

MEETING OF THE BOARD OF TRUSTEES

OF THE

UNIVERSITY OF ILLINOIS

October 17, 1938

**With Adjourned Session of
October 24, 1938**



The October meeting of the Board of Trustees of the University of Illinois was held at the College of Medicine, in Chicago, at 9:30 a.m. on Monday, October 17, 1938.

When the Board convened, the following members were present: President Mayer, Mr. Adams, Mrs. Freeman, Mr. Karraker, Dr. Meyer, Mrs. Plumb, Mr. Pogue. Mr. Cleary and Mr. Moschel arrived a little later.

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Professor Lloyd Morey, Comptroller, and the Secretary.

MINUTES APPROVED

The Secretary presented the minutes of the meetings of September 24 and 30, 1938.

On motion of Mr. Moschel, the minutes were approved as printed on pages 55 to 98 above.

MATTERS PRESENTED BY PRESIDENT WILLARD

The Board considered the following matters presented by the President of the University.

DEGREES CONFERRED IN OCTOBER, 1938

(1) A request for authority to confer the following degrees in October, 1938, as recommended by the University Senate.

On motion of Mr. Pogue, these degrees were authorized.

SUMMARY OF DEGREES, OCTOBER, 1938

Degrees in the Graduate School, conferred at Urbana:

Doctor of Philosophy.....	18
Master of Arts.....	56
Master of Science.....	<u>58</u>
<i>Total, Graduate School, Urbana.....</i>	<i>132</i>

Baccalaureate Degrees, conferred at Urbana:

Bachelor of Arts, College of Liberal Arts and Sciences.....	17
Bachelor of Science, College of Liberal Arts and Sciences.....	4
Bachelor of Science, College of Commerce.....	13
Bachelor of Science, College of Engineering.....	13
Bachelor of Science, College of Agriculture.....	5
Bachelor of Science, College of Education.....	43
Bachelor of Science, College of Fine and Applied Arts.....	4
Bachelor of Fine Arts, College of Fine and Applied Arts.....	<u>1</u>
<i>Total, Baccalaureate Degrees, Urbana.....</i>	<i>100</i>

Total, Degrees Conferred at Urbana..... 232

Degrees in Medicine, conferred at Chicago:

Bachelor of Medicine.....	1
Bachelor of Science in Medicine.....	<u>9</u>
<i>Total, Medicine.....</i>	<i>10</i>

Degrees in Dentistry, conferred at Chicago:

Bachelor of Science in Dentistry.....	2
Doctor of Dental Surgery.....	<u>7</u>
<i>Total, Dentistry.....</i>	<i>9</i>

Degrees in the Graduate School, conferred at Chicago:

Doctor of Philosophy.....	1
Master of Science.....	<u>4</u>
<i>Total, Graduate School, Chicago.....</i>	<i>5</i>

Total, Degrees Conferred at Chicago..... 24

Total, Urbana and Chicago, October, 1938..... 256

Total, Doctor of Medicine Degrees (page 25)..... 122

Total, Degrees Conferred in August, 1938 (page 65)..... 248

Total, Degrees Conferred since June, 1938..... 626

Degrees Conferred at Urbana**GRADUATE SCHOOL****Degree of Doctor of Philosophy***In Agronomy*

ERIC WINTERS, JR., B.S., M.S., 1927, 1930

In Bacteriology

DORIS SCHNEIDER COOK, A.B., A.M., 1932, 1933

In Chemistry

JOHN ANDERSON, A.B., Georgetown College, 1934
CHARLES ROLAND EDDY, B.S., Brown University, 1935
ALVA JOSEPH JOHANSON, A.B., A.M., Brigham Young University, 1931, 1934
ERROL BATHURST MIDDLETON, A.B., M.S., 1919, 1921
WILBERT AUGUST TAEBEL, B.S., Elmhurst College, 1935; M.S., 1936
WILLARD PHILIP TYLER, B.S., M.S., Oregon State College, 1931, 1933

In Classics

GAYLIA MYRNA GOODE, A.B., Eureka College, 1935; A.M., 1936

In English

CHARLES HARLEN SHATTUCK, A.B., A.M., 1932, 1934
HAROLD PEYTON WHEELER, A.B., Wofford College, 1928; A.M., Duke University, 1929

In German

GUY WALDO DUNNINGTON, A.B., A.M., Washington and Lee University, 1928, 1929
KARL-HEINZ PLANITZ, A.B., A.M., 1934, 1935

In History

SISTER MARY GILBERT KELLY, O.P., A.B., Rosary College, 1925; A.M., 1931
WILLIAM GERBING WOOD, A.B., Illinois Wesleyan University, 1927; A.M., 1933

In Mathematics

MORRIS TELES, B.S., Tulane University, 1933; M.S., University of Chicago, 1935

In Political Science

GILBERT GILLESPIE LENTZ, B.Ed., Southern Illinois State Normal University, 1931; A.M., 1932

In Psychology

WILLIAM BERKELEY SINGER, A.B., A.M., Reed College, 1932, 1934

Degree of Master of Arts*In Chemistry*

HERBERT MILTON IRWIN, JR., B.S., Harvard College, 1937

In Classics

RUTH ELOISE BIRNEY, A.B., Illinois Wesleyan University, 1932
LENNIE LENORA GROSS, A.B., Wheaton College, 1931
LOIS VIRGINIA HUNT, A.B., 1932
LAVERNE MARJORIE SAMMONS, B.S., 1937

In Economics

CORNELIA YAEGER MILLER, B.Ed., Southern Illinois State Normal University, 1934

In Education

HUGH OTHEL BELFORD, B.Ed., Southern Illinois State Normal University, 1933
WILLIAM HORACE CARRUTHERS, B.Ed., Southern Illinois State Normal University, 1929
FRED H. CHAPMAN, B.Ed., Southern Illinois State Normal University, 1932
EILEEN CONNOLLY, A.B., Mt. Mary College, 1933
PATRICIA CONNOLLY, A.B., Mt. Mary College, 1932
ELERY RALPH DONALDSON, A.B., Lombard College, 1920
FRED CARL EXTER, B.S., 1930
WALTER LEON KIMMEL, A.B., Wabash College, 1912
WARREN WESLEY KRUGHOFF, A.B., 1933
BERNELLE LOIS LAFOLLETTE, A.B., 1927

ALYCE LARIMORE MCCARL, B.Ed., Western Illinois State Teachers College, 1934
GENEVIEVE BONITA MUNSON, B.S., 1937
CLAUDE CULLOM NEVILLE, A.B., 1928
THOMAS WAYNE PERDUE, B.S., 1932
LEROY RAYMOND EUGENE PETERSON, A.B., Augustana College, 1931
WILLIAM LEE REAUGH, B.Ed., Illinois State Normal University, 1935
FRANK GORDON SCOTT, B.Ed., Southern Illinois State Normal University, 1933
WILLIAM BURDELL SMITH, A.B., Bradley Polytechnic Institute, 1932
MAE LANE SPAULDING, B.Ed., Illinois State Normal University, 1935
CHARLOTTE ELLEN SPURLIN, B.S., 1927
TINSIE MAE WELSH, B.Ed., Eastern Illinois State Teachers College, 1933

In English

BERNICE MAE BONNET, A.B., Illinois Wesleyan University, 1930
MARGARET HELEN BULLOCK, A.B., 1923
ALBERDENA WALL CEDEYCO, B.Mus., University of Rochester, 1927; A.B.,
Georgia State Woman's College, 1936
EDWARD NICHOLAS DELANEY, B.S., 1934
ROBERTA PAULINA JONES, A.B., MacMurray College, 1937
MARY JANE LASSITER, A.B., Lambuth College, 1935
FLORENCE WINIFRED MCCOY, B.S., 1933
ALICE JOSEPHINE MCHENRY, A.B., Greenville College, 1936
DOROTHY GLADYS SHARP, B.Ed., Illinois State Normal University, 1930
SISTER LOUIS BERTRAND GASSENSMITH, A.B., University of Notre Dame, 1930
MARY EMMA WALKER, B.Ed., Southern Illinois State Normal University, 1929

In Geography

JAMES THURMAN EDGAR HENRY, B.S., 1933

In German

NORMA MAE GOURLEY, B.S., 1936
ELSA LOUISE HOHENADEL, A.B., 1936
CHARLES WENCESLAS KOLEK, A.B., St. Procopius College, 1933
AMANDA MARIE SCHROEDER, A.B., 1926

In History

B. LESLIE ADAMS, B.S., 1930
ARTHUR JOSEPH COLE, A.B., University of Toronto, 1937
MARY CATHERINE ELLIS, B.Ed., Illinois State Normal University, 1934
HAROLD GUY FELTY, B.Ed., Southern Illinois State Normal University, 1934

In Library Science

REVA NEARHOOD, A.B., University of South Dakota, 1932; B.S.(Lib.), 1936
SISTER MARY ADA WEIRICK, A.B., DePaul University, 1929; B.S.(Lib.), 1934

In Political Science

ANNA LOUISE BEATTY, B.S., 1932
PAUL LOUIS BECKETT, A.B., Monmouth College, 1935
MAURICE MELVIN MEREDITH, A.B., 1936
MILDRED RAPHAEL, A.B., New York University, 1937
LEON HIRAM WEAVER, B.S., 1936

In Sociology

JOHN ALBERT MAYDEN, A.B., B.S., Drury College, 1927
DONALD EDWIN RASMUSSEN, A.B., 1937

Degree of Master of Science

In Accountancy

ROBERT KUHN MAUTZ, B.S., University of North Dakota, 1937
ORVILLE MILTON PIEHN, B.S., North Central College, 1932

In Agricultural Economics

BYFORD WASHINGTON BAIN, B.S., 1934
 DENZIL RAY HALCOM, B.S., 1932
 GEORGE EILT TOBEN, B.S., 1936

In Agronomy

ORVALL ORAN MITCHELL, B.S., 1924

In Bacteriology

ARTHUR RAY GRISMER, B.Ed., Illinois State Normal University, 1929

In Botany

BESSIE LANDRAM, B.S., 1930

In Chemistry

GRANVILLE VERNE BLYTHE, B.Ed., Western Illinois State Teachers College, 1934
 CHARLES AUGUST HERFURTH, B.S., Central Missouri State Teachers College, 1926
 MALOYE RONALD HOLMES, A.B., James Millikin University, 1931
 RUSSELL JAMES KORTY, B.S., 1935
 GLENN CARBER WILLIAMS, B.S., 1937

In Dairy Husbandry

SHERMAN PAUL SPARKS, B.S., 1932

In Economics

ORA POLK, B.Ed., Southern Illinois State Normal University, 1934

In Education

DAYMOND JOHN AKIN, B.Ed., Southern Illinois State Normal University, 1931
 BERNEICE BESORE AMYX, A.B., 1932
 GLENN LEONARD ANDERBERG, B.S., Shurtleff College, 1926
 ANTON FRANK ANTONIDES, B.S., 1930
 ESTELLE MARIAN PETERSON ANTONIDES, B.S., 1929
 HARRY FRANKLIN AUGSPURGER, A.B., Illinois Wesleyan University, 1927
 CLARICE IRENE BRODMAN, B.S., 1928
 RUTH MARGARET COLE, B.S., 1930
 HAZEN ALONZO CURTIS, B.Ed., Southern Illinois State Normal University, 1934
 FOREST LAVERN DEWEESE, A.B., James Millikin University, 1933
 JOSEPH HARMON DUNSCOMB, B.S., Washington University, 1921
 EARL FREDERICK GEHLE, A.B., Wabash College, 1932
 RACHEL VIOLA GRAVES, B.Ed., Southern Illinois State Normal University, 1934
 VIRGIL HENRY, B.Ed., Southern Illinois State Normal University, 1932
 PAUL JEROME HOUGHTON, B.S., 1927
 WILLIAM LOGAN HUFFMAN, B.Ed., Eastern Illinois State Teachers College, 1931
 WILEY EMERY HUNT, B.S., 1923; B.Ed., Illinois State Normal University, 1936
 ARDELL CARL JONES, B.S., 1934
 JAMES ARTHUR KEEFE, A.B., Illinois Wesleyan University, 1927
 MARY FLORENCE LAWSON, Ph.B., University of Chicago, 1910
 FRANK WESLEY LOCKHART, A.B., Lake Forest College, 1931
 FLOYD WILLIAM LYNCH, B.S., 1932
 WILBUR HENRY MARSHALL, B.S., 1931
 LEO JAMES MARTIN, B.S., 1934
 FRED PIKE MICHAEL, B.M.E., Northwestern University, 1931
 ROBERT EUGENE NORRIS, B.S., Northwestern University, 1931
 ORVILLE PORTER ORR, B.S., 1935
 WILLIAM FRANK PETERS, B.Ed., Eastern Illinois State Teachers College, 1931
 LOUISE GLADYS PIANO, B.S., 1935
 ROGER EARL REEDER, B.S., 1935
 ORVILLE ALFRED SULLIVAN, B.Ed., Southern Illinois State Normal University, 1934

ALBERT LYMAN TALBERT, B.Ed., Illinois State Normal University, 1932
 DONALD LEE TAYLOR, B.Ed., Eastern Illinois State Teachers College, 1930
 RUTH MARLOWE VAN DEVENTER, B.S., 1922
 ERVIN KINCAID WAX, B.S., 1932
 KENNETH EVERETT YATES, B.S., 1936

In Home Economics

DOROTHY ELOISE HENRY, B.S., 1937
 ROSALINE ELAINE MILLS, A.B., Earlham College, 1936

In Library Science

RUTH MIRIAM HEISS, B.S., Purdue University, 1931; B.S.(Lib.), 1932
 ELIZABETH ARNOLD WINDSOR, A.B., B.S.(Lib.), 1931, 1932

In Physics

SISTER MARIA CONSOLATA VOSS, A.B., A.M., St. Mary's College, 1920, 1921

In Zoology

JULIAN MARION GREENLEE, B.Ed., Southern Illinois State Normal University,
 1929
 DOUGLAS HENRY SALISBURY, B.S., 1931

COLLEGE OF LIBERAL ARTS AND SCIENCES

Degree of Bachelor of Arts

In Liberal Arts and Sciences

HELEN PAYNE BAILEY	WILMA VIRGINIA MCBRIDE, with High
ROSEMARY DONNA COLDWELL	Honors in English
RALPH WILLIAM COOKE, JR.	ARTHUR CHARLES MCGRAW
MILDRED BEATRICE DODD	MARION JANET MOSSER
VIRGINIA GALBRAITH	JUNE MARION O'BRIEN
PETER D'ARCY GIACHINI	ALBERT MATTHEW PROSTERMAN
ROBERT FRANCIS GRUBB	THALMA LEE REYNOLDS
DOROTHY JANE HANLEY	HARRIET RUTH WAYLAND
HILDEGARD DEBORA HUEBNER	MARGARET LEE WITTS

Degree of Bachelor of Science

In Liberal Arts and Sciences

HELEN STEVENSON BURROUGHS	FRANCIS PATRICK MURPHY
---------------------------	------------------------

In Chemistry

GERALD WILLIAM SEARS, with High Honors	GEORGE FERRIS WATSON
---	----------------------

COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

Degree of Bachelor of Science

In Accountancy

WILFRED YOUNG HARKNESS	JOHN ROBERT WILEY
------------------------	-------------------

In General Business

JAMES COLLINS BAGG	DORTHA JUNE FADLER
WILLIAM ALBERT BREARLEY	CHARLES FREDRIC GIBSON
NORMAN SIDNEY EILERTSEN	THOMAS DAVID GUNNING

ALFRED EDWARD KIRK (as of Feb.,
1935)

EARL LESTER NELSON
JAMES FRANK SNEBERGER

In Industrial Administration

WALTER CORWIN HITCHCOCK

PETER PAUL KRIVISKY

COLLEGE OF ENGINEERING

Degree of Bachelor of Science

In Agricultural Engineering

ROBERT FRANKLIN SKELTON

In Ceramic Engineering

JOHN NEWTON TEETER

JAMES FRED WHITE

In Civil Engineering

RICHARD LEE HEBERER
JOSEPH JOHN MARTAN

JOHN CHARLES SHARAV

In Electrical Engineering

ERNEST STANTEJSKY

In Engineering Physics

CHARLES DONALD FAHRNKOPF

In Mechanical Engineering

GLENN VERNON BERGSTRAND
JAMES WALLACE BOUGHTON
ROBERT ANDREW MACGREGOR, with
Honors

HENRY SHAW MORTON
JOHN JULIAN ROCHE

COLLEGE OF AGRICULTURE

Degree of Bachelor of Science

In Agriculture

MARION SCOTT GRIFFITH

ROLAND WILLIAM WINTER

In Home Economics

JEAN CAMPBELL
MARY AGNES POTTER

MARY ELLEN WUNDERLICH

COLLEGE OF EDUCATION

Degree of Bachelor of Science

In Education

EUGENE SYLVESTER ANTRIM
GABRIEL BETZ
EVELYN HOPE BOCKAL
GLENN CURTIS BOWERS
HESTER CAPE BURBRIDGE
GWENDOLYN MABEL CRAIG
WILMA ANNA DAVY
ANDREW REAVES EVANS
FLORENCE LOUISE FOSTER

DANIEL ROBERT FURMAN
JEANETTE GORDON
WAYNE TOMPKINS GUTHRIE
JOY MAE HARDY
VIVIAN LOIS JUERGENS
WILLIAM KARNES
JAMES COVINGTON KIRK
HAZEL HARRIS KOTT
AVICE FERNE LEE

MARGARET JEAN LESLIE
 ETHA INEZ LINDSAY
 CLAUDE PHILIP McCABE
 ROLAND BRADLEY MCCANNON
 LAWRENCE EDWARD MCDANIEL
 MILTON JOSEPH MIKLAS
 VIRGINIA PAULINE MILES
 ROSS MATTHEW MILLER
 CARL EUGENE NATION
 CARL DALTON PALMER
 EMMA MARY RASMUSSEN
 ROBERTA JANE SHIELDS

PAUL ALBERT SIMS, with Honors in
 Education and in English
 SISTER MARY CECILIAN HEFFRON
 MAY EMMA SMITH
 ALBERT CORNELIUS SPURLOCK
 CHARLES ARTHUR STICKLER
 VELMA MAE THOMAS
 JEANNE HELEN THOMSON
 MELVIN JAMES WARRICK
 VIRGINIA MARIE WOLF
 VERNA ZIEGLER WOODLEY

In Agricultural Education

JOHN MILLAGE LAND

In Home Economics Education

GLADYS MARTHA GEYER

In Industrial Education

JAMES ROBERT NORWOOD

COLLEGE OF FINE AND APPLIED ARTS

Degree of Bachelor of Science

In Architecture

RUDOLPH JOSEPH HODAL
 ROBERT ASHTON STRAUCH

CLIFFORD HARRY WARRINER
 PETER GEORGE WUSS

Degree of Bachelor of Fine Arts

In Landscape Architecture

ANNA REBEKAH VAN METER

Degrees Conferred at Chicago

COLLEGE OF MEDICINE

Degree of Bachelor of Medicine

RUSSELL JOHN MERRET

Degree of Bachelor of Science

In Medicine

DAVID BENNETT
 HAROLD COHEN
 FRANCIS PAUL LAFATA
 JOSEPH RAIDER
 BERNARD RATTNER

WILLIAM FARTHING SARGENT
 HARMON DEFORREST SEELY
 CARL ELMER WESTMARK
 MEYER YANOWITZ

COLLEGE OF DENTISTRY

Degree of Bachelor of Science

In Dentistry

NATHAN HAYNES FEINSTEIN

ANITA ENID LOME

Degree of Doctor of Dental Surgery

MASSIS ARMEN BAHADOR
 NATHAN BECKOFF
 NATHAN BIRN
 JESSE HERBERT COVEN

HERBERT NED FINLEY
 DONALD HENRY RUETER
 ISADORE M. SHAPIRO

GRADUATE SCHOOL**Degree of Doctor of Philosophy***In Dermatology*

THEODORE CORNBLEET, B.S., M.D., St. Louis University, 1921, 1923; M.S., 1931

Degree of Master of Science*In Medicine*

EMIL MARO SCHLEICHER, A.B., Wayne University, 1935

In Pharmacology

FRANK THOMAS MAHER, B.S., 1937
 FREDERICK STEIGMANN, B.S., M.D., 1928, 1932

In Psychiatry

MAURICE KAPLAN, B.S., M.D., 1932, 1935

LEAVE OF ABSENCE FOR PROFESSOR E. H. CAMERON

(2) A recommendation that Dr. E. H. Cameron, Professor of Education and Director of the Summer Session, be given leave of absence on account of illness (1) as Professor of Education from September 15, 1938, to January 31, 1939, with full pay; (2) as Director of the Summer Session, one year from September 1, 1938, without pay.

Professor Cameron receives \$750 as Director of the Summer Session and \$6,400 as Professor of Education. The arrangement herein proposed is that he be paid at an annual rate of \$6,400, releasing \$750 for the salary of an Acting Director of the Summer Session. (Since the work of the Director of the Summer Session is not confined to the eight weeks of the session, but is carried on throughout the regular academic year, the salary is spread over the twelve months.)

On motion of Mr. Karraker, this leave was granted as recommended.

APPOINTMENT OF ACTING DIRECTOR OF THE SUMMER SESSION

(3) A recommendation that Dr. R. B. Browne, Assistant Professor of Education and Director of University Extension, be appointed Acting Director of the Summer Session effective September 1, 1938, and continuing until August 31, 1939, at an additional salary of \$750, vice Director Cameron, who has been obliged to ask for a leave of absence on account of illness.

On motion of Mrs. Freeman, this appointment was made as recommended.

At this point, Mr. Moschel took his place with the Board.

LEAVE OF ABSENCE FOR MISS ANNA BELLE ROBINSON

(4) A report that Miss Anna Belle Robinson, Associate in Home Economics Education, has been given leave of absence from October 1, to December 31, 1938, with pay, on account of physical disability; the Department has arranged to carry on her work without additional expense to the University.

On motion of Mrs. Plumb, this action was confirmed.

RETIREMENT OF PROFESSOR F. G. DYAS

(5) A request from Dr. F. G. Dyas, Professor of Surgery on the Clinical staff, that he be relieved of his teaching and be retired. He was born on December

3, 1873, so that he is not yet 65 years of age, but since he receives no salary there is no retiring allowance involved. I recommend that Doctor Dyas be retired effective October 1, 1938, with the rank of Professor of Surgery, *Emeritus*.

On motion of Dr. Meyer, this recommendation was adopted.

At this point, Mr. Cleary took his place with the Board. President Mayer, being called from the room, asked Dr. Meyer to take the chair.

ADVISORY COMMITTEES IN AGRICULTURE

(6) A recommendation for the appointment of the following Advisory Committees for the College of Agriculture and the Agricultural Experiment Station:

Agricultural Economics

FRANK S. GARWOOD, Stonington
JOHN P. HANNA, Geneseo
ERNEST D. LAWRENCE, Bloomington
CLIFFORD P. MILLS, St. Joseph
HENRY H. PARKE, Genoa

Agricultural Engineering

H. G. ABBOTT, Fulton
R. B. ENDICOTT, Villa Ridge
B. C. FULLING, Palestine
R. S. McCORMICK, Gibson City
ROYAL OAKES, Bluffs

Agronomy (Farm Crops)

L. B. EIDMAN, Mascoutah
EUGENE FUNK, Bloomington
W. W. McLAUGHLIN, Decatur
C. B. SHUMAN, Sullivan
O. J. SOMMER, Pekin

Agronomy (Soils)

G. A. LAZIER, Rochelle
W. E. RIEGEL, Tolono
G. F. TULLOCK, Rockford

Animal Husbandry

J. R. FULKERSON, Jerseyville
L. E. MATHERS, Mason City
J. W. FRAZIER, Charleston
LYMAN BUNTING, Ellery
J. J. HORNUNG, Ottawa

Dairy Husbandry

HARRY M. WOOD, Delavan
JOSEPH STUTZMAN, Carlock
W. D. DOTTERRER, 140 W. Ontario,
Chicago
ALBERT C. KOLMER, Waterloo
ARTHUR STATES, Elwood

Floriculture

J. F. AMMANN, Edwardsville
RUDOLPH SCHEFFLER, Wheaton
F. L. WASHBURN, Bloomington
JAMES SYKORA, 729 S. Wabash,
Chicago
GEORGE J. BALL, West Chicago

Horticulture

AUGUST GEWEKE, Des Plaines
W. S. PERRINE, Centralia
F. H. SIMPSON, Flora
C. F. HEATON, New Burnside
G. LESLIE SMITH, 429 41st, Rock
Island

General Advisory Committee

ERNEST D. LAWRENCE, Agricultural
Economics
R. S. McCORMICK, Agricultural En-
gineering
W. E. RIEGEL, Agronomy (Farm
Crops and Soils)
J. R. FULKERSON, Animal Husbandry
HARRY M. WOOD, Dairy Husbandry
W. S. PERRINE, Horticulture

On motion of Mr. Moschel, these committees were appointed as recommended.

ADJUSTMENTS IN THE BUDGET

(7) In approving the budget for 1938-1939 the Board authorized the President of the University to make such changes and adjustments as are needed. Under this authorization the following adjustments have been made during the first fiscal quarter ending September 30, 1938, and are being reported for record with the recommendation that an assignment of \$3,287 be made from the General Reserve Fund to cover them.

Permanent additions to current budget:

Dean of Women, wages, to meet additional demands.....	\$ 200
Pharmacy, salaries. New position to be filled by F. T. Maher, Assistant; to relieve other members of department because of Dean Day's absence.....	1 200 ¹
Medical Dispensary, salaries. Increase in rate to Lydia C. Conrad, Record Clerk, from \$1,720 to \$1,800, her former rate.....	80
Journalism salaries. Increase in rate to L. W. Murphy, Director, from \$5,000 to \$5,500, his former rate.....	500
Business Organization and Operation, salaries. Position filled by N. D. Wakefield, Assistant; to permit paying him \$1,500 instead of \$1,300	200
Dairy Technology, college salaries. Increase in rate to Paul H. Tracy, Associate Professor; total increase \$500 to meet competition; \$333 of increase charged to Dairy Creamery Revolving Fund.....	167
Prosthetic Dentistry—full dentures and removable partial dentures, salaries. Increase in rate to M. B. Hattenhauer from \$1,000 to \$1,200 (one-half time), and an increase in rate to Paul Bostian of \$140 (three-tenths time).....	340
Chemistry, salaries. Increase in rate to Ruth E. Wood, Stenographer	60
Poultry, salaries. Increase in rate to L. E. Card, Professor, from \$5,560 to \$6,000 to meet competitive offer.....	440
<i>Total permanent additions.....</i>	<i>\$3 187</i>

Temporary additions to current budget:

Additional wage assignment to Military Department, to cover the salary of a mechanic for the month of August at \$100; provided for in 1938-1939 budget.....	100
<i>Total.....</i>	<i>\$3 287</i>

On motion of Mrs. Plumb, these adjustments were confirmed and the appropriation from the General Reserve Fund was made, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Mayer, Mr. Wieland.

APPROPRIATION FOR ENFORCEMENT OF STUDENT MOTOR VEHICLE REGULATIONS

(8) A recommendation that an assignment of \$1,100 be made from the General Reserve Fund for services and other expenses necessary for the enforcement of the student motor vehicle regulations during the University year 1938-1939.

On motion of Mrs. Freeman, this appropriation was made as recommended, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Mayer, Mr. Wieland.

At this point, President Mayer returned and resumed the chair.

APPROPRIATION FOR DIVERSION OF SERVICE LINES CROSSING THE ILLINI UNION BUILDING SITE

(9) At the meeting of the Board on September 24 (Minutes, page 57), an appropriation of \$40,000 was made to cover the University's share of the cost of rerouting the utilities crossing the Illini Union Building site. This was based on an estimated total cost of \$58,000 submitted by the consulting engineer who prepared the plans and specifications for this work.

¹Reported to Board of Trustees June 9, 1938 (Minutes, page 847), but no appropriation made.

The bids received and the contracts awarded for this work total only \$31,789 of which \$20,000 represents that part of the cost which would be incurred wherever the Union Building is erected. Consequently the Director of the Physical Plant Department recommends that the balance of \$20,000 appropriated by the Board be returned to the General Reserve Fund.

On motion of Mr. Pogue, this unexpended balance was restored to the General Reserve Fund.

APPROPRIATION FOR BUILDING IMPROVEMENTS

(10) A recommendation that an assignment of \$14,500 be made from the General Reserve Fund to the Physical Plant Department for the following building improvements:

1. Remodeling Room 127 in Old Agriculture to provide a laboratory for the Department of Dairy Husbandry, including fixed equipment	\$ 2 600
2. Remodeling basement of Administration Building to provide for expansion of Print Shop and relocation of Office Supply Storeroom..	3 800
3. Changes in electric facilities in New Agriculture and Administration Buildings; these changes are necessary because of increased loads in these buildings due to moving of departments from University Hall.....	2 500
4. Change in heating system in Auditorium from a one-pipe to a two-pipe system. (The return line in the building which is buried in the basement floor has failed and must be replaced; it is also desirable to put the radiation on thermostatic control in view of other improvements in the building.).....	2 000
5. Installation of carpets in aisles of Lincoln Hall Theatre.....	1 200
6. Miscellaneous minor improvements.....	2 400
<i>Total</i>	\$14 500

On motion of Mr. Moschel, this appropriation was made as recommended, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Wieland.

AWARD OF CONTRACTS FOR ADDITION TO THE LIBRARY

(11) Bids will be received on October 25 for the construction of the addition to the Library, one unit of the PWA project which also includes Gregory Hall and an addition to the McKinley Hospital. It will be necessary to award the contracts and begin construction during the same week, in order to comply with the date specified by the Government and agreed to by the University in accepting a grant for the construction of this addition. Accordingly, the following resolution is offered:

Whereas, the United States of America, through the Federal Emergency Administration of Public Works, has made a grant of funds to the University of Illinois, to aid in the construction of a classroom building and additions to the Library and student hospital, known as PWA project Ill. 1962-F; and

Whereas, bids for the construction of the addition to the University Library, one of the units in the project, will be received on October 25, and construction thereon should begin during the same week in order to comply with the requirements of the Federal Emergency Administration of Public Works; now therefore be it

Resolved, that the Board of Trustees hereby authorizes the President of the University to award the contracts for said Library addition to the lowest responsible bidder; and be it further

Resolved, that the Board authorizes its President and Secretary to execute such contracts as are awarded.

I also recommend that the Board designate one of its members to be present at the opening of the bids as required by the University Statutes.

Director Havens made a statement concerning this matter.

On motion of Mr. Moschel, this resolution was adopted, by the

following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Wieland.

Mr. Adams, as Chairman of the Committee on Buildings and Grounds, was designated to be present for the Board at the opening of bids for the addition to the Library.

ESTIMATES OF COST OF CONSTRUCTION AND FURNISHING OF ILLINI UNION BUILDING

(12) The Director of the Physical Plant Department has reported on the estimated cost of construction and furnishing of the Illini Union Building. The building cost estimates in Schedule A were prepared by Mr. Avery Brundage, Engineer and Contractor, of Chicago, who was retained for this service by the Physical Plant Department. The detailed estimates of the furnishings and equipment, exclusive of food service facilities, were prepared by Mr. Ambrose C. Kramer, of Chicago. All food service equipment, layouts, and estimates were prepared by Mr. F. E. Ricketts, of Chicago.

On motion of Mr. Karraker, these estimates were received for record and filed in the hands of the Secretary.

CONTRACT FOR REROUTING OF SERVICE LINES

(13) A report of the following schedule of bids received by the Physical Plant Department on October 1, 1938, on the diversion of service lines and the construction of a new tunnel, to prepare the site of the Illini Union Building for its construction.

SCHEDULE OF BIDS, DIVERSION OF SERVICES, ILLINI UNION BUILDING

Contractors	Division 1	Division 2		Division 3	Division 4	Division 5
	Concrete Heating Tunnel	Diversion of Steam Piping		Diversion of Sanitary Sewers	Diversion of Water Piping	Diversion of Electric Conduits
		Base Bid	Alternate #1 Deduct *			
<i>General Work</i>						
De Atley, E. N., Urbana...	\$11 275
English Bros., Champaign...	11 985
General Paving Co., Cham- paign.....	\$2 090	\$4 250
King & Petry, Champaign...	12 298
Somers, Frank A., Co., Urbana.....	2 203
<i>Plumbing Work</i>						
Carson-Payson Co., Danville	\$ 9 339	\$1 415	2 722	4 242
Mehring & Hanson Co., Chicago.....	20 000	6 753
Mid-States Industrial Corp., Rockford.....	11 682	3 729	3 188	4 389	\$10 393
Murray, Arthur W., Co., Hoopeston.....	10 700	2 000	2 800	3 900
O'Callaghan Bros., Chicago	3 485	5 490
<i>Electrical Work</i>						
Allison, Edw. P., Co., St. Louis.....	6 600
Hatfield Electric Co., Indianapolis.....	8 736
Kil-Bar Electric Co., Chicago	12 475
Lamont, L. H., & Co., Chicago	8 300
Marrs-Tanner Electric Co., Danville.....	9 498
Sachs, S. C., Co., St. Louis	9 900

*Alternate No. 1—For constructing main in tunnel instead of conduit.

Pursuant to the authorization of the Board at its meeting on September 30 (Minutes, page 58), contracts were awarded to the lowest bidders as follows:

Construction of heating tunnel.....	E. N. De Atley.....	\$11 275
Diversion of steam piping.....	Carson-Payson Co.	
	Base Bid.....	\$9 339
	Alternate No. 1.....	<u>1 415</u>
	<i>Total</i>	7 924
Diversion of sanitary sewers.....	General Paving Co.....	2 090
Diversion of water piping.....	Arthur W. Murray Co.....	3 900
Diversion of electric conduits.....	Edward P. Allison Co., Inc.....	6 600
	<i>Total</i>	<u>\$31 789</u>

On motion of Dr. Meyer, this report was received for record and the award of contracts was confirmed, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Wieland.

COMMEMORATION OF UNIVERSITY HALL

(14) A recommendation that the Physical Plant Department be authorized to have an appropriate plaque designed to be installed in Gregory Hall, indicating that it was constructed to replace University Hall and giving briefly such historical data as are appropriate about the old building.

On motion of Mr. Cleary, authority was granted as recommended.

OFFER OF PROPERTY AT 1210 WEST GREEN STREET

(15) A report from the Director of the Physical Plant Department concerning the offer of the property at 1210 West Green Street, Urbana, for sale to the University.

No action was taken on this offer.

CONTRACT CHANGE ORDER ON ILLINI UNION BUILDING

(16) The following resolution authorizing a change order to provide for relocation of sewer in the diversion of utilities on the Illini Union Building site.

Be it resolved, by the Board of Trustees of the University of Illinois:

1. That it was deemed advisable, in order to protect two valuable cypress trees, to change slightly the location indicated on the original drawings for the location of the rerouting of the sewer immediately north of the Entomology Building.

2. That it is hereby determined that all data necessary for a comprehensive and intelligent bid, which data prepared and assembled by Ernest L. Stouffer, Architect, are hereby referred to and made a part hereof, were properly submitted to said contractor with the request that such contractor submit a proposal covering such proposed change.

3. That the proposal of said contractor, the General Paving Company, a copy of which is hereto attached and made a part hereof, to make the said change and accept therefor an increase in the contract price of \$75, be and the same is hereby accepted for and in behalf of the Board of Trustees of the University of Illinois.

4. That such acceptance of the contractor's proposal shall be in full force and effect when a certified copy of this resolution is sent to the contractor by the architect for this project, and not until then.

On motion of Mrs. Plumb, this resolution was adopted, and the Secretary was authorized to certify thereto, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Wieland.

APPROVAL OF CONTRACT CHANGE ORDERS ON PWA PROJECTS

(17) A recommendation that the Board authorize the President of the University and the Director of the Physical Plant Department to approve change orders, not exceeding \$500 in cost, on contracts for all buildings for which the University has received a grant from the United States of America through the Federal Emergency Administration of Public Works, by the adoption of the following resolution.

Be it resolved, by the Board of Trustees of the University of Illinois, that the President of the University and the Director of the Physical Plant Department be, and they are hereby, authorized to approve change orders, not exceeding \$500 in cost on any one item, on contracts for all buildings for which the University of Illinois has received a grant from the United States of America through the Federal Emergency Administration of Public Works.

On motion of Dr. Meyer, this resolution was adopted and the Secretary was authorized to certify thereto, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mrs. Freeman, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue; no, none; absent, Mr. Horner, Mr. Wieland.

ADMINISTRATION OF MCKINLEY HOSPITAL

(18) Since its erection McKinley Hospital has been under the general administration of a committee. It seems to me that in the management of such a service the authority and responsibility should be in a University officer rather than a committee. I therefore recommend that the Hospital be placed under the administration of the University Health Officer with an advisory committee, of which he shall be the chairman, appointed by the President of the University, to assist him on matters of policy.

On motion of Dr. Meyer, the administration of the McKinley Hospital was placed under the University Health Officer as recommended.

PLANS AND SPECIFICATIONS FOR FOUNDATION FOR STATE NATURAL RESOURCES BUILDING

At this point, Mr. Adams presented the following report.

At its meeting on September 30 (Minutes, page 92), the Board of Trustees referred to the Committee on Buildings and Grounds, with power to act, the plans and specifications for the foundation of the State Natural Resources Building. The Committee has conferred with the Director of the Physical Plant Department and has studied the correspondence between his office and the State Architect. The Committee approves the plans and specifications as submitted, subject to the following changes recommended by the Physical Plant Department.

1. That more complete details are indicated relative to the stepping down of footings around the elevator pit.

2. That concrete be specified to provide a definite strength at a definite period after placing.

3. That waterproofing for foundations be so specified that there is no question as to the material that is to be used.

4. That Paragraph 1026 of the specifications be amended so as to definitely call for No. 1 or first-quality tile.

The Physical Plant Department is willing to be guided by the opinion of the State Architect regarding the finished grade levels at the front of the building. The Committee concurs in this.

On motion of Mr. Adams, the plans and specifications were approved, subject to the changes recommended by the Physical Plant Department.

The Board resumed consideration of matters presented by the President of the University.

BIENNIAL BUDGET FOR 1939-1941

(19) The University Council and the President of the University submit the following recommendations for the biennial budget for 1939-1941.

This budget has been under consideration by University officers and department heads since last December. The University Council of deans, directors, and representatives of the faculty, which advises the President on budgetary matters, appointed two committees to review various aspects of the biennial budget. Copies of the reports of these two committees, (a) Report of the Advisory Committee to the Bureau of Institutional Research on the Operating Budget and (b) Report of a Special Committee on Building Program, were sent to each member of the Board in advance of this meeting.

The report of the Advisory Committee recommends an addition of \$2,000,000 for the biennium for salaries, supplies and other current expense, and equipment.

The Council reviewed this report on October 5, 1938, and approved the policies represented therein (on which I am commenting briefly herein) and the transmittal of this request to the Board of Trustees.

The report of the Advisory Committee, however, was based on estimates of Physical Plant expense made before it became clear that several buildings soon to be constructed on the campus would be in operation during the next biennium. It is also based on prevailing prices for bituminous coal which at any time may be increased. It is based on prevailing wage scales, but the problem of wages for janitors is still unsolved, and this problem may necessitate increases in other groups of employees which at the maximum might approach \$100,000 a year. While it seems unlikely that all of these additions will have to be met in the aggregate, it is also evident that the estimate of the Advisory Committee for additions to the operating budget for the coming biennium will be insufficient to cover educational needs and at the same time the requirements of Physical Plant operation. It seems essential to add at least \$175,000 for this item for the biennium.

The Building Committee recommended for the next biennium buildings and improvements totaling \$2,350,000. Since that report was prepared two items in its list have been provided for by Federal grant, namely, the addition to the Library and the addition to McKinley Hospital, a total of \$500,000. On the other hand, the list does not include the amount needed for completion of the equipment of the new unit of the Medical and Dental Building. As indicated later in this summary, the further needs in this respect amount to \$150,000. Also, since the committee report was prepared, the report of consulting engineers on the power plant problem has been received and has been reviewed by our faculty committee. It is now felt that the sum of \$2,000,000 should be provided for a new plant instead of \$1,000,000 for rehabilitation as mentioned in the Building Committee report.

On the basis of these various changes, the total for new buildings and improvements for the coming biennium would be \$3,100,000 as compared with \$1,050,000 (Gregory Hall, \$700,000, and Medical-Dental Building Equipment, \$350,000) appropriated for the current biennium. This total includes the sum of \$250,000 for a fund to serve as a basis for financing men's dormitories. An application has been submitted to the Federal Government for the grant for this item also and if this grant is received the item may be omitted from the State budget. The University Council, in considering this budget, recommended its approval but requested that if any adjustments had to be made they be made first, as far as practicable, in the building budget.

In addition to the adjustments in the educational and building budgets, some increase appears in our non-educational budget covering the operation of residence halls and other auxiliary activities and the revolving transactions of stores, printing, and the like. The total of these items in the budget of the present biennium was \$690,864, but the amount needed for the present biennium will be \$798,300. The appropriation requested for this fund must be sufficient to cover these operations, even though they do not increase the amount available for our educational budget. The estimate for the coming biennium is \$900,000.

The appropriations to the University for the current biennium were as follows:

General appropriation bill.....	\$14 149 632
Special appropriation for equipment of Medical and Dental Unit.....	350 000
Special appropriation (in special session) for new classroom building to replace University Hall.....	700 000
<i>Total</i>	<u>\$15 199 632</u>

If the recommendations herein submitted are approved the budget for the coming biennium would be as follows:

For operating expense (salaries, supplies, equipment, etc.).....	\$16 696 630
For permanent improvements.....	3 100 000
<i>Total</i>	<u>\$19 796 630</u>

The sources of revenue from which these appropriations would come, with comparative figures for the current biennium, are as follows:

	1937-1939	1939-1941
From State tax revenues.....	\$11 204 102	\$15 269 906
From Federal grants.....	295 530	326 634
University income and revolving fund..	<u>3 700 000</u>	<u>4 200 000</u>
<i>Total</i>	<u>\$15 199 632</u>	<u>\$19 796 630</u>

I desire to comment briefly on the various items making up the increase in the operating budget.

A. For selective salary increases.....\$400 000

Although considerable progress has been made in salary adjustments in the past two years, salary scales at the University are still inadequate to provide suitable reward for individual development and achievement and to protect the University against undue inroads by other institutions and public bodies. It must be remembered that during the period of 1931 to 1935 practically no salaries were increased yet during that period many members of the faculty especially among the younger groups, were steadily growing in their ability and usefulness. Consequently, there is an accumulated deficiency that has not yet been fully met in the way of salary recognition.

The average salaries of all ranks of the faculty are below those that are paid in some of the leading institutions of the country, including some of our state institutions. The minimum salary of full professor is only \$3,750. The average salary of instructor is \$2,004, of associates \$2,584, and of assistant professors \$3,062. No person is appointed to the rank of instructor who does not have a doctor's degree or its equivalent in professional experience. These salaries are below those paid in the better high schools of the State. It is impossible for us to attract and hold the best young teachers with such a scale of salaries.

B. For special salary recognition of distinction in teaching and research.....\$200 000

While the maximum salary paid in the University for persons of special distinction is about as good as that paid in the majority of other leading institutions, the number of salaries in the upper brackets is materially below the equivalent numbers in other leading institutions. It is important for the University to have funds by which it can recognize exceptional merit and distinction in a way comparable to the recognition given in other institutions. That we are not now able to do to an adequate extent.

Salaries of administrative officers are below those paid in a number of other leading universities, including some state universities.

These are the reasons why added funds are badly needed for further improvement of salaries. The total amount asked for this purpose (under items A

and B) is \$300,000 per year, which is only about 6 per cent of the total salary budget of the University at the present time.

C. For further replacement of part-time staff by full-time..... \$100 000

Considerable progress has been made on this problem during the current biennium, but additional funds are needed to rectify this situation and to provide for additional maturity in the staff by replacing present young and inexperienced teachers.

D-a. Additional funds for research..... \$200 000

Many important areas of investigation and promising fields of research now cannot be adequately covered. A few examples are indicated on page 15 of the committee report (Exhibit III), but many others could be cited, particularly in the Chicago departments. Adequate funds for research are a part of the provision needed to attract and hold men of scholarly distinction, and the reputation of the University and its service to the State are enhanced particularly by expenditures of this kind.

D-b. For increase in graduate scholarships and fellowships..... \$ 40 000

This is closely related to the replacement of part-time by full-time staff, since, if part-time teaching positions for graduate students are withdrawn, opportunities for scholarships and fellowships must be increased in order to maintain a training reservoir of future teachers. Provision for such scholarships is so extensive in other leading institutions that the University must be in a position to compete with them for younger men from which it can draw its future faculty. Furthermore, positions of this kind are essential to the retention of scholarly men who are active in these fields of service.

E. Enlargement of the budget of the Summer Session..... \$ 40 000

Increase of the general salary scale automatically increases the Summer Session. Furthermore, the Summer Session has been growing at the graduate level and the demands upon it now by public school teachers are greatly in excess of the service that can be provided in an adequate manner by its present staff and budget. This is particularly necessary because of the excessive size of present graduate classes and insufficient funds for Summer Session faculty in the upper ranks to take care of such classes satisfactorily. It seems clear that this pressure will continue for at least several years to come. The University should make larger and more effective use of its plant during the summer. One way in which this can be accomplished is by making its summer session more attractive.

F-a. For increased staff of instructional departments..... \$160 000

The enrollment of the University probably will reach 14,200 students during the present year. This is 300 students more than the estimates submitted to the General Assembly at the time the last budget was considered. For the coming biennium a further increase of 400 students is predicted. Additional staff is necessary for this increase, and additions are needed at certain points to lighten present excessive loads.

F-b. For increased staff in Physical Plant, libraries, and administrative departments..... \$210 000

In connection with the budget of the last biennium the necessity for a material increase in the staff of the Library was emphasized. Only partial development has been possible during the present biennium. Further increases are urgently needed to make it possible for the Library, the heart of the University, to render the service required of it. Many problems of wage scales and conditions of employment exist in the Physical Plant and Agricultural departments. New buildings soon to be erected will require an increased force for operation and maintenance. The growth of the University and its activities necessitates further staff additions in the Business Office and other administrative offices.

G. For expansion and revision of educational program..... \$250 000

In many activities the University needs to revise, improve, and enlarge its educational programs. Among the most important of these are reorganization of the freshman-sophomore instructional program, student welfare adminis-

tration, the improvement of radio offerings, and development of extramural extension work. A more complete analysis of this item and further details will be presented later in this meeting of the Board. If the University is to keep pace with rapidly changing social and economic conditions, it is essential that we have the resources to adjust our educational programs to meet new demands. The reputation of the University and of the State for its University are at stake in this respect.

H-a. *Additions to expense and equipment*..... \$275 000

The current expense and equipment budgets of departments were radically reduced during the years of seriously curtailed income. These reductions have been only partially restored. Requests of the deans and directors for further additions are materially in excess of the amount recommended by the Advisory Committee, which is considered a minimum requirement. This figure also includes increased operating costs in new buildings being added to the Physical Plant during the current biennium.

H-b. *Non-recurring special equipment*..... \$200 000

One of the most serious situations with respect to the expense and equipment budget is the difficulty of providing for major replacements resulting from both depreciation and obsolescence. Rapidly changing conditions necessitate frequent changes in equipment in order to keep instructional programs at a level with industrial, professional, and social progress. These needs are especially acute in the engineering, agricultural, and other scientific departments.

I. *Contingent Fund*..... \$100 000

The Board of Trustees has already put itself on record with respect to the importance of a more adequate contingent fund. The general reserve of the University has shown a material reduction in the past few years as compared to the amount during the decade prior to 1930. In its present condition it is entirely inadequate to protect the Board against unexpected emergencies.

Building Budget

With respect to the building budget, the items included for the most part are those which have been before the Board for some time and with which the Board is fully familiar. The necessity for a new power plant has been obvious for several years, and the need is now greater as a result of the buildings under construction.

Since the report of the Special Building Committee was prepared, consulting engineers have been engaged to survey the whole problem. Their report has just been received and will be submitted to the Board at its next meeting. If the recommendation contained therein for the erection of a new plant in a new location is adopted, the amount necessary for this purpose will be \$2,000,000. This amount has been included in the budget as submitted subject to further discussion of the entire problem.

The three items of improvements and addition in the Chemistry Building and new agricultural laboratories, totaling \$500,000, are essential to take care of Chemistry, which in turn necessitates new provision for certain agricultural activities. This latter provision, however, is needed irrespective of the Chemistry problem. The question of men's dormitories also has been clearly recognized and, since such projects can be made partially self-liquidating, only a portion of the total cost is needed by way of appropriation or Federal grant. The item of \$200,000 for general improvements of buildings and campus is intended to make possible further rehabilitation of our older buildings which are structurally sound by installing modern facilities in lighting, heating, ventilation, plumbing, acoustics, and internal arrangements. Funds for such purposes now will mean less needed for new buildings later, as well as better utilization of what we already have. The Director of the Physical Plant has submitted a list of major items totaling \$375,000, many of which are essential for the next biennium, so that the amount suggested is \$200,000 instead of \$100,000 mentioned by the Building Committee.

The problem of equipment for the second unit of the Medical and Dental Building in Chicago is not entirely solved. The original estimate of cost of

complete equipment was \$668,506. A special State appropriation of \$350,000 was secured to which the Board later added \$10,100, making a total provision to date of \$360,100. The Board will also recall that quotations on the equipment, which it was hoped to supply out of the special State appropriation, ran to \$527,520, necessitating a material reduction of what was then considered the minimum needs for initial occupancy. The deans of the colleges concerned have submitted requests for further expenditures amounting to \$358,000. This figure includes \$50,000 for x-ray equipment which we confidently expect will be supplied by the Department of Public Welfare. Some of the other requests should be deferred until certain important questions of educational policy in these divisions are settled. Furthermore, certain problems of rehousing, especially of the College of Pharmacy, may involve expenditures for remodeling. It appears clear that a minimum sum of \$150,000 for these purposes should be provided during the coming biennium.

In transmitting these reports to you, I have no hesitation in saying that all of the items recommended therein are urgently needed for the proper maintenance and development of the University.

I realize that the Board of Trustees must give full consideration to questions of public policy, financial and otherwise, represented by these proposals. The Council has not undertaken to advise the Board on this point, feeling that it is its responsibility to let the Board know what, in its most deliberate judgment, is needed to enable the University to function with effectiveness in meeting its obligation to the State and to its students.

EXHIBIT I

LEGISLATIVE BUDGET, BIENNIUM 1939-1941

Summary of Proposed Increases in Operating Budget

	<i>Annual</i>	<i>Biennial</i>
A. Selective Salary Increases.....	\$200 000	\$400 000
B. Special Salary Recognition for Distinction in Teaching and Research.....	100 000	200 000
C. Replacement of Part-time Staff by Full-time.....	50 000	100 000
D. (a) Research.....	100 000	200 000
(b) Graduate Scholarships and Fellowships—Urbana and Chicago.....	20 000	40 000
E. Summer Session.....	20 000	40 000
F. Increased Staff:		
(a) Instructional Departments.....	80 000	160 000
(b) Physical Plant, Library, and Administrative Departments.....	105 000	210 000
G. Expansion of Educational Program.....	125 000	250 000
H. (a) Additions to Expense and Equipment.....	137 500	275 000
(b) Non-recurring (Special Equipment).....	100 000	200 000
I. Contingent Fund.....	50 000	100 000
<i>Total, Proposed Increases in Operating Budget</i>	<i>\$1 087 500</i>	<i>\$2 175 000</i>

Summary of Building Needs

1. New Power Plant.....	\$2 000 000
2. Fire Protection and Improvements in Chemistry Building.....	100 000
3. Addition to Chemistry Laboratories.....	150 000
4. Agricultural Laboratories for Meats and Animal Nutrition, and Slaughter House.....	250 000
5. Fund to Serve as Basis for Financing Men's Dormitories.....	250 000 ¹
6. Equipment and Remodeling Chicago Departments.....	150 000
7. General Improvements of Buildings and Campus.....	200 000
<i>Total, Building Needs in the Biennium.....</i>	<i>\$3 100 000</i>

¹A Federal grant has been requested for this item.

EXHIBIT II

PROPOSED BUDGET OF STATE APPROPRIATIONS FOR BIENNIUM 1939-1941
AND COMPARISON WITH AMOUNTS FOR 1937-1939Based on Recommendations of Council Committees
Revised as of October 11, 1938

	1937-1939	Proposed Increase	Proposed Budget 1939-1941
I. Expenditures:			
A. Operating Expense:			
1. Educational.....	\$13 541 056	\$2 255 574 ²	\$15 796 630
2. Non-educational.....	608 576 ¹	291 424	900 000
<i>Total, Operating Expense...</i>	<i>\$14 149 632</i>	<i>\$2 546 998</i>	<i>\$16 696 630</i>
B. Buildings.....	1 050 000	2 050 000	3 100 000 ³
<i>Grand Total, Expenditures..</i>	<i>\$15 199 632</i>	<i>\$4 596 998</i>	<i>\$19 796 630³</i>
II. Source of Funds:			
A. State Tax Revenues.....	\$11 204 102	\$4 065 894	\$15 269 996 ³
B. Federal Grants.....	295 530	31 104	326 634
C. University (Income and) Revolving Fund.....	3 700 000 ¹	500 000	4 200 000
<i>Grand Total, Income.....</i>	<i>\$15 199 632</i>	<i>\$4 596 998</i>	<i>\$19 796 630³</i>

The President of the University presented also the following memorandum, prepared by Professor C. R. Griffith, Director of the Bureau of Institutional Research.

MEMORANDUM No. 203

*Supplementary Report of the Advisory Committee on the
Proposed Budget for the Biennium 1939-1941*

This memorandum provides a further analysis of item G in the report of the Advisory Committee of June 21, 1938 (pp. 18-21). The analysis has been made as indicated on p. 5, item G, of the comments regarding the budget sent to the Board of Trustees on October 11, 1938.

In its further consideration of the needs of the University, the Advisory Committee has given serious attention to the educational principles set forth on pp. 18 and 19 of its June report. These principles emphasized the advancement of a special educational program for freshmen and sophomores, the further development of student counseling and guidance, increased strength in the social sciences and in education for social service, and other urgent adjustments which the University should make to the changing social, economic, and cultural life of the State of Illinois.

1. *The Freshman-Sophomore Program.*—The Advisory Committee has looked with approval upon the intense activity of the Senate Committee on Educational Policy and of the Executive Committee of the College of Liberal Arts and Sciences with respect to the Freshman-Sophomore program. This movement was begun by President Willard in the appointment of a special committee on February 11, 1935. When the report of this special committee was presented to President Willard, its budgetary implications seemed to lie beyond any of the resources which the University had in sight at that time. New money must be found if such a program is to be established. Moreover, the Advisory Committee has had such a program in mind in its consideration

¹An additional appropriation of \$200,000 is needed to cover increase in receipts and expenditures of Revolving Fund over biennium estimates. This will not affect the totals shown for 1939-1941.

²This figure represents the amount of increase of biennial appropriations over those for 1937-1939 to make possible an increase of \$1,087,500 a year over the educational budget for 1938-1939, which is somewhat more than half the present biennial appropriation.

³See page 131 for revised totals approved by the Board on October 24, 1938.

of other items. For example, its recommendations concerning increased salaries, a special fund for distinction in teaching and research and for increased maturity, were made with the hope that some of this money could be used not only to promote existing forms of work but to strengthen the staff and reduce its teaching load so that an effective and highly individualized Freshman-Sophomore program could be established. The Advisory Committee wishes most urgently to press the claims of such a program, partly because of the demands of society for junior college training of a scholarly type, partly because of the new social conditions to be faced by young people, and partly because one of the most effective methods of solving the junior college problem is to adapt the curricula of some of the divisions of the University in some of their phases to the peculiar needs of junior college students. The Advisory Committee looks with concern upon any movement which would further duplicate in various portions of the State the facilities that are needed for college training. In view of these considerations, the Advisory Committee recommends an item of \$50,000 per biennium for a Freshman-Sophomore program.

2. *The Summer Session.*—The Advisory Committee urges most strongly material additions to the Summer Session budget in two respects: (a) The creation at an early date of a pre-school clinic for the training of teachers, for research purposes in child development and to provide observational material for students in Home Economics. (b) The expansion of a number of graduate courses especially designed to train teachers in their subject matter fields rather than in the field of scholarship and research.

Both of these proposals touch the University at one of its most vulnerable points. The Graduate School, for example, is carrying a heavier load in the summer time than it does in the regular school year, but this load is carried with only a fraction of the regular year staff. Classes of from 100 to 175 graduate students taught by one and one-half or two instructors cannot be defended on any grounds whatsoever. Through the character of its instruction, both as regards the size of classes and as regards courses adapted to the training of teachers in their subject matter fields, the University owes an obligation to the secondary schools of the State which cannot any longer be evaded. In addition, then, to the item of \$14,000 per biennium listed in Schedule G of the June report, the Advisory Committee recommends a further increase of \$36,000 per biennium, or a total of \$50,000 for the biennium (item E in Exhibit I). It should be pointed out that this recommendation will not adequately care for the needs of a pre-school clinic for the training of teachers.

3. *The Social Science Curriculum.*—Pressure is being brought to bear upon the University to establish courses and curricula which would prepare students to administer the various forms of social service. This pressure is only part of a pressing need for a revitalized and coordinated grouping of the Social Science Departments of the University. It is recommended that \$20,000 for the biennium be definitely allocated to increased strength in the Social Sciences.

4. *Radio Station W I L L.*—A special committee reported on June 23, 1938 to the President regarding the educational and public service functions of radio station W I L L. The report of this committee includes a budgetary item of \$7,800 per biennium, which is not now included in the budget in any other place. The Advisory Committee is convinced of the significance of the report of the committee on the radio station and recommends that an item of \$7,800 be allocated to the improvement of radio programs. In making this recommendation, the Advisory Committee wishes to point out that there are other pressing needs, one of the most important of which would be a wage item for speakers and entertainers on radio programs. The Bureau recommends the addition of \$5,000 for this purpose.

5. *University Extension.*—Due to an oversight, the needs of the Division of University Extension, especially in its extramural work, were not included in the original budget proposals for the biennium. The Advisory Committee has had before it a request for \$18,000 per biennium from this division. The Committee recommends the inclusion of this amount in the 1939-1941 budget for the expansion of the extramural program.

6. *Student Personnel Service.*—As a result of the appropriations made during the current biennium for the organization of a Student Personnel Bureau, such a bureau has been established and is in operation. Already the spontaneous student demand for the services of this Bureau is reaching beyond the staff and its facilities. The Advisory Committee regards this Bureau as a significant step in the program of the University and recommends an increase in its budget of \$12,000 per biennium.

7. *College of Medicine.*—In its June report, the Advisory Committee had not received exact estimates of the needs of the College of Medicine. Provision was made, however, for the needs as they were then known. Further analysis by the College of Medicine shows that the earlier estimates of the Advisory Committee were inadequate by \$14,000 per biennium. Since this item is included nowhere else in the budget, the Advisory Committee recommends its inclusion with the above items.

8. *Summary of Recommendations.*—

	<i>Amount Requested for the Biennium</i>
Freshman-Sophomore Program.....	\$ 50 000
Summer Session.....	36 000
Social Science Curriculum.....	20 000
Radio Station.....	12 800
University Extension.....	18 000
Student Personnel Service.....	12 000
College of Medicine.....	14 000
<i>Sub-total</i>	<u>\$162 800</u>
Amount requested by Deans and Directors (Item G of June Report).....	<u>178 270</u>
<i>Total</i>	<u>\$341 070</u>
Amount recommended by Advisory Committee (Item G)...	\$250 000

9. *General Comments.*—In its review of its report of June 21, 1938, and in its further survey of the items considered in the present memorandum, the Advisory Committee has become impressed again with the progress that is being made all over the University in adapting University work to the needs of students. In spite of excessive teaching loads and in spite of retrenchments in equipment and in other facilities for research and teaching, large numbers of persons on the staff, both as individuals and as committees, have been giving serious attention to the programs of the University. The College of Liberal Arts and Sciences has established a Personnel Bureau and the spontaneous demand of students for the services of this Bureau already exceeds the budgetary requests made for it. The provision that was made for studies on our educational processes under the direction of the Provost has been more than met by the enthusiasm of departmental heads who are undertaking in a serious way to adjust their programs to the needs of students on the one hand and to changed social conditions, on the other. Here, too, the staff that was appointed is pressed for time and is inadequate to carry on as large a program as the needs of the University require. The Senate Committee on Educational Policy is in the midst of a major survey of the content and integration of all of the courses of the University. The results of this survey have already been put to a test in several crucial instances and there can be no question as to the wisdom of the studies. The Executive Committee of the College of Liberal Arts and Sciences is actively engaged in the reconstruction of the general curriculum of the College in order to find a new and revitalized curriculum adequate to the needs of all of those students who will not profit as greatly as they should from specialized curricula. As these studies are continued, a greater demand will be placed upon members of the staff for the rewriting of the content of basic courses and for individualized and personalized forms of instruction. As stated above, the Advisory Committee in its appraisal of requests for the funds necessary to increase the distinction of the staff, increase maturity and strengthen departments took cognizance not only of increased distinction as

measured by research and scholarly achievement but increased distinction as measured by teaching ability. If there has been one guiding thought throughout the deliberations of the Advisory Committee concerning the budget for 1939-1941, it is this:—that the proposed budget represents the funds that would be necessary to increase the quality of the work done by the University rather than its sheer quantity. It is the judgment of the Advisory Committee that every effort should be made to capitalize upon the desire for self-appraisal and upon the intention of many members of the University staff to make higher education a functional part of the lives of students.

Professor Morey commented in detail on the financial set-up, and Director Havens commented on the Power Plant and the building program.

The budget was discussed at length. During the discussion, Mr. Adams and Dr. Meyer withdrew.

Decision on the details and totals of the budget for the next biennium was deferred, and the President of the Board was requested to arrange, if possible, a meeting to discuss the budget with Governor Horner, at an early date, with the understanding that the October meeting of the Board would be adjourned to meet on the call of the President.

SALE OF LOAN FUND INVESTMENTS

On motion of Mr. Karraker, the Comptroller was authorized to sell securities in which student loan funds are invested to such an extent as may be required by the demand for loans.

At this point, Mr. Pogue withdrew.

DEFICIENCY APPROPRIATION FROM THE UNIVERSITY REVOLVING FUND IN THE STATE TREASURY

(20) The Comptroller reports that it will be necessary to secure an additional State appropriation of \$250,000 from the University Revolving Fund, for the biennium of 1937-1939, effective immediately on passage, to make available an increase in the actual income over that estimated when the appropriation was made in 1937.

On motion of Mr. Moschel, the President of the University was authorized to secure the introduction of a bill for such an appropriation.

RESEARCH AND EXTENSION WORK IN FLORICULTURE

(21) At the meeting of the Board (Executive Committee) on April 27, 1938 (Minutes, page 793), a petition was presented from the Illinois State Florists' Association that the University provide funds for research and extension work in Floriculture. Representatives of the organization also appeared at the meeting to support their request. No action was taken by the Executive Committee, but I referred the proposal to the College of Agriculture for further study and for a recommendation including estimates of the cost of (a) the program which the Association proposed, and (b) a *minimum* program of research and extension work in floriculture which could be justified without sacrificing existing educational, scientific, and extension activities, and without prejudice to other demands for equally important lines of work which the University is not now able to meet.

The Dean of the College of Agriculture has submitted a report of the special committee which was appointed to study this matter. The committee reports that it would require a minimum of \$15,000 for the biennium of 1939-1941 to carry out the program which the Association has proposed, and that a minimum program of research and extension work which could be justified under the conditions specified would cost \$8,000 for the biennium. The report of the committee follows:

The committee appointed to consider the request of the Illinois State Florists' Association has reviewed the matter carefully from many angles and we feel that the request of the Association in most respects is entirely justified. However, the committee feels that with the situation as it is at the present time in all of our agricultural departments, we would hardly be justified in placing \$7,500 a year into new activities solely in the field of floriculture, much as the demand indicates this is needed. We are convinced that a minimum of \$4,000 a year additional money should be allocated in the next biennial budget for research work in the field of floriculture. Naturally, the men who are doing research work at this institution must visit the commercial establishments in the state and familiarize themselves with methods and developments in these commercial places.

W. L. BURLISON
H. A. RUEHE
H. P. RUSK
J. C. SPITLER
J. C. BLAIR, *Chairman*

The President of the University was authorized to include this item in the budget for 1939-1941.

PURCHASES RECOMMENDED

(22) A recommendation that the following purchases be authorized:

1. Dental instruments for College of Dentistry, from the Fara Manufacturing Company, Chicago, at a price of \$1,991.73. These instruments are for resale to students and the item is non-competitive.

2. One 42" Blue Printing, Washing, and Drying Machine, to replace old equipment in Blue Printing Laboratory, from the C. F. Pease Company, Chicago, the lowest bidder, at a price of \$1,979.77 f.o.b. Urbana.

3. Sixty Packages Precious Metals (each 3 DWT. Dee 2 Casting Gold and 13 DWT. Dee 5 Casting Gold), and 6 DWT. Dee 2 Casting Gold, from the Thomas J. Dee & Company, Chicago, at a price of \$1,513.60. This material is for resale to College of Dentistry students and is non-competitive.

4. One radiographic and fluoroscopic unit ("Fluoradex D" Unit and Model "B" Cassette Changer, with accessories) from the Dick X-Ray Company, sales agents for Westinghouse X-Ray Company, Incorporated, at a price of \$4,689.59 delivered and installed in the McKinley Hospital. The Hospital Association made a gift of \$6,000 to the University for this equipment (the balance to be used to pay a part of the cost of remodeling rooms in which this equipment is to be installed). This unit is the latest development in the x-ray field and although other equipment could be bought for less it is the judgment of the Executive Committee of the McKinley Hospital and of Professor G. L. Clark, an authority on x-rays, that the University is fully justified in paying a higher price in view of the improvements included in this equipment.

On motion of Mr. Cleary, these purchases were authorized as recommended.

DELEGATION OF SIGNATURES

(23) At the annual meeting of the Board on March 18 (Minutes, page 642), the officers of the Board were authorized to delegate the signing of their names to certain members of the staff in the Business Office. The transfer of Mr. H. A. Hazleton from the position of Assistant Bursar to that of Assistant to the Comptroller (vice Arthur Lincicome, who resigned) makes necessary changes in this delegation. I recommend that paragraph two of the resolution adopted on March 18 be amended to read as follows:

"The President of the Board of Trustees is authorized to delegate to C. H. Pratt, to L. M. Dahlenburg, and to C. C. DeLong, authority to sign his name as President of the Board of Trustees to vouchers against the State Auditor; and to delegate to C. A. Webber, and to H. F. Thornes, authority to sign his name to warrants on the University Treasurer covering vouchers approved in accordance with regulations approved by the Board."

On motion of Mrs. Freeman, this revision was adopted as recommended.

CHANGE IN STANDARD FORM OF AGREEMENT FOR COOPERATIVE RESEARCH INVESTIGATIONS

(24) A recommendation that the provision relating to records and publication of results in the University's standard form of agreement for cooperative research investigations be amended to read as follows:

"All records of the investigation are to be the property of the University and the second party. The original records are to be kept on file by the University, but copies of all such records shall be furnished the second party or his duly authorized representative on request. The University shall have the exclusive right to publish the results of the investigation when completed, in the form of a bulletin or bulletins, or otherwise. Prior to such publication, no publicity shall be given to any of the results of the investigation except upon the recommendation or with the approval of the University and the second party, unless the scientific value of a discovery made during the course of the investigation be such that, in the judgment of the University, the public interest requires prompt release or publication thereof. This would permit progressive publication of results. The publication, if any, shall contain a description of the investigation and a report of the results and conclusions, and full credit shall be given to the second party and every person who made a significant contribution to the results obtained."

On motion of Mr. Karraker, this revision was adopted as recommended.

WAGES OF BUILDING SERVICE EMPLOYEES

(25) The following resolution was adopted at the Fifty-sixth Annual Convention of the Illinois State Federation of Labor in Peoria on September 12-17, 1938.

RESOLUTION No. 102

Whereas, The janitors employed in the Physical Plant Department of the University of Illinois under state civil service have organized a local union chartered by the International Union of Building Service Employees as Local No. 119; and

Whereas, The purpose of this union is to improve wages and working conditions for its members; and

Whereas, The wage rates for janitors now prevailing at the University are too low, the overtime rates inadequate, and the working week too long; therefore be it

Resolved, That the Illinois State Federation of Labor assembled in its 56th annual convention does hereby endorse the efforts of Building Service Employees Local No. 119 to secure better wages and shorter hours, and further

Resolved, That the officers of the Illinois State Federation of Labor are hereby authorized and instructed to assist the officers and representatives of Building Service Employees Local No. 119 in their efforts to have the union wage scale and union working conditions put into effect in the Physical Plant Department of the University of Illinois.

REPORT OF COMMITTEE ON WAGES

The Building Service Employees Union has requested that the janitors in the employ of the University at Urbana receive a wage of 70¢ an hour for 44 hours per week (5½ days a week) with time and one-half for all overtime and double time for holidays (including Sundays), effective July 1, 1939. The present rate, established July 1, 1937, is 56¢ an hour for a 48-hour week, with the same rate of pay for overtime. A vacation of two weeks with full pay and sick leave on full pay up to fifteen days are allowed annually. The average monthly earnings per employee is about \$121 for twelve months of the year.

On April 11, 1938, this group of employees requested a rate of 60¢ an hour for a 48-hour week, with overtime as above, effective July 1, 1938. The University Committee on Wages advised against approval of this increase during the

current biennium and recommended that the request be given further consideration in connection with the budget for 1939-1941. This recommendation was affirmed by the Board on April 27.

In considering the latest request the Committee on Wages calls attention to the following facts:

1. As far as we can determine there is no wage scale in this community for similar service which is as high as the scale which is requested. While the rate per hour is the same as Class B, common laborer, such labor does not receive continuous employment at that rate and has no perquisites with respect to vacations or sick leave. The rate paid is only during periods of actual employment which is very rarely for a full year continuously. The University janitors are employed continuously through the 12 months of the year.

2. An increase of this kind would require increases in many other groups of employees in most of which such increases are not requested and, in the judgment of the Committee, not justified at this time.

3. The rate of pay for janitors is now above that paid prior to salary and wage cuts in 1933 (50¢ to 55¢ an hour). It is true that the rates of pay for many of the skilled trades are above the 1932 rates; however, such rates are paid only when the workman is employed and in practically no case do such workmen receive employment continuously throughout the year. It is our understanding that earnings of as much as \$1200 a year, even among the skilled trades in this community, are the exception rather than the rule.

4. These employees are now receiving a rate above that in force before reduction, while the average salaries of all ranks of our faculty are below those paid in 1932.

5. The proposed increase represents an increase of about 25% in the rate of pay. It is obvious that such an increase cannot be carried out among the entire staff of employees of the University. We believe there is no instance where as large a rate of increase for a single group of employees has been put into effect at one time. It should also be pointed out that from June, 1933, to January, 1938, the average weekly earnings of industrial plant wage workers, as compiled by the National Industrial Conference Board (*Chicago Journal of Commerce*, October 2, 1938), have steadily declined and during the current calendar year have continued practically unchanged on a level about equal to 1936.

6. Approval of this request would involve, including necessary adjustments in other groups, an increase of \$71,000 a year for Physical Plant Department employees alone. Necessary adjustments in agricultural and other employees to maintain an equitable relationship in the wage scales of the various groups probably would bring this total to \$100,000 per year or \$200,000 for a biennial period.

In view of these facts the Committee cannot recommend approval of the requested rate of 70¢ an hour. Such an increase does not appear to the Committee justifiable at this time, in view of employment conditions, and it is too early to anticipate what these conditions may be next July.

The Committee notes the fact that janitors and some other groups of employees work 48 hours a week as a regular schedule. In view of the steady trend toward shorter work weeks for all classes of service, it is its belief that this schedule needs readjustment at the earliest opportunity. In view of the fact that the budget is now set for the current year and, as indicated to the employees a few weeks ago, additional funds for this purpose are not available now, it is obvious that the earliest time that such a change could be put into effect would be July 1, 1939.

In view of all these considerations, the Committee makes the following recommendations:

1. That the University endeavor to provide in its budget for the coming biennium a contingent fund which would make possible the following changes:

- (a) Provision for time and one-half for overtime and double time for Sundays and other holidays for janitors and other employees to the extent practicable.

(b) A reduction of the regular work week schedule of janitors and other similar employees to 44 hours or five and one-half days per week at approximately the same weekly earnings as at present. This would mean an hourly rate of about 60¢ an hour for janitors in place of the present 56¢ and similar adjustments for other employees.

2. That, if it is necessary to make any answer to the janitors concerning their request, they be advised that the University will endeavor to meet prevailing local wage and employment conditions as rapidly as practicable.

The estimate of the amount required per year to make these adjustments is as follows:

For extra pay for overtime and holidays.....	\$ 7 067
For reduction of work week to 44 hours.....	25 267
For adjustment in departments other than Physical Plant	<u>10 000</u>
<i>Total</i>	\$42 334

Action on this matter was deferred.

SECRETARY'S REPORT OF CONTRACTS

The Secretary presented the following report of contracts executed by the President and the Secretary of the Board and deposited with the Secretary since the last report.

<i>Name</i>	<i>Date</i>	<i>Purpose</i>	<i>Price</i>
Crawford Coal Co.	September 7, 1938	2 000 tons coal	\$1 50 a ton
Shippers Fuel Corp.	September 9, 1938	25 000 tons coal	\$1 16 a ton

APPOINTMENTS MADE BY THE PRESIDENT

The Secretary presented for record a list of appointments made by the President of the University.

Bagaason, Obie Kenneth, Attendant in the Animal Hospital, in the College of Medicine, for one year beginning September 1, 1938, subject to the rules of the Civil Service Commission, at a cash compensation of one thousand three hundred twenty dollars (\$1,320). (September 27, 1938)¹

Barnes, Martha Revel, Assistant in Zoology, on one-half time, for ten months beginning September 1, 1938, at a cash compensation of six hundred dollars (\$600) (this supersedes her previous appointment). (September 27, 1938)

Becker, Gertrude Catherine, University Junior Typist in the Provost's Office, beginning September 27, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of one hundred dollars (\$100) a month (this supersedes her previous appointment). (September 30, 1938)

Bedinger, Paul, Assistant in Medicine, in the College of Medicine, for eleven months beginning October 1, 1938, without salary. (October 4, 1938)

Berbaum, Stanley Ernest, Mechanic in the Military Department, beginning October 1, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of one hundred twenty-five dollars (\$125) a month. (October 7, 1938)

Besancon, Robert Martin, Instructor in Physics, in the Department of Chemistry, in the College of Pharmacy, for nine months beginning October 1, 1938, at a cash compensation of one thousand five hundred dollars (\$1,500). (October 6, 1938)

Browdy, Alvin, Assistant in Chemistry, on one-fourth time, for five months beginning September 1, 1938, at a cash compensation at the rate of thirty dollars (\$30) a month. (October 4, 1938)

¹The date in parenthesis is the date on which the appointment was made by the President of the University.

Chase, Herman Burleigh, Instructor in Zoology, for nine months beginning October 1, 1938, at a cash compensation at the rate of one hundred eighty dollars (\$180) a month. (September 29, 1938)

Clapp, John Terrell, Jr., Assistant in Chemistry, on one-third time, beginning October 1, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of forty dollars (\$40) a month. (October 7, 1938)

Cohn, Isadore Hymen, Assistant in Medicine, in the College of Medicine, for one year beginning September 1, 1938, without salary. (September 30, 1938)

Cook, Frances Ella, Extension Specialist in Foods, in the Extension Service in Agriculture and Home Economics, beginning November 1, 1938, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred fifty dollars (\$150) a month. (October 7, 1938)

Cook, Ralph LaVerne, Instructor in Ceramic Engineering, in the College of Engineering, beginning October 1, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of one hundred eighty dollars (\$180) a month. (September 30, 1938)

Creighton, Dorothea Elizabeth, Stenographer and Clerk in the Agricultural Experiment Station, for eleven months beginning October 1, 1938, at a cash compensation at the rate of ninety dollars (\$90) a month. (October 5, 1938)

Cummings, Harry Warren, Jr., Assistant in Zoology, on one-half time, beginning October 1, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of sixty-five dollars (\$65) a month. (September 27, 1938)

Fishkin, Ben Gerald, Assistant in Pathology, in the College of Medicine, for eleven months beginning October 1, 1938, without salary. (October 6, 1938)

Flannery, Marvin George, Assistant in Anatomy, in the College of Medicine, beginning October 1, 1938, and continuing through May 31, 1939, without salary (this is in addition to his appointment as Instructor in Surgery). (September 30, 1938)

Gutschick, Raymond Charles, Assistant in Geology, on one-fourth time, beginning September 23, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of thirty dollars (\$30) a month. (October 4, 1938)

Hamilton, Mildred, Stenographer in the Extension Service in Agriculture and Home Economics, for eleven months beginning October 1, 1938, at a cash compensation at the rate of ninety-five dollars (\$95) a month. (October 5, 1938)

Hart, Mrs. Julina Smith, Library Assistant in the Natural History Library, on one-half time, beginning October 6, 1938, and continuing through August 31, 1939, at a cash compensation at the rate of seven hundred dollars (\$700) a year. (October 11, 1938)

Hinkel, Delta Theta, Instructor in Physical Education for Women, for ten months beginning September 1, 1938, at a cash compensation of two thousand dollars (\$2000) (this supersedes her previous appointment). (September 27, 1938)

Holub, Louis Alois, Assistant in Anatomy, in the College of Medicine, beginning October 1, 1938, and continuing through May 31, 1939, without salary (this is in addition to his appointment as Assistant in Surgery). (September 30, 1938)

Jandasek, Milena, Departmental Stenographer in Chemistry, beginning October 1, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of eighty-five dollars (\$85) a month. (October 7, 1938)

Jensen, Adolph Robert, Assistant in Chemistry, on one-half time, beginning October 1, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of sixty dollars (\$60) a month. (October 7, 1938)

Jensen, Albert Emil, Technician in the Department of Laryngology, Rhinology, and Otology, in the College of Medicine, beginning October 1, 1938, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred twenty dollars (\$120) a month. (October 10, 1938)

Johnson, Brantley Mettner, Instructor in Roentgenology, in the College of Medicine, for eleven months beginning October 1, 1938, without salary. (October 4, 1938)

Land, Anthony Hamilton, Assistant in Chemistry, on one-half time, for five months beginning September 1, 1938, at a cash compensation at the rate of sixty dollars (\$60) a month. (October 4, 1938)

Larson, Eleanor Florence, Junior Stenographer in the Office of the Dean of the College of Pharmacy, beginning October 1, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of ninety dollars (\$90) a month. (October 6, 1938)

Mace, James Curtis, Jr., Instructor in Electrical Engineering, in the College of Engineering, beginning October 17, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of one hundred eighty dollars (\$180) a month. (October 14, 1938)

McClure, Norman Bernardus, Instructor in Agricultural Education, on one-half time, for one year beginning September 1, 1938, at a cash compensation of one thousand three hundred twenty-five dollars (\$1,325), in addition to one thousand three hundred twenty-five dollars (\$1,325) a year paid by the Board of Education of Tolono, Illinois, for which the University assumes no responsibility. (October 4, 1938)

Odum, Eugene Pleasants, Research Assistant in Zoology, on one-half time, for ten months beginning September 1, 1938, at a cash compensation of six hundred dollars (\$600). (September 27, 1938)

Oliver, James V., Assistant in Anatomy, in the College of Medicine, beginning October 1, 1938, and continuing through May 31, 1939, without salary. (September 30, 1938)

Peirce, George Roland, Instructor in Electrical Engineering, in the College of Engineering, beginning October 17, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of one hundred eighty dollars (\$180) a month. (October 14, 1938)

Philbin, Patrick George, Junior Accountant in the Business Office, beginning October 1, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of one hundred ten dollars (\$110) a month (this supersedes his previous appointment). (September 27, 1938)

Ragan, Edward Harry, Assistant in Prosthetic Dentistry, in the College of Dentistry, on one-half time, beginning October 1, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of one hundred twenty-five dollars (\$125) a month. (October 3, 1938)

Ricketts, Lucille, Junior Stenographer in the Office of the Dean of the College of Dentistry, beginning October 1, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of one hundred dollars (\$100) a month (this supersedes her previous appointment). (September 29, 1938)

Ritcher, Arthur Edward, Special Research Assistant in the Agricultural Experiment Station, in cooperation with the State Natural History Survey Division, on one-half time, beginning October 1, 1938, and continuing until further notice, at a cash compensation at the rate of fifty dollars (\$50) a month. (October 14, 1938)

Roth, Mrs. Eunice, Technician in Surgery, in the College of Medicine, beginning October 1, 1938, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred twenty-five dollars (\$125) a month (this supersedes her previous appointment). (October 11, 1938)

Rucker, Randal Gregory, Research Assistant in the Bureau of Business Research, on one-half time, for ten months beginning September 1, 1938, at a cash compensation of six hundred dollars (\$600). (September 30, 1938)

Rumble, Marjorie F., Assistant in the Order Department of the Library, for one year beginning September 1, 1938, subject to the rules of the Civil Service Commission, at a cash compensation of one thousand five hundred dollars (\$1,500) (this supersedes her previous appointment). (October 5, 1938)

Ryan, William Alexander, Jr., Assistant in Geology, on one-half time, beginning September 24, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of sixty dollars (\$60) a month. (October 4, 1938)

Sarnat, Bernard George, Assistant in Histology, in the College of Dentistry, beginning September 26, 1938, and continuing through January 31, 1939, with exemption from tuition and laboratory fees for the first semester of the academic year 1938-1939. (October 11, 1938)

Schmidhofer, Ernst, Assistant in Anatomy, in the College of Medicine, beginning October 1, 1938, and continuing through May 31, 1939, without salary. (September 30, 1938)

Shaffer, Lottie Mae, Stenographer in the Extension Service in Agriculture and Home Economics, beginning October 1, 1938, and continuing through August 31, 1939, at a cash compensation at the rate of eighty dollars (\$80) a month. (October 7, 1938)

Shipman, Emmet Edwin, Assistant in Zoology, on one-fourth time, for five months beginning September 1, 1938, at a cash compensation at the rate of thirty dollars (\$30) a month. (September 27, 1938)

Speirs, J. Murray, Assistant in Zoology, on one-fourth time, beginning October 1, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of thirty-five dollars (\$35) a month. (October 8, 1938)

Stephenson, Robert Whisman, Assistant in Chemistry, on one-fourth time, for ten months beginning September 1, 1938, at a cash compensation of three hundred dollars (\$300). (October 4, 1938)

Summerson, Charles Henry, Assistant in Geology, on one-half time, beginning September 22, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of sixty dollars (\$60) a month, and on one-fourth time, for five months beginning February 1, 1939, at a cash compensation at the rate of thirty dollars (\$30) a month (this supersedes his previous appointment). (October 4, 1938)

Swindell, Mrs. Dorothy Potter, Teacher of English in the University High School, beginning October 1, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of one hundred sixty dollars (\$160) a month. (October 7, 1938)

Taebel, Wilbert August, Instructor in Chemistry, for ten months beginning September 1, 1938, at a cash compensation of two thousand dollars (\$2,000). (September 29, 1938)

Teles, Morris, Assistant in Mathematics, on 11/15 time, beginning September 1, 1938, and continuing through January 31, 1939, at a cash compensation at the rate of one hundred ten dollars (\$110) a month. (September 30, 1938)

Van Cleave, Harley Jones, Professor of Zoology, on indefinite tenure, at a cash compensation of five thousand one hundred fifty dollars (\$5,150) a year, and Acting Head of the Department of Zoology, beginning September 1, 1938, and continuing until further notice, at an additional compensation at the rate of five hundred dollars (\$500) a year, which additional compensation is to continue only during his service as Acting Head of the Department of Zoology (this supersedes his previous appointment). (September 27, 1938)

Varnum, Edward Ernest, Assistant in Civil Engineering, in the College of Engineering, on one-sixth time, for ten months beginning September 1, 1938, at a cash compensation at the rate of twenty-five dollars (\$25) a month. (September 26, 1938)

Watrobinski, Helen W., Stenographer in the Infirmary, in the College of Dentistry, beginning October 1, 1938, and continuing through August 31, 1939, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of eighty-five dollars (\$85) a month. (October 7, 1938)

Weston, Elizabeth Loring, Assistant in Chemistry, on one-fourth time, beginning October 1, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of thirty dollars (\$30) a month. (October 11, 1938)

Wilkinson, Joseph Marion, Assistant in Chemistry, on one-fourth time, for ten months beginning September 1, 1938, at a cash compensation of three hundred dollars (\$300). (October 4, 1938)

Wilson, Charles Marshall, Assistant in Home Economics, in the Agricultural Experiment Station, on one-half time, beginning September 22, 1938, and continuing through June 30, 1939, at a cash compensation at the rate of sixty dollars (\$60) a month. (September 27, 1938)

RESIGNATIONS

The Secretary presented also for record the following list of resignations.

Bachman, Kenneth Leroy, Assistant in Agricultural Economics, in the Agricultural Experiment Station—resignation effective October 1, 1938.

Hickson, John LeFever, Assistant in Chemistry—resignation effective September 1, 1938.

Sant, P. T., Assistant in Agricultural Economics, in the Agricultural Experiment Station—resignation effective September 1, 1938.

Weidemann, John Albert, Technician in the Department of Laryngology, Rhinology, and Otology, in the College of Medicine—resignation effective October 1, 1938.

The Board adjourned, to meet on call of the President.

H. E. CUNNINGHAM

Secretary

OSCAR G. MAYER

President

ADJOURNED SESSION, OCTOBER 24, 1938

An adjourned session of the October meeting of the Board of Trustees of the University of Illinois was held at the Blackstone Hotel, in Chicago, at 10 o'clock, a.m. on Monday, October 24, 1938.

The following members were present: President Mayer, Mr. Adams, Mr. Cleary, Mrs. Freeman, Dr. Meyer, Mr. Moschel, Mrs. Plumb.

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Professor Lloyd Morey, Comptroller, Director C. S. Havens, of the Physical Plant Department, and the Secretary.

BIENNIAL BUDGET FOR 1939-1941

The Board continued its consideration of the biennial budget for 1939-1941.

President Mayer reported that he had not been able to arrange a meeting with Governor Horner to discuss the budget before November 1, 1938, the date set by law for filing the budget with the State Department of Finance.

President Willard submitted additional material supporting Exhibits I and II (pages 118 and 119 above) and requested Director Havens to comment on the building items. Director Havens stated that a further study of the Power Plant indicated that a satisfactory plant could be constructed for \$1,675,000.

President Willard recommended that this amount be substituted for the amount provided for Item 1 in Section B of the schedule, and this recommendation was adopted.

The budget was discussed at length. Professor Morey made statements in support of the operating budget.

On motion of Mr. Cleary, Section A, Operating Expense, \$16,696,-630 was approved. Mrs. Plumb voted no.