apply:

1. Annual leave (vacation) with pay shall accrue at the rate of 12 working days per year during the first three years of continuous service and at the rate of 18 working days per year of continuous service thereafter, but not more than 18 days may be carried forward into a new leave year. (In order that all the staff members can begin the program on an equal basis, it will be necessary to close out all present programs and leave practices on the selected "effective date". Staff members with credits of unused annual leave should arrange to use these credits, subject to the approval of immediate supervisors, prior to the effective date of the new program.)

2. The leave year shall begin on January 1 and end on December 31.

3. Normally, annual leave shall not be credited until the completion of the first six months of employment. If it is to the advantage of the college, annual leave may be advanced and taken before the completion of the first six months of service, upon the prior approval of proper administrative authorities. If the staff member terminates before completing six months of employment, his final pay check shall be reduced by the value of the amount of annual leave taken.

4. Requests for use of annual (vacation) leave shall be submitted far enough in advance of actual need to assure prior approval by proper administrative authorities. Vacations shall be scheduled during periods of low workload to the extent practicable and shall be distributed in a manner to promote efficient operation of each activity.

5. Annual leave shall not be used for absence due to illness unless all accumulated sick leave has been exhausted, after which accrued annual leave may be utilized.
6. Annual leave shall accrue to a staff member while in a leave with pay status, provided he returns to duty. Annual leave does not accrue during periods of leave without pay, or during terminal leave.

7. A staff member who resigns, or who is terminated without prejudice, after twelve months of continuous employment shall be paid the value of annual leave earned but not taken. This may be accomplished by delaying the official termination date of pay; provided, that persons retiring shall complete their terminal leave prior to the effective date of retirement and, further, that terminal leave shall not extend from one fiscal year to the next without prior approval of the proper administrative authorities.

VI. SICK LEAVE

1. Sick leave shall accrue at the rate of fifteen working days per year, beginning with the first full month of employment, but no more than ninety days may be carried forward into a new leave year.

(In past years, sick leave provisions have varied widely. Some programs have had provision for carryover of unused credit into a new leave year; others have had none. Sick leave is a protective benefit to employees; therefore, in order to assure complete equity in this protection, the following pattern will be used to compute the amount of sick leave credited to each employee on January 1, 1960:

(a) Count one day of sick leave for each month of completed service as a full time staff member prior to the effective date, immediately above.

(b) Subtract 12 days for each month, during the 36 months immediately preceding the effective date, for which the staff member received sick pay although absent from work for the major portion of that month.

(c) If the net total is less than 90 days, record that net total as the staff member's accrued sick leave credits. If the net total is 90 days, or more, record "90" which is the maximum sick leave credit which may be carried forward into any new leave year.)

2. The leave year shall begin on January 1 and end on December 31.

3. Sick leave shall be granted to a staff member only when he is incapacitated for performance of duty due to injury or to illness or for medical, dental, or optical examination or treatment or when, through exposure to contagious disease, the presence of the staff member at work might jeopardize the health of others.

4. Irrespective of any other provisions, sick leave shall not be used for vacation, nor for absence during the three final months of pregnancy (confinement) nor during convalescence therefrom.

5. Annual leave shall not be granted in cases of absence due to illness or injury while there remains an unused balance of sick leave. When the illness of a staff member extends beyond his available sick leave, annual leave credits may be applied to the extent available. Days lost due to illness after exhaustion of both annual and sick leave credits shall be without pay, provided, however, that upon approval of proper administrative authorities, in highly meritorious cases, and where there is a strong likelihood that the staff member will return to active duty within the near future, he may borrow up to twelve months' accrual of sick leave and up to twelve months' accrual of annual leave after existing credits are exhausted. Should he terminate his employment before earning the leave advanced to him, his final pay check shall be reduced by the value of the amount of excess leave taken.

6. A staff member absent due to illness or injury shall notify his administrative superior as soon as practicable.
7. When sickness occurs within a period of annual leave and continues three or more consecutive days, the period of illness may be charged to accumulated sick leave and the charge against the annual leave reduced accordingly. Application for such substitution of sick leave for annual leave shall be made within ten days after return to duty.

8. A staff member sustaining an employment injury or disease shall have the option to be granted sick leave to the extent of his accumulated total, irrespective of whether or not the disabling condition is compensable under the Workmen's Compensation Act. If in such cases sick leave is granted and if compensation is awarded to the staff member by the Industrial Commission for salary lost during such sick leave period, the college shall be reimbursed in the amount of compensation payable to him by the Industrial Commission for days of absence for which he was also paid by the college, and sick leave credit shall be restored in proportion to the amount of reimbursement to the college.

9. Sick leave shall accrue to a staff member in a leave with pay status provided he returns to duty on schedule. However, sick leave shall not accrue to a staff member on terminal leave, or on leave without pay.

10. Accrued sick leave is forfeited upon termination of employment with the college.

11. A staff member whose illness continues beyond the period for which sick leave is granted may be granted an extended leave of absence without pay under policies and procedures provided for extended leave without pay.

VII. LEAVE FOR VOTING

While the college does not observe regular election days as official holidays, each staff member who is eligible to vote in a primary or general election may be authorized time off from his duties, with pay, for the purpose of voting provided it is not possible for him to do so before or after normal working hours. Such authorization must be obtained in advance of actual time off. This absence will not be charged to annual leave, but the maximum allowance for voting shall be one-half day.

VIII. LEAVE FOR ATTENDANCE IN COURT

1. When a staff member is subpoenaed in litigation as an individual, and not in his official capacity, the time taken from his work shall be charged as annual leave or leave without pay as appropriate.

2. When, in obedience to a subpoena or other legal direction by proper authority, a staff member appears to testify, or to appear as a witness, or to serve on a jury for the Federal Government, for the State of South Carolina, or for one of its political subdivisions, he shall be granted leave with pay for the necessary period of time, which may be recorded as "Court Leave". If such leave is recorded as Court Leave, with pay, the staff member shall refund to the college any compensation (excluding mileage and subsistence allowances) received.

3. Regardless of Paragraphs 1 and 2, a staff member may elect to have such leave of absence charged as annual leave and thereby not be required (as in Paragraph 2) to refund to the college the compensation received.

IX. MILITARY LEAVE

1. In accordance with state law, a staff member is entitled to a maximum of fifteen calendar days with pay in one year for active duty or training with the Armed Forces of the United States or the South Carolina National Guard. Such duty or training should be so arranged as to be of least interference with regular duties. It is expected that for members of the academic faculty this duty or training would be arranged so as not to interfere with teaching duties.
Policies Governing Hours of Work, Holidays, and Leave for Academic Personnel, continued

2. All staff members are normally entitled to leave without pay during a period of mandatory extended active military duty. In such cases, if the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the college and may return to active employment with the college in a comparable position to that held at the time such leave was granted, provided:

(a) His separation from service was under honorable conditions.

(b) His physical and mental capacities remain qualified for the position.

(c) His application for re-employment is made within sixty (60) days after his release from service.

X. EXTENDED LEAVE WITHOUT PAY

1. Extended leaves of absence without pay may be granted by the President of the College under circumstances wherein the best interests of the college would be served through granting such leave. Authorization may be considered in such cases as:

(a) Absence due to mandatory service in the Armed Forces of the United States.

(b) Absence for advanced academic training, research, or other experience which leads to increased competence and promotes the interests of the college as well as those of the staff member.

(c) Absences necessary due to prolonged illness or for personal reasons when such absences extend beyond available annual leave or sick leave.

2. Normally the granting of leave without pay is a matter of administrative discretion. The approval channels for requests for leave without pay shall be the same as for other regular personnel actions. Each request should be studied carefully to insure that the value to the college, or the serious needs of the individual, are sufficient to offset the necessary readjustments within the organization during the staff member's absence and to insure that reinstatement of the staff member upon his return from leave is in the best interests of the long range plans of the college.

3. Although annual leave and sick leave do not accrue during periods of leave without pay, accumulated totals are not forfeited.

4. A member of the academic faculty or research faculty who has acquired tenure shall retain his tenure status during any period of leave; however, time on leave without pay may not be counted toward acquiring tenure.

5. If the State Retirement Board approves, the member may continue to make contributions to the South Carolina Retirement System through the college while on extended leave without pay.

XI. SABBATICAL LEAVE

1. Sabbatical leave may be granted by the President of the College to members of the academic or research faculties with the rank of associate professor or professor (or a corresponding rank) in recognition of outstanding service and scholarly achievement in teaching and/or research. Such leave is to be used for further professional study or Improvement.

2. Request for sabbatical leave shall be made in writing through regular channels and shall be accompanied by a complete statement of the purpose for which leave is requested.
3. Applications for sabbatical leave will be considered only from faculty members who have completed at least six years of full-time service with the college.

4. Application may be made for sabbatical leave for up to one full year (twelve months) on one-half regular salary, or up to one-half year (six months) on full regular salary.

5. Granting of sabbatical leave is directly dependent on work loads, budget restrictions or limitations, and other conditions that might prevail. Therefore it is a matter of administrative discretion.

6. Sabbatical leaves of absence when approved are granted in good faith. A faculty member is expected to return to active service with the college when such leave has ended. Following a sabbatical leave of absence with pay the faculty member shall return to active service with the college for at least one calendar year or refund the money received from the college during his leave, if the college so requests.

XII. LEAVE DURING SUMMER SESSIONS

Due to the varied nature of the employment arrangements, no detailed provision is made for any leave benefits for members of the teaching faculty while teaching in a summer session. In the event of illness or some other emergency causing absence from duty, the determination of the extent of such absence allowed without a reduction in summer school compensation shall be made by a committee of five, subject to the approval of the Dean of the College, who shall appoint the committee. The amount of reduction in summer school compensation due to excessive absence shall also be determined by this committee, subject to the approval of the Dean of the College.