

MEETING OF JANUARY 30, 1915.

A special meeting of the Board of Trustees of the University of Illinois was held at Hotel LaSalle, in the city of Chicago, at 10.00 a. m., on Saturday, January 30, 1915, pursuant to the following notice which was sent out by the Secretary on January 25, 1915:

Upon the call of the President, Mr. W. L. Abbott, there will be a special meeting of the Board of Trustees of the University of Illinois at Hotel LaSalle, in Chicago, on Saturday, January 30, 1915, at 10.00 a. m., to consider such matters as the committees of the board and the President of the University may submit, and such other matters as may be duly presented.

When the board convened, the following members were present: President Abbott, Superintendent Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson.

During a part of the day, Prof. J. M. White, Supervising Architect, Dean W. B. Day, of the School of Pharmacy, and Dean F. B. Moorehead, of the College of Dentistry, were present.

President James was present.

APPROVAL OF MINUTES.

The Secretary presented the minutes of the meeting of January 22, 1915. On motion of Mrs. Henrotin, the minutes were approved as printed above on pages 168 to 187, inclusive.

MATTERS PRESENTED BY THE PRESIDENT OF THE UNIVERSITY.

The board proceeded to the consideration of the following matters presented by President James:

APPOINTMENT OF PROF. GEORGE N. COFFEY.

(1) A recommendation from the Dean of the College of Agriculture that Dr. George N. Coffey, of Wooster, Ohio, be appointed Assistant State Leader in the Lever Fund work for one year, at a salary of \$2,800 a year, salary and work to begin when he reports for duty.

On the recommendation of President James and on motion of Mrs. Evans, the appointment of Dr. G. N. Coffey was made as recommended. The vote was as follows: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

ADJUSTMENT OF WORK IN THE COMPTROLLER'S OFFICE.

(2) A letter from the Comptroller concerning the adjustment which he was compelled to make in his office on account of the retirement of Mr. O. E. Staples on December 1, 1914:

President Edmund J. James, University of Illinois.

December 21, 1914.

DEAR SIR: Mr. O. E. Staples, Bursar, has resigned his position as of December 1, 1914. As Bursar, Mr. Staples was bonded in the sum of twenty thousand dollars, and had charge of the collection and auditing of the cash receipts of the University; the receipts into and disbursements from petty cash funds; and the financial transactions with respect to University trust funds.

Routine matters and bookkeeping in connection with the work formerly handled by Mr. Staples has been assigned, as from December 1, to Mr. M. E. Thompson, Clerk. The responsibility for the supervision of the work and for the handling of the cash involved has been assigned to Mr. L. E. Knorr, Assistant Comptroller. A bond in the amount of twenty thousand dollars for one year from December 1, 1914, in favor of the Board of Trustees of the University of Illinois, has been signed by Mr. Knorr, as principal, and by the Aetna Accident and Liability Company of Hartford, Conn., as surety. The premium on this bond, amounting to fifty dollars, has been paid by the University.

In all of these particulars, I have acted under the general authority delegated to me by the Board of Trustees and the President. The bond secured covering the transactions of Mr. Knorr has been filed with the Secretary of the board, and should doubtless be reported to the Finance Committee of the board. I submit this to you without a recommendation. Your attention is called to the fact that

the bonding of the cash officer of the business office is customarily considered at the annual meeting of the Board of Trustees.

Very truly yours,

GEO. E. FRAZER.

On the recommendation of President James and on motion of Mr. Hoit, the action of the Comptroller and the payment of the premium of fifty dollars on Mr. Knorr's bond was approved, by the following vote: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

CONTINUATION OF SALARY TO PROF. PETTIT'S WIDOW.

(3) The following statement:

Since the quarterly meeting of the board, Prof. James H. Pettit, who was on leave of absence for the present year on half pay, has died, and the Dean of the College of Agriculture has sent in a recommendation that his half-pay salary be continued to his widow until the close of the present academic year, August 31, 1915.

On the recommendation of President James and on motion of Superintendent Blair, the Comptroller was authorized to continue the payment of Prof. Pettit's half-pay salary to his widow until the end of the present academic year. The vote was as follows: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

SETTLEMENT OF SUIT OF GEORGE DOUGLAS.

(4) A letter from the Counsel of the University in the matter of the suit of George Douglas versus the Board of Trustees of the University of Illinois (see page 160), and a letter from the Comptroller enclosing a copy of a receipt signed by Mr. George Douglas, under date of January 21, 1915:

January 22, 1915.

In re: George Douglas v. Board of Trustees of the University of Illinois.

President Edmund J. James, University of Illinois.

DEAR SIR: On the twenty-first of this month, in accordance with agreement before then made between the counsel for the plaintiff and the counsel for the defendant, and with advice to you, the above entitled cause was dismissed at the cost of the plaintiff and I delivered him a warrant for \$200, and took back in return a receipt of all claim set up by him by reason of an alleged contract with Prof. Blair for the renting of forty acres of land subsequently purchased from him by the Board of Trustees.

I beg leave to inform you also that at the same time a certain suit commenced by Douglas against Prof. Blair to recover on the alleged contract with him was dismissed at the cost of the plaintiff. It is now a closed incident.

Sincerely yours,

O. A. HARKER, *Legal Counsel.*

[Mr. Frazer's Letter.]

January 26, 1915.

President Edmund J. James, University of Illinois.

DEAR SIR: For your information and files, I hand you herewith copy of a receipt signed by Mr. George Douglas under date of January 21, 1915. The receipt has been filed by me with the Secretary of the Board of Trustees.

Very truly yours,

GEO. E. FRAZER.

[Receipt.]

State of Illinois, }
Champaign County, } ss.

George Douglas }
v. } No. 10526.
University of Illinois. }

In Circuit Court.
To January Term, A. D. 1915.

I hereby acknowledge receipt, this day, of two hundred dollars (\$200), paid me in voucher delivered by Hon. O. A. Harker, attorney for the defendant in the above entitled cause, which said sum is hereby accepted in full settlement of the cause of action stated in the declaration in said cause, and especially in release of all claims under an alleged lease of the real estate sold by me to the University of Illinois during the year 1913, entered into between me and Prof. J. C. Blair, for all rentals due under said lease.

The above sum is accepted as a settlement of the balance due under said alleged lease, having heretofore received fifty-five dollars (\$55) in grain, and having, for the purpose of a compromise settlement, accepted the said balance of two hundred dollars (\$200) in release of my claims for rental.

Dated this 21st day of January, A. D. 1915.

GEORGE DOUGLAS.

On the recommendation of President James and on motion of Superintendent Blair, the report of the Legal Counsel was received for record and the payment of two hundred dollars in settlement of the case was approved, by the following vote: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

MEDICAL MISSIONARY SCHOLARSHIPS.

(5) The following statement:

The Trustees, when they took over the property of the College of Physicians and Surgeons, accepted certain obligations in the matter of scholarships with the Woman's Board of Missions of the Interior. Under this agreement the University was bound to furnish certain free scholarships in the College of Medicine, and in case they were not used in any given year, to continue them for succeeding years. We have had some difficulty in making a satisfactory arrangement with the Woman's Board of Missions, but we finally made an agreement which wipes out all obligations on the part of the College of Physicians and Surgeons and on the part of the University. Under this arrangement the University will grant one two-year scholarship in the College of Medicine, or two one-year scholarships, and with that grant all obligations toward the Woman's Board of Missions (Congregational) will have been fulfilled.

On motion of Mrs. Henrotin, the arrangement in settlement of the medical missionary scholarships was approved.

SALE OF PHARMACY LOT REPORTED.

(6) A letter from the President of the board concerning the sale of the acre property in the city of Chicago between Forty-seventh and Forty-eighth Streets and Rockwell Street and California Avenue, which came to the University when the School of Pharmacy was taken over, and which the board, on September 8, 1914 (page 116) voted to sell at a price not less than three thousand dollars. According to this letter from the President of the board, the pharmacy property has been sold for \$3,500 net and checks for that amount from Mr. R. J. Schlesinger were forwarded to the Treasurer through the Comptroller on January 12, 1915.*

It is understood that this fund belongs in a certain sense to the School of Pharmacy and may be employed in the purchase of other property to be used for the School of Pharmacy.

I am informed that the University still owns the following lots acquired through the School of Pharmacy: Lots four and five, in block five, of McBride, Spencer, and Underwood Sub-Division, east of Archer Avenue, in the east one-half of the northwest quarter of section 1, township 38 north, range 13 east of the Third Principal Meridian.

This report was received for record.

REQUIREMENTS FOR ADMISSION.

(7) Certain recommendations of the University Senate.

(a) Requirements for admission to the undergraduate colleges:

December 8, 1914.

Dr. Edmund J. James, President.

DEAR MR. PRESIDENT: The University Senate at its meeting of December 7, 1914, adopted the following recommendations to the Board of Trustees, proposing certain minor modifications of our scheme of entrance requirements:

CERTAIN MODERN LANGUAGES ACCEPTED.

1. That 1 or 2 units (36 or 72 weeks) in Polish, Swedish, Norwegian, and Italian be added to List B of our present entrance requirements, with the proviso that credit in these subjects will not be accepted in satisfaction of the minimum foreign language requirements of the College of Liberal Arts and Sciences or the School of Music.

DRAWING.

2. That drawing (art and design). 18 weeks or 36 weeks, $\frac{1}{2}$ unit or 1 unit. and mechanical drawing, 18 weeks or 36 weeks, $\frac{1}{2}$ unit or 1 unit, be substituted in List C of our entrance requirements for the present specification of drawing, 18 weeks or 36 weeks, $\frac{1}{2}$ unit or 1 unit.

Sincerely yours,

C. M. McCONN, *Clerk of the Senate.*

On the recommendation of President James and on motion of Superintendent Blair, the above recommendations were concurred in.

* The President and Secretary of the board, on January 7, 1915, signed and delivered the following deed, accompanied by a duly certified copy of the action of the board authorizing the sale of this property:

[COPY OF DEED]

THIS INDENTURE WITNESSETH, That the grantor, the Board of Trustees of the University of Illinois, of the State of Illinois, for and in consideration of the sum of thirty-five hundred (\$3500) dollars, in hand paid, conveys and quit-claims to Rudolph J. Schlesinger and Emily Schlesinger, his wife, of the city of Chicago, county of Cook, and State of Illinois, not as tenants in common but as joint tenants, all interest in the following described real estate, to-wit:

The west half of the east half on the northwest quarter of the northwest quarter of the northeast quarter of section twelve (12) township thirty-eight (38), north, range thirteen (13) east of the Third Principal Meridian, situated in the city of Chicago, county of Cook, and State of Illinois.

IN TESTIMONY WHEREOF, We have signed these presents as the President and Secretary of the Board of Trustees of the University of Illinois, and have affixed the corporate seal hereto.

Dated this seventh day of January, A. D. 1915.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS.

By W. L. ABBOTT, *President.*

By H. E. CUNNINGHAM, *Secretary.*

[SEAL.]

ADMISSION TO THE GRADUATE SCHOOL.

(b) Requirements for admission to the Graduate School:

*December 10, 1914.**Dr. Edmund J. James, President.*

DEAR MR. PRESIDENT: The University Senate, at its meeting of December 7, 1914, voted to recommend to the Board of Trustees the adoption of the following regulations in regard to admission to the Graduate School:

1. Admission to the Graduate School may be granted to graduates of institutions whose requirements for the bachelor's degree are substantially equivalent to those of the University of Illinois, and to applicants from other institutions approved by the Executive Faculty as hereinafter provided. *Admission to the Graduate School does not, however, imply admission to candidacy for an advanced degree.*

2. A graduate of an institution meeting the requirements prescribed below in paragraph 3, may be admitted to the Graduate School, provided he satisfies the Dean and the departments concerned that he will be able to proceed to the master's degree in a period not exceeding two years.

3. (a) The college shall require four years' work of collegiate grade for graduation, based upon an entrance requirement of at least fourteen standard high school units.

(b) If conditioned students are admitted, they shall not be allowed to proceed beyond the sophomore year, without removing their conditions.

(c) The college shall maintain at least six departments in liberal arts and sciences, each having at least one Professor giving his entire time to the college work of his department.

(d) The minimum educational attainment of college Professors shall be equivalent to graduation from a college of high grade and graduate work equivalent at least to that required for a master's degree from the University of Illinois.

(e) The college shall have a productive endowment sufficient to yield a net annual income of at least \$10,000 available for instructional purposes in the college. If the institution offers courses in addition to the usual liberal arts course, it shall have a correspondingly larger annual income.

(f) The college shall have library and laboratory equipment sufficient to meet fully the needs of the courses announced.

(g) In addition to the foregoing specific requirements, so far as possible the general standing of the college shall be considered, including: the character of its curriculum, the efficiency of its instruction, the number of hours of instruction required of the members of its faculty, the size of the classes, the general standards for graduation, its conservatism in granting degrees based upon work done *in absentia*, the success of its graduates in the Graduate School of this University and elsewhere, etc.

4. Unless otherwise specially permitted, a student enrolled in the Graduate School must take each semester at least one course accepted by the Executive Faculty for credit in his major subject.

5. A student of mature age who satisfies the Dean and the department concerned of his ability to pursue graduate work in a given line may be enrolled in particular graduate courses, and permitted to carry on such study or investigation under the direction of a department of the University as the department shall recommend and the Executive Faculty approve.

Very respectfully yours,

C. M. McCONN, *Clerk of the Senate.*

On the recommendation of President James and on motion of Mrs. Busey, the above requirements were adopted as recommended by the University Senate.

REGULATIONS FOR THE ADMINISTRATION OF THE MARGARET LANGE JAMES STUDENT LOAN FUND.

(8) At the last meeting of the board the proposal of the President of the University to give to the Trustees the sum of \$5,000 as a nucleus for a student loan fund, to be known as the Margaret Lange James Loan Fund, was accepted. The form of contract was submitted at the time, with an opinion of the University Counsel, Judge O. A. Harker, that it was in satisfactory form. It was printed in the minutes of the last meeting of the board (page 185) and is now before the members of the board for final action.

I recommend:

First—That this document be received and approved by the Board of Trustees, and that, upon receipt of the sum of \$5,000 by the Comptroller of the University, the President and the Secretary of the board be authorized to sign in duplicate the said contract, on the part of the Board of Trustees of the University of Illinois, and that one copy be given to the President of the University, and the other be filed with the Secretary of the board and duly recorded.

Second—That this fund be hereby constituted and the Comptroller and Treasurer of the University be authorized and instructed to keep a separate account with such fund in their books.

Third—That the Council of Administration shall be authorized to receive applications for loans to deserving students from this fund as soon as it shall have been paid in.

Fourth—That the Council of Administration shall be requested to formulate plans for the management of the fund, and to suggest the conditions upon which the fund shall be loaned, so far as security therefor is concerned or otherwise, and to make recommendations to the board upon this subject.

Fifth—That if said fund shall accumulate in the Treasury to any extent, the Finance Committee shall report to the board what, in its judgment, shall be done in the premises.

I have indicated in the deed of gift my willingness to have the Board of Trustees use this fund for some other purpose than that for which it is given whenever in the opinion of the University Faculty, approved by the board, and endorsed by the Governor, it shall appear that the purpose for which it was given is being fully met by other means.

I should like to have it understood, however, that when the fund is converted to some other use it shall be a use as nearly similar to that for which it has been given as may be wise.

On motion of Mrs. Evans, the above recommendations in regard to the Margaret Lange James Student Loan Fund were approved and adopted.

ADDITIONAL GIFT FOR MARGARET LANGE JAMES LOAN FUND.

(9) Announcement of a gift of \$500 from Homer Allison Stillwell, Vice President of Butler Brothers Company of Chicago, as a contribution to the Margaret Lange James Loan Fund. Mr. Stillwell was a student in the College of Literature and Science of the University of Illinois from 1878 to 1880.

On the recommendation of President James and on motion of Superintendent Blair, this gift was accepted and credited to this loan fund, and the President of the University was requested to convey the thanks of the board to Mr. Stillwell.

MEDICAL EXAMINER FOR CIVIL SERVICE EMPLOYEES.

(10) A recommendation from Mr. C. M. McConn, Registrar, who has been in charge of our intercourse with the State Civil Service Commission, that Dr. J. H. Beard, Instructor in Physiology in the University, be appointed medical examiner for classified employees to conduct the physical examinations involved in the local examination of laborers and domestics, under the arrangement with the Civil Service Commission, beginning February 1, 1915, and continuing until further notice, and that he be given a compensation at the rate of \$25 a month for this service.

On the recommendation of President James and on motion of Mrs. Evans, the recommendation of the Registrar was concurred in. The vote was as follows: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoyt, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

COMMENCEMENT EXERCISES, COLLEGES OF MEDICINE AND DENTISTRY, TO BE HELD AT URBANA.

(11) A request for an expression of the opinion of the board on the question as to whether it would not be well to hold the commencement exercises for the Colleges of Medicine and Dentistry at Urbana in connection with the commencement of the Urbana departments.

On motion of Superintendent Blair, the President of the University was authorized to hold the commencement exercises of the Colleges of Medicine and Dentistry at the same time as those of the Urbana departments and in Urbana, if suitable arrangements can be made, and, in case this is done, to give the diplomas to students in Chicago entitled to them, who for any reason cannot be present in Urbana on that date.

CHANGE OF MILITARY UNIFORM AUTHORIZED.

(12) A recommendation from Maj. F. D. Webster, Military Commandant, that a change be made in the uniform for the Corps of Cadets, in accordance with the suggestions printed in the minutes of the meeting of December 8, 1914 (page 164). It will be remembered that the discussion of this matter was deferred because of some remarks which the Governor and the Adjutant General made in regard to the undesirability of such a change.

Maj. Webster, however, has received a letter from the Adjutant General in which he states very definitely that neither he nor the Governor wishes to have any remarks which they have made construed as bearing any opposition on their part to what may be deemed by those directly in authority as the best interests of the service. The Major desires to repeat his recommendation.

On the recommendation of President James and on motion of Mrs. Busey, the change in uniform was approved and the Commandant was authorized to take the initial steps necessary to make such a change, in accordance with the plan above referred to.

PROPOSAL TO PAY STUDENTS' EXPENSES AT MILITARY CAMP.

(13) A recommendation that the board appropriate a sum of money to pay the expenses of selected students in the Cadet Brigade who should attend the summer instruction military camps for a period of five or six weeks. It is estimated that \$50 a person would be sufficient, and that the attendance would not exceed one hundred men.

The board discussed this matter at some length, but took no action.

PAYMENT OF INTEREST, COLLEGE OF MEDICINE.

(14) A statement from Prof. George E. Frazer, Comptroller, dated December 24, 1914, that he is forwarding University warrants in full payment of interest due on the mortgage, bonds, and notes issued by the College of Physicians and Surgeons, due January 1, 1915:

December 24, 1914.

President Edmund J. James, University of Illinois.

DEAR SIR: I enclose copies of letters addressed to the Secretary of the Chicago Board of Education, to the Chicago Savings Bank and Trust Company, and to Dr. Frank B. Earle. You will note from this correspondence that I am to-day forwarding University warrants in full payment of interest due on the mortgage bonds and notes issued by the College of Physicians and Surgeons.

Very truly yours,

GEO. E. FRAZER.

[Letter to the Chicago Savings Bank and Trust Company.]

December 24, 1914.

Chicago Savings Bank and Trust Company, State and Madison Streets, Chicago, Ill.

GENTLEMEN: Inclosed please find University warrant No. 4287 for \$1,818 in payment of the semi-annual interest on first mortgage bond issue of College of Physicians and Surgeons, due January 1, 1915, amounting to \$1,800 and in payment of normal income tax deposits, amounting to \$18.

Also, please find inclosed University warrant No. 4288 for \$6.33 in payment of your fee as fiscal agent on coupons due January 1, 1915 ($\frac{1}{8}\%$ of \$5,070).

Please acknowledge receipt of these payments.

Very truly yours,

GEORGE E. FRAZER, *Comptroller.*

[Letter to the Secretary of the Board of Education.]

December 24, 1914.

Mr. Louis E. Larsen, Secretary, Board of Education, Chicago, Ill.

DEAR SIR: Inclosed please find University warrant No. 4282 for fourteen hundred dollars in payment of semi-annual interest on mortgage notes of College of Physicians and Surgeons, due January 1, 1915 ($2\frac{1}{2}\%$ of \$56,000).

Please acknowledge receipt of this payment.

Very truly yours,

GEORGE E. FRAZER, *Comptroller.*

[Letter to Dr. Frank B. Earle.]

December 24, 1914.

Dr. Frank B. Earle, 929 Marshall Field Building, Chicago, Ill.

DEAR SIR: Inclosed please find University warrant No. 4283 for \$3,302.70 in payment of semi-annual interest on second mortgage bond issue of College of Physicians and Surgeons, due January 1, 1914, (\$3,270), and in payment of normal income tax deposit (\$32.70).

Please acknowledge receipt of this payment.

Very truly yours,

GEORGE E. FRAZER, *Comptroller.*

This statement was received for record.

FINAL SETTLEMENT OF LAST LAND CONTRACT.

(15) A statement that the Comptroller is in receipt of a draft in the amount of \$481.50, being full payment of balance due on principal and interest on the land contract between the Board of Trustees and Henry A. Lia, of Brooten, Minn.

January 13, 1915.

President Edmund J. James, University of Illinois.

DEAR SIR: I am in receipt of a draft in the amount of \$481.50, being full payment of balance due on principal and interest on the land contract between the Board of Trustees and Henry A. Lia, of Brooten, Minn. I recommend that the Board of Trustees authorize the President and the Secretary of the board to execute a warranty deed conveying to Henry A. Lia the northwest quarter of the southeast quarter of Section No. 4, in Township No. 123 north, Range No. 36 west, of the Fifth Principal Meridian, being forty acres situated in the county of Pope, and state of Minnesota.

From the payment made by Mr. Lia, the sum of \$31.50 will be credited to the general fund of the University, as interest received from land contracts; and the sum of \$450 will be transmitted to the State Auditor of Public Accounts as an addition to the endowment fund of the University of Illinois.

This transaction will close the last of the land contracts, and furnishes the last receipt to be credited to the endowment fund of the University of Illinois under existing conditions.

Very truly yours,

GEORGE E. FRAZER.

On motion of Mr. Hoit, the action of the Comptroller in assigning the funds received from this contract was approved and the President and the Secretary of the board were authorized to execute a warranty deed conveying the property described above to Mr. Henry A. Lia.

At this point, the board took a recess for luncheon.

Afternoon Session.

When the board reconvened after luncheon, the same members were present as during the morning session.

Prof. James M. White, Supervising Architect, was in attendance and presented the following statements:

COAL CONTRACTS.

The following bids were received in response to the Comptroller's advertisement for bids for our supply of coal from October 15, 1914, to October 15, 1915:

RELATIVE VALUES OF BIDS SUBMITTED FOR UNIVERSITY COAL SUPPLY FOR 1914-1915.

Name of firm.	Delivery.	Standard ash.	Quoted price a ton.	Price corrected for ash.	B. T. U. stand-ard.	Cost in cents.
Mueller Lumber Co.....	Wabash.....	11	\$2 05	\$1 93	11,300	9.06
Collieries Sales Co.....	Big Four.....	11.6	1 78	1 68	11,500	7.31
Christian County Coal Co	Wabash.....	13	1 33	1 25	10,200	6.13
R. E. Gannon.....	Wabash.....	16	1 50	1 48	10,300	7.19
David Rutter & Co.....	Traction.....	17	1 25	1 25	10,000	6.25
Electric Coal Co.....	Traction.....	17	1 30	1 30	9,300	7.00
Edwards & Bradford Lumber Co.	Wabash.....	12.65	1 45	1 37	11,700	5.85

NOTE—Bid from Edwards & Bradford Lumber Co. submitted after October 20, 1915.

The Christian County Coal Company were the low bidders but their proposition was contingent upon the Illinois Traction System establishing a switching rate of ten cents a ton from the Wabash tracks to our boiler house. Negotiations with reference to this rate delayed the awarding of the contract and in the meantime coal was purchased upon the open market. It finally seemed unwise to accept any of the bids and on December 16 all bids received October 10 were rejected as shown in the following letter:

DEAR SIRs: Inasmuch as the Institution has delayed action on the coal contract such a long time, it has been decided, in fairness to bidders, that all bids should be rejected.

The University expects to purchase its coal for the ensuing year on the open market, or in small contracts placed with several people. In case you are interested in supplying any part of our needs, we will be pleased to receive proposals from you.

Yours truly,

JAMES M. WHITE, *Supervising Architect.*

By H. D. OBERDORFER.

On November a contract was entered into with the Sharon Coal Company for their entire output of screenings at \$1.10 a ton delivered at the boiler house, and on December 22 a contract was entered into with the Electric Coal Company of Danville to furnish the balance of our requirements for the year at \$1.25 a ton delivered at the boiler house, which is five cents a ton lower than their bid on our coal supply for the entire year, and which, taken in conjunction with the bid from the Sharon Coal Company, will make our coal for the year cost us less than it would have cost us on the basis of any bid received.

The entire report submitted on the coal contracts for the current year was referred to the Committee on Buildings and Grounds for consideration and report.

BUILDING PLANS AND POLICY.

The Supervising Architect called attention to the need for additional land; reported upon the progress of the Chemistry and Administration Buildings; gave the status of the plans for the Education Building, Women's Residence Hall, and Ceramics Building.

In connection with the Education Building, the advisability of using the Gothic design as submitted by the State Architect was discussed at some length; and in connection with the Women's Residence Hall, the policy of fixing the rentals high enough to secure a return on the investment was discussed.

The Supervising Architect presented plans for the Memorial Music Building, the estimate on the completed cost of which was \$350,000. The policy of erecting so expensive a building and the possibility of erecting only part of the building contemplated in the plans were discussed.

Other general building needs were discussed, and among the grounds and service plant betterments special stress was laid on the need for additional wells and reservoir capacity, data being presented to show that it

was necessary for all of the wells to work constantly to seventy-five per cent of their test efficiency in order to meet the daily demands.

In connection with the operation budget, a detailed statement of the pay roll for December, 1914, was submitted, showing the number of employees in each class and the hourly wage rate received by each. The total number on the pay roll for the month was 214 and the total amount of pay roll was \$11,417.88.

NEEDS OF THE SCHOOL OF PHARMACY PRESENTED.

Prof. W. B. Day, Acting Dean of the School of Pharmacy, presented the needs of the School of Pharmacy for the coming biennium. In connection with the budget, Dean Day discussed the availability of certain buildings on the West Side, near the College of Medicine, which had been offered for sale to the University for the uses of the School of Pharmacy.

NEEDS OF THE COLLEGE OF DENTISTRY PRESENTED.

Dr. F. B. Moorehead, Dean of the College of Dentistry, presented the needs of the College of Dentistry for the coming biennium. Dr. Moorehead emphasized the need of providing scientifically trained dentists to carry on the work of teaching and investigation in this field.

MATTERS PRESENTED BY THE PRESIDENT OF THE UNIVERSITY.

The following matters were presented by President James.

POLICY OF LEASING SMITH LANDS.

(1) A letter from Prof. George E. Frazer, Comptroller, concerning certain leases of the lands given to the Board of Trustees by Capt. Smith:

January 18, 1915.

President Edmund J. James, University of Illinois.

DEAR SIR: Under date of October 23, 1914, I wrote to you calling your attention to the lands acquired by gift from Capt. Thomas J. Smith, and the desirability of arranging new leases for such lands for the year beginning January 1, 1915. At the meeting of the Board of Trustees on December 8, 1914, this matter was referred by the board to the Committee on Agriculture, with the request for a recommendation upon the best policy to be pursued in handling these lands.

The lease on the 240 acres in section 26 of township 20, between Capt. Smith and C. J. Foltz, of Philo, expired on January 1, 1915. This lease provided for the payment of rent to the amount of one-half the crop. The receipts of Capt. Smith on this 240-acre farm amounted, for 1914, to \$1,884.53, or \$7.85 per acre.

The present tenant on the 80 acres near the Country Club is leasing the land on an oral continuation of a written lease that expired January 1, 1911. The understanding between Capt. Smith and Russell Arbuckle, of Champaign, the tenant, provides for rent to be paid to the extent of one-half the crop. During 1914, Capt. Smith received from this 80-acre farm \$1,227.31, and expended \$20 as his share of the threshing expenses on it. This 80 acres netted Capt. Smith \$15.22 per acre.

The 240-acre farm near Fisher was leased by Capt. Smith to George E. Jones, of Fisher, payment to be made on the basis of one-half of the crop. On August 24, 1912, Capt. Smith extended this lease to January 1, 1918. The deed of Capt. Smith conveying this farm to the University specifically provides that the grant is subject to tenants' leases. (Minutes of the Board of Trustees, for September 8, 1914, note on page 115.) I understand, however, that Mr. Jones is willing to make a new agreement with the Board of Trustees, if the board wishes to cancel the present lease. This 240-acre farm yielded a crop of corn in 1914 estimated at 32 bushels per acre. The share of Capt. Smith on this estimate would be 16 bushels per acre, which, at a selling price of 65 cents per bushel, would net \$10.40 per acre. These estimates are given as the corn has not yet been sold.

The 214-acre farm in Ludlow Township was leased by Capt. Smith to David A. Howard under a lease which expired January 1, 1913. Mr. Howard is now occupying the land under an oral understanding with Capt. Smith that the payment of rent is to be one-half the crop. The corn from this farm has not been sold, but it is estimated at 35 bushels per acre. Under this estimate, Capt. Smith will receive 17½ bushels per acre, which, at 65 cents per bushel, will yield \$11.38 per acre for the year 1914.

The tenants on these four farms are desirous of completing their arrangements for the year 1915. Capt. Smith recommends that the present tenants be retained, and each of the present tenants is willing to enter into a new lease with the Board of Trustees on a share of the crop basis. Dean Davenport and members of the Agricultural College Faculty tell me that this is the usual basis for renting land in this vicinity. I suggest, therefore, that the occupancy of these farms may be settled for the present year by leasing the farms to present tenants on a share of the crop basis. Written leases should be secured, providing for rotation of crops, removal of obnoxious weeds, and care and delivery of crops. If leases are arranged on the share basis, provision should also be made for the appointment of some one from the staff of the University to inspect the operation of the farms under the leases, and for the disposal of crops.

Very truly yours,

GEO. E. FRAZER, *Comptroller.*

The matter of leasing for the coming year the land which was given by Capt. Smith was referred to the Committee on Agriculture, with power to act, the chairman of the Committee on Agriculture to have authority to act in case it should not be possible to get a quorum immediately.

FINAL REPORT, ACQUISITION OF LAND ON NEVADA STREET.

(2) A report of the Legal Counsel and the Comptroller concerning the condemnation and acquisition of lots 23, 24, and 25 in Forestry Heights Addition to Urbana.

[Report.]

December 11, 1914.

The Board of Trustees of the University
of Illinois

Henry L. Rietz, Nellie G. Walton, and
Charles W. Walcott.

Petition to condemn lots 23, 24, and 25,
in Forestry Heights Addition to Ur-
bana.

President Edmund J. James, University of Illinois.

DEAR SIR: The Legal Counsel and the Comptroller beg to submit the following reports as to the disposition made of the above entitled case. The action now reported has been taken in compliance with the vote of the Board of Trustees at their meeting on November 14, 1914 (minutes of the Board of Trustees, page 137):

The Legal Counsel prepared an order which has been accepted and approved by Judge William G. Spurgin, judge of the County Court of Champaign County. Under this order, the Board of Trustees secures the right to enter the lots described and use them in perpetuity for educational purposes.

In addition to this order, the Comptroller has secured warranty deeds from each of the parties running to the Board of Trustees. The form of these deeds has been approved by the Legal Counsel, and the deeds have been recorded in the office of the County Recorder of Champaign County. The abstracts have been brought down to date, including the transfer to the Board of Trustees, and have been filed with the Secretary of the board.

The Comptroller has made the following payments:

Mrs. Nellie G. Walton.	
Lot 24, Forestry Heights Addition.....	\$3,500 00
Mr. A. B. Gray, special collector:	
Paving tax assessments against lot 24, assumed and paid by the Uni- versity	43 79
Dr. H. L. Rietz.	
Lot 23, Forestry Heights Addition.....	3,500 00
For abstract, and to equalize the payment made to Mrs. Walton.....	43 79
Mr. and Mrs. C. W. Walcott.	
Lot 25, Forestry Heights Addition.....	3,500 00
For abstract, and to equalize the payment made to Mrs. Walton.....	43 79

In the case of each lot, the University has also assumed the payment of the taxes levied in 1914, and due in 1915.

The Comptroller has paid the court costs involved in the case, amounting to \$85. A receipt in full has been obtained from Mr. Fred Hess, County Clerk, and a copy of that receipt is enclosed herewith.

Respectfully submitted,

O. A. HARKER, *Legal Counsel.*
GEO. E. FRAZER, *Comptroller.*

[Receipt.]

Received from George E. Frazer, Comptroller of the Board of Trustees of the University of Illinois the sum of eighty-five (\$85) dollars, in full payment of court costs, including fees, in the case of the Board of Trustees of the University of Illinois versus Rietz, Walton, and Walcott.

FRED HESS, *County Clerk.*

This report was received for record.

ACCEPTANCE OF THE ORGAN.

(3) A letter from Prof. James M. White, concerning the completion of the organ:

URBANA, ILL., January 22, 1915.

President Edmund J. James, University of Illinois.

DEAR SIR: Casavant Brothers completed the installation of the organ in the Auditorium in November, and they have been paid all but one thousand dollars (\$1,000) on the contract price.

The specifications have been complied with, and the entire work has been performed in a highly commendable manner.

A few minor mechanical defects have developed, partly due to the changing humidity in the building, and partly to defects in design. These are not serious, however, and I recommend that the organ be accepted and the final payment be authorized. I will not issue the final certificate until I am satisfied that the builders have fully met their obligations.

Yours truly,

JAMES M. WHITE, *Supervising Architect.*

Letters have also been received from Mr. Charles H. Mills and Mr. J. Lawrence Erb, who, after careful examination of the instrument, unite in certifying that the Casavant Brothers have complied, so far as the general construction of the organ is concerned, with the specifications; that in their opinion the workmanship is first class; and that when the final touches are put on the organ the Trustees will have a very satisfactory instrument.

On motion of Superintendent Blair, the organ was accepted and the final payment authorized as soon as the Supervising Architect has certified to the Comptroller that various minor mechanical defects have been fully remedied.

CHANGES IN COURSE IN PHARMACY.

(4) A letter from W. B. Day, Acting Dean of the School of Pharmacy, recommending certain changes in the course in the School of Pharmacy:

CHICAGO, December 30, 1914.

President Edmund J. James, University of Illinois.

DEAR PRESIDENT JAMES: At a meeting of the Faculty of the University of Illinois School of Pharmacy held yesterday the following recommendations were made to you for changes in the courses in the School of Pharmacy:

First—It was recommended that beginning with the session of 1916-17 the shorter course leading to the degree of Graduate in Pharmacy be lengthened by adding one month to each school year so as to close the course late in May instead of late in April, as at present.

Second—It was recommended that beginning with the session of 1916-17 the longer course leading to the degree of Pharmaceutical Chemist be increased to three years, the first two years to be identical with the shorter course and the third year to comprise five days a week of instruction for a period of eight months.

The effect of these recommendations, if adopted, will be to increase the amount of instruction given in the shorter course about fifteen per cent, while leaving the longer course approximately as at present in the number of hours of instruction but spreading this instruction over three years instead of two and, thereby, meeting the requirements established by the New York Board of Regents for the Pharmaceutical Chemist degree, which are based upon a three-year course. We believe that it will be an improvement in the longer course in other respects to give this greater time to it even though the actual hours of instruction are not materially increased. It will also enable a better adjustment of the studies so as to base the third year's work upon the work of the first two years and to permit us to select the brightest students in the two-year course and encourage them to take this third year's work.

Third—It was further recommended that the schedules of the shorter course be so adjusted and rearranged as to avoid the necessity for holding classes on Saturday, while retaining the same number of hours of instruction per week as at present given. This revision of the weekly schedule to go into effect next session.

In explanation of this last recommendation, I would say that we have found it to be at times a serious disadvantage to hold classes on Saturday, particularly Saturday afternoons, as it is a departure from the established usage of schools generally—a departure which is not necessary under present conditions.

Fourth—It was recommended that the proposed eight-months year beginning with 1916-17 be divided into two semesters in conformity with the general custom.

We hope that these changes will have your approval and if it is necessary that they be acted upon by the Board of Trustees that you will bring them before the Board of Trustees with your favorable recommendation.

Very respectfully yours,

W. B. DAY, *Acting Dean.*

On the motion of Superintendent Blair, these recommendations were referred to the Committee on the College of Medicine and the School of Pharmacy for consideration and report.

ELECTION OF MR. G. C. OUTTEN TO ADVISORY COMMITTEE ON CROPS.

(5) A letter from Director of the Agricultural Experiment Station submitting the names of Mr. S. W. Strong of Urbana and Mr. G. C. Outten of Mt. Zion as nominees by Mr. Victor DeWein, Secretary of the Illinois Grain Dealers' Association, to complete the Advisory Committee on Crops; the Board of Trustees under its regulations to select one.

On motion of Mr. Hoit, Mr. G. C. Outten of Mt. Zion was appointed a member of the Advisory Committee on Crops.

ADDITIONAL ASSISTANTS IN MILITARY SCIENCE.

(6) Owing to the unexpectedly large increase in the numbers of the Cadet Brigade the present year, it was found necessary to appoint ten assistants in Military Science, at a salary of \$100 each a year, instead of eight authorized by the budget of last summer.

On motion of Miss Watson, the action of the President of the University in appointing two additional assistants in Military Science was approved and the appropriation involved was made by the following vote: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

CERTIFICATES OF HONORS FOR SCHOLARSHIP.

(7) A recommendation from the Council of Administration that the Registrar be authorized to provide a certificate indicating the granting of preliminary honors and final honors to students for high scholarship. The printing of these engraved certificates would cost about \$77, including the plates from which future certificates might be printed.

On the recommendation of President James and on motion of Superintendent Blair, the Registrar was authorized to provide certificates for students who shall earn honors. The vote was as follows: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

GIFT TO ROTHAMSTED EXPERIMENT STATION ACKNOWLEDGED.

(8) A statement from the Dean of the College of Agriculture that the contribution of the University of Illinois to the building of the Lawes Memorial at the Rothamsted Agricultural Experiment Station in England has been greatly appreciated, and that a full series of the publications of the Station is now on its way for the University Library.

This report was received for record.

BUREAU OF MILITARY INFORMATION AND ADVERTISING.

(9) A recommendation from Col. Joseph N. Greene, Colonel and Brigade Commander of the University Brigade, concerning the establishment of a Bureau of Military Information and Advertising. The recommendation is endorsed by the Military Commandant:

January 18, 1915.

From: Cadet Colonel J. N. Greene, Commanding the Cadet Brigade.

To: Commandant of Cadets, University of Illinois.

Subject: Recommendation for the establishment of a Bureau of Military Information and Advertising.

In order that the Military Department of the University of Illinois may better be advertised in the University community and in order that the members of the University and its community may better be educated in those matters pertaining to the Federal and State Military and Naval policies, I have the honor to make the following recommendation:

There shall be established in conjunction with the Military Department of the University of Illinois a bureau of information which shall be officially known as "The Division of Military Information." The object of this bureau will be to compile all data concerning:

a. The strength of the Regular Army of the United States; the organization and its distribution; the regulations governing the Army.

b. The strength of the United States in number of ships and officers and men; the maintenance of the ships and their distribution; the regulations governing the Navy.

c. The strength and organization of the National Guards of the several states; and the laws governing the Illinois National Guard; the requirements of the War Department in respect to the Guard.

d. The same as "c" for the Naval Reserve of the several states and of Illinois in particular.

e. All proposed and enacted Military and Naval Laws in the Federal Congress and the State of Illinois Legislature.

f. The proposed and enacted laws in respect to the establishment of reserve armies; summer instruction camps; and all other legislation pertaining to the Army and Navy.

g. The strength and maintenance of Corps of Cadets by the United States and the several states of the Union.

h. The strength and distribution of the armies and navies of foreign "world powers."

i. The relations existing between the "Boy Scouts" of the several nations and the armies and navies of these nations.

j. The military policies of the several nations.

k. All other information relating to the Army and Navy of the United States that is of importance.

This division to be conducted, under the supervision of the Commandant of Cadets, by the following:

a. A "Chief" of the bureau who must be a Senior Officer of the University Corps of Cadets, in good scholastic standing and with good moral habits.

b. Two assistants to the Chief who shall be Junior Officers of the Cadet Corps and who satisfy the requirements made of the Chief.

c. Not more than six clerks who shall be Sophomore noncommissioned officers of the Corps of Cadets and who satisfy the requirements made of the Chief.

These officers of the bureau are to be chosen in the following manner: From the Sophomore noncommissioned officers applying for the positions as clerks the Commandant shall select the six who have shown by their previous military or naval training that they are qualified to fill the office or who by examination given by the Commandant on such subjects as he shall consider pertinent shall prove capable of filling the office; the two Junior assistants of the Chief shall be chosen at the end of each school year, their selection to be based upon the service rendered by them during the term of clerk. At the end of each school year the Chief of the Bureau will be chosen from the Junior assistants, the selection being based upon the service rendered while in the capacity of Junior assistant. The selection shall be made by the Commandant of Cadets and the then active Chief. For the remainder of the year 1914-15 a Chief shall be appointed by the Commandant; and likewise the Commandant shall determine by competitive examination those two men best fitted to be Junior assistants; and further, the Commandant shall also determine by similar examination those six Sophomores who are best fitted to act as clerks.

The Chief of the Bureau shall be personally responsible to the Commandant for the proper administration of the bureau. Together with the Commandant he shall disseminate such information as is required by the press of the University and its community and shall aid the Commandant in the advertising of summer camps of the War Department and shall similarly advertise any other measures of the United States Government taken by it to increase the efficiency of the Army and Navy or to inform the people of the country upon military affairs. Through the bureau he shall be required to answer all questions from all sources pertaining to any or all data compiled as hitherto required.

The Junior assistants and the Clerks shall do all such work pertaining to the maintenance of the bureau as the Commandant and the Chief shall direct.

In consideration of his services the Chief shall receive the sum of ten dollars (\$10) per month for the nine months of the school year.

In consideration of their services each Junior assistant shall receive the sum of four dollars (\$4) per month for the nine months of the school year.

The Clerks shall receive no compensation for their services.

The salaries of the different officers of the bureau shall be paid out of the general funds appropriated by the University for the use of the Military Department and charged to the account of "clerical help."

The headquarters of the bureau shall be in the office of the Military Department where and by which the necessary equipment shall be furnished them.

The bureau shall in no way support any political party.

JOS. N. GREENE,
Colonel and Brigade Commander.

MILITARY DEPARTMENT, January 20, 1915.

President E. J. James, University of Illinois.

DEAR SIR: This scheme advocated by Col. Greene is, I think, a very good one. Please consider it and if you think it practicable, give me authority to start it the coming semester.

The amount of money necessary to finance it the balance of the year would be about \$56, which can be paid out of the appropriation for clerical work.

Very respectfully,

F. D. WEBSTER,
Major of Infantry and Professor of Military Science.

On the recommendation of President James and on motion of Miss Watson, the Commandant was authorized to organize this bureau and the sum of fifty-six dollars was appropriated therefor. The vote was as follows: Ayes, Mr. Abbott, Mr. Blair, Mrs. Busey, Mrs. Evans, Mrs. Henrotin, Mr. Hoit, Miss Watson; noes, none; absent, Mr. Dunne, Mr. Hopkins, Mr. Meeker, Mr. Moore, Mr. Trevett.

At this point Mrs. Busey withdrew.

SALE OF TELEPHONE STOCK.

(10) A letter from the Comptroller announcing the sale of the last of the Michigan State Telephone Company stocks and bonds:

January 21, 1915.

President Edmund J. James, University of Illinois.

DEAR SIR: The Board of Trustees, at the meeting held on June 25, 1913, authorized me to sell for \$25, the \$25 certificate of the Michigan State Telephone Company common voting stock scrip, owned by the University. I beg to advise you that I have sold this scrip to N. W. Harris and Company of Boston, and that their draft for \$25 in payment has been deposited with the University Treasurer, and credited to the principal of the Edward Snyder Loan Fund.

This sale completes the disposal of approximately \$3,600 of Michigan State Telephone Company stocks and bonds, in which a portion of the Snyder Loan Fund was invested in 1900.

Very truly yours,

GEO. E. FRAZER.

This report was received for record.

STATE AUDITOR'S AUDIT OF UNIVERSITY ACCOUNTS.

(11) A letter from the Comptroller enclosing a letter concerning the audit of the University accounts made at the instance of the State Auditor by the United States Audit Company:

January 21, 1915.

President Edmund J. James, University of Illinois.

DEAR SIR: For your information, I hand you herewith a copy of the letter in the report addressed to the State Auditor by the United States Audit Company, under date of January 18. You will remember that the State Auditor employed the United States Audit Company to make an audit of the accounts of the University for the fifteen months ending September 30, 1914.

The report of the United States Audit Company is very satisfactory to me. In the first place, the auditors call attention to our detailed analysis of receipts and disbursements, and state that our records of receipts and disbursements "have been kept in an accurate and efficient manner, and a great improvement has been made over the system in use at the time of last audit for your office, April, 1913."

In the second place, the auditors call attention to the need for better accounting on our part as to the inventories of University property. I have gone over the inventory question from all possible angles, and have come to the conclusion that our present inventory methods are satisfactory, providing we can find time and

opportunity to check our book records of property with the actual property. We have planned the work of the business office for the remaining months of the present fiscal year so as to permit of some time being given to verification of inventories.

Very truly yours,

[Audit Report.]

GEO. E. FRAZER.

January 18, 1915.

Hon. James J. Brady, Auditor of Public Accounts, Springfield, Ill.

DEAR SIR: In accordance with your instructions, I have audited the books and accounts of the University of Illinois at Urbana, Ill., for the fifteen months ended September 30, 1914.

Owing to the fact that the fiscal year of the University ends on June 30, 1914, I have audited that period, and have also verified the cash receipts and disbursements for the three months ended September 30, 1914.

A summary of the transactions of the year ended June 30, 1914, is as follows:

Cash receipts (Exhibit "AA").....	\$ 531,703 45
Add: State appropriation income (amount expended) ..	2,278,715 86
	<hr/> \$2,810,419 21
Cash disbursements (Exhibit "BB").....	2,819,297 81
Excess of disbursements over receipts.....	8,878 50
The disbursements for the year resulted in an increase in net worth, as shown by comparative balance sheet (Exhibit "A") of \$641,828.88.	
I estimate the cost of maintaining the University during the year as follows:	
Disbursements	\$2,819,297 81
Deduct: Increase in net worth.....	641,828 88
	<hr/>
Estimated cost	\$2,177,468 93

This amount represents the cost of ordinary maintenance, and does not take into consideration the acquisition of land, construction of new buildings, or purchase of equipment.

The system of accounting in this institution gives very detailed analysis of the receipts and disbursements. There is also in force a method of recording liabilities against appropriations, which acts as a preventive against overdrafts. A transfer ledger is also used, which records inter-department transactions and requisitions from stores. In this manner the cost of each department of the University is accurately shown in full detail.

Owing to the amount of time at my disposal, I have audited the balance sheet at June 30, 1914, as it would require considerable time to construct a balance sheet at September 30, 1914.

The method of recording additions and deductions from balance sheet assets during the year ended June 30, 1914, could be much improved. I believe that a general ledger, recording assets and liabilities, should be installed. All additions to assets should be susceptible to audit by reference to the duplicate vouchers on file. Equipment discarded or otherwise disposed of, depreciation and any other deductions from capital assets should be credited to the proper asset account and charged to surplus, and there should be sufficient supporting data referring to same to properly verify transactions. Inventories of supplies should be taken on uniform inventory sheets, and detailed sufficiently, where possible, to admit of a comparison with the vouchers on file.

Considering the many thousands of items handled by the University, and the variety thereof, the records of the cash receipts and disbursements have been kept in an accurate and efficient manner, and a great improvement has been made over the system in use at the time of last audit for your office, April, 1913.

The receipts of the University are used, together with the State appropriations, for the payment of ordinary expenses and acquisitions of new property. A budget control over expenditures is in force, the Board of Trustees of the University basing their appropriations on the estimated current receipts and the State appropriations.

Duplicate vouchers are on file for all disbursements.

I verified the cash receipts and cash balances, and reconciled the appropriation balances with the amounts as shown by your office, both on June 30, 1914, and September 30, 1914.

I submit herewith various statements, which contain full details of the cash receipts and disbursements, together with comments on my verification of the assets and liabilities at June 30, 1914.

Yours very truly,

HENRY L. HERTZ,

President, United States Audit Co.

Supervised by:

WHITNEY B. FLERSHEM,
Certified Public Accountant.

This report was received for record.

AUTHORITY TO ACCEPT GIFTS FOR MARGARET LANGE JAMES LOAN FUND.

(12) A request from Miss Martha J. Kyle, Acting Dean of Women, on behalf of certain young women of the University, that the Comptroller of the University be authorized to accept contributions and subscriptions received by them in trust for the Margaret Lange James Loan Fund.

On motion of Mrs. Evans, this request was granted.

* Should be \$2,810,419.31—an error of 10 cents.

CLASSIFICATION OF EMPLOYEES OF THE AGRICULTURAL EXPERIMENT STATION.

(13) A letter from the Dean of the College of Agriculture and Director of the Agricultural Experiment Station, submitting a proposed classification of employees of the Experiment Station not under direct Trustee appointment:

[CLASSIFICATION OF EMPLOYEES OF THE EXPERIMENT STATION NOT UNDER OFFICIAL APPOINTMENT.]

Your committee appointed to consider the classification of service embracing miscellaneous positions not of official appointment and the adjustment of wages pertaining thereto, begs to place before the departments' conference the following suggestion as a scheme of classification:

Employees of the Experiment Station, not under official appointment, may be considered as belonging to the following classes in accordance with the explanations following:

FARM FOREMAN.

There may be in each department a farm foreman to which position is attached a considerable amount of responsibility. Besides having the immediate supervision of the field work, this foreman may be made responsible for the selection of the laborers, the keeping of accounts, and, under direction of the department, of the disposal of products. He may also be given the duty of policing the grounds. Wages \$65 to \$85 per month.

HERDSMAN, SHEPHERD, ETC.

In certain departments there may be employed herdsmen who are charged with the care of animals. They should be men of experience in their respective lines. According to experience, ability, and responsibility, the wages may vary from \$60 to \$85 per month.

GREENHOUSE OR LABORATORY ATTENDANT.

These positions will probably be recruited ordinarily from the ranks of laborer or janitor. Through contact with a certain special line of service these men become proficient in such special lines. The wages may vary from \$50 to \$70 per month.

SCIENTIFIC HELPER.

There may be three classes of scientific helpers according to qualifications as follows:

Class I.—Employees coming into the work who have had neither experience in the particular line of work of their employment nor training that would particularly fit them for it may be placed in Class I. Wages may vary from \$40 to \$60 per month.

Class II.—Employees in this class must have had at least two years of experience in the special line of work of their employment or have had equivalent training that would peculiarly fit them for the work. Wages may vary from \$60 to \$85 per month.

Class III.—Employees in order to be eligible to this class must have had education beyond the high school besides possessing other special qualifications. Wages may vary from \$85 to \$100 per month.

WORKMAN OR TEAMSTER.

Provisions for regulating the pay of this class are already in force as made previously by a special committee.

MISCELLANEOUS EMPLOYEES.

There are a number of different kinds of employment so special in their nature as to scarcely permit of a classification. Each case will have to be dealt with by itself.

On the recommendation of President James and on motion of Mr. Hoit, this classification of employees was approved.

POLICY GOVERNING ELECTION OF TREASURER.

(14) The board at the annual meeting, March 11, 1913, voted that it would not reelect a University Treasurer to succeed himself. It will be necessary, therefore, for the board at its next annual meeting (March 9, 1915) to select another Treasurer.

Mr. Busey, who has been Treasurer for the past term, has performed his duties in an eminently acceptable manner, and has made things as convenient as possible for the routine administration of the University.

In selecting a new Treasurer, I think it would be well for the board to attempt to secure, if possible, a somewhat larger rate of interest on daily balances. The Treasurers of the University for many years past, possibly from the beginning, have paid from 2 to 2½ per cent, computed biennially, upon the daily balances in their hands. Mr. Busey likewise promised on April 4, 1913, to pay to the University 2 per cent on daily balances. This sum has amounted to a very gratifying addition to the financial resources of the University. Under the present arrangement, by which the appropriations made by the Legislature are kept in the State Treasury instead of being handed over to the University Treasurer, the income from this source will be, of course, relatively small, but it is still eminently worth having. The University of Wisconsin seems to be able to get 2½ per cent on daily balances. The city of Chicago receives from the banks 3 per cent on all funds on deposit more than thirty days, and there would seem to be no reason why the

University of Illinois could not obtain as much as Wisconsin or Chicago.* In addition to the use of the money in his hands the Treasurer of the University has been receiving under action of the Finance Committee (to whom the decision has been referred with power to act) fifty dollars a month for office expenses. It would seem proper to save this sum to the University under the new arrangement. The following table showing the balances in the hands of the University Treasurer on the thirtieth day of each month during the present biennium will indicate in general the way in which the funds change from month to month:

MONTHLY BALANCES IN HANDS OF UNIVERSITY TREASURER.

April 30, 1913.....	\$736,907 88	March 31	\$347,926 80
May 31	585,584 58	April 30	325,736 33
June 30	425,548 11	May 31	280,326 80
July 31	306,100 25	June 30	211,052 30
August 31	234,849 81	July 31	151,418 78
September 30	267,834 65	August 31	132,651 94
October 31	276,726 72	September 30	212,811 44
November 30	262,936 65	October 31	236,020 38
December 31	259,790 92	November 30	234,783 54
January 31, 1914.....	266,655 30	December 31	201,083 46
February 28	333,108 20	January 31, 1915.....	221,554 78

I recommend that this matter be referred to the Finance Committee for consideration and report.

No action was taken concerning this matter

REQUESTED PURCHASES FOR CLASSICAL MUSEUM.

(15) Two requests from Prof. Arthur S. Pease, Curator of the Museum of Classical Art and Archeology:

1. That the University authorize the purchase of the Jacobstahl collection of archeological objects which has been offered to the University by Paul Gottschalk, bookseller, of Berlin. This is a very valuable collection of antiquities which we really ought to have in our museum of archeological objects. It would form a most valuable element in the means of instruction in our courses in history, art, and archeology.

2. That the University purchase a Babylonian clay cylinder tablet, giving an account of the building of Babylon by King Nebuchadnezzar. It has been offered to the University for sale by Dr. Edgar J. Banks for the sum of \$315. It would be valuable for purposes of instruction in history, archeology, and semitics.

No action was taken on these requests.

REQUESTED PURCHASE OF PRINTING PRESS FOR MUSEUM.

(16) A request from Prof. N. C. Brooks, Curator of the Museum of European Culture, endorsed by the Curator of the Museum of Classical Archeology, and approved by the Supervising Architect, for the installation of a small printing press to cost about \$100 for the purpose of printing museum labels.

No action was taken on this matter.

CHARGE FOR USE OF MORROW HALL.

(17) A recommendation from the Supervising Architect:

"That a charge of seven dollars and a half (\$7.50) be made for the use of Morrow Hall for musicals and similar entertainments, this charge to cover lighting, heating, janitor service for ordinary cleaning, police duty, and the use of such palms and ferns as the Supervising Architect and the Superintendent of Grounds deem advisable, all extra work, such as wiring, decorating, special lighting effects, and the like, to be charged for in addition, in proportion to the labor and material required."

On motion of Mr. Hoit, this recommendation was concurred in.

DR. E. A. CORCORAN DROPPED FROM MEDICAL FACULTY.

(18) A statement from Dr. D. A. K. Steele, Senior Dean of the College of Medicine, that he had been obliged to drop the name of Dr. Edward A. Corcoran, Instructor in Medicine in the Junior year in the College of Medicine, for inattention to duty and lack of interest in his work.

On the recommendation of President James and on motion of Mr. Hoit, the action of Dean Steele, was approved.

AUTHORITY TO NOMINATE GRADUATE SCHOLARS AND FELLOWS.

(19) A request from the Dean of the Graduate School, Dr. David Kinley, that he be authorized to nominate the scholars and fellows for the coming year with stipendia aggregating \$25,000.

On the recommendation of President James and on motion of Mr. Hoit, authority was given as requested.

* Since writing the above I have been informed that the University of Wisconsin has received during the last year on local deposits of petty cash the sum of 3.85 per cent instead of 2½ per cent. The University of Missouri received 3 per cent; the Ohio State University 2.5 per cent; the University of Cincinnati 2.5 per cent; the Michigan Agricultural College 2.5 per cent. These sums are generally computed quarterly or for even shorter periods.

GIFT TO B'NAI B'RITH LIBRARY FUND.

(20) A statement of the Comptroller that he has received a gift of \$50 from Mr. Isaac Kuhn for the use of the B'nai B'rith Library Fund in the Library of the University of Illinois.

On motion of Mr. Hoit, this gift was accepted and the President of the University was requested to extend the thanks of the board to Mr. Kuhn.

INTER-UNIVERSITY COMMITTEE TO PREPARE MATERIAL FOR STATE CONSTITUTIONAL CONVENTION.

(21) Last year an appropriation of \$100 was made for the use of the Constitutional Committee (page 736, Report, 1914). No part of this fund has yet been used, but it lapsed on the 30th day of June. The committee is now desirous of incurring certain expenses for typewriting, etc., in the preparation of their report. If there is no objection, I shall take it for granted that this appropriation is continued for this purpose.

No action was taken concerning this matter.

EMERGENCY BILL TO SECURE SMITH-LEVER FUNDS.

(22) A recommendation that the President of the University be given authority to secure the introduction of an emergency bill into the Legislature providing for the appropriation of the \$10,000 which should come to the State under the Lever Fund during the present year.

No action was taken on this matter.

USE OF SWIMMING POOL IN WOMAN'S GYMNASIUM.

Mrs. Evans reported for the Committee on Students' Welfare, to whom had been referred a request that the swimming pool in the Woman's Gymnasium be opened to the wives and children of members of the Faculty (page 737, Report, 1914), that the committee regretted that the accommodations in the Woman's Building were too limited to permit of the granting of this request.

This report was received for record.

APPOINTMENT TO COMMITTEE ON AGRICULTURE.

The Secretary presented for record the following letter from the President of the board:

January 31, 1915.

Mr. H. E. Cunningham, Secretary, University of Illinois.

DEAR SIR: Please note that I have appointed Hon. J. K. Hopkins to fill the vacancy on the Committee on Agriculture, caused by the retirement of Dr. Montgomery.

Yours truly,

W. L. ABBOTT.

APPOINTMENTS MADE BY THE PRESIDENT OF THE UNIVERSITY.

The Secretary also presented for record the following list of appointments made by President James to fill vacancies:

Carothers, Herbert, Assistant in Gross Anatomy in the College of Medicine, to give six hours' service a week, for the second semester of the current academic year, at a remuneration of fifty dollars (\$50) for the semester. (January 28, 1915.)*

Haag, V. W., Student Assistant in Chemistry, for five months beginning February 1, 1915, at a salary of ten dollars (\$10) a month. (January 23, 1915.)

Hartwell, Basil, Assistant in Gross Anatomy in the College of Medicine, to give six hours' service a week, for the second semester of the current academic year, at a remuneration of fifty dollars (\$50) for the semester. (January 28, 1915.)

Heacock, Dr. E. N., Assistant in Gross Anatomy in the College of Medicine, to give nine hours' service a week, for the second semester of the current academic year, at a remuneration of fifty dollars (\$50) for the semester. (January 28, 1915.)

Houston, Ruth, Temporary Assistant in Physical Training for Women, for four months beginning February 8, 1915, at a salary of eighty dollars (\$80) a month. (January 25, 1915.)

Venning, Frank L., Instructor in Landscape Design, for four months beginning February 1, 1915, at a salary of one hundred twenty-five dollars (\$125) a month. (January 29, 1915.)

Welden, N. A., Assistant in Gross Anatomy in the College of Medicine, to give six hours' service a week, for the second semester of the current academic year, at a remuneration of fifty dollars (\$50) for the semester. (January 28, 1915.)

The board adjourned.

W. L. ABBOTT, *President.*

H. E. CUNNINGHAM, *Secretary.*

* The date in parenthesis is the date on which the appointment was made by the President of the University.