

MEETING OF THE BOARD OF TRUSTEES

OF THE

UNIVERSITY OF ILLINOIS

January 14, 1939



The January 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 Saturday, January 14, 1939.

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

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Professor Lloyd Morey, Comptroller, Mr. C. S. Havens, Director of the Physical Plant Department, the Secretary, and, during part of the day, Judge Sveinbjorn Johnson, University Counsel.

MINUTES APPROVED

The Secretary presented the minutes of the meetings of November 29 and December 17, 1938; also, for record, the minutes of a meeting of the Executive Committee held December 8, 1938.

On motion of Mr. Moschel, the minutes were approved and received for record as printed on pages 133 to 180 above.

MATTERS PRESENTED BY PRESIDENT WILLARD

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

THE BIENNIAL BUDGET FOR 1939-1941

(1) At the meeting of the Board on December 17 the operating budget for the biennium of 1939-1941 was referred to the President of the University for review for the purpose of reducing it as much as possible in view of the financial situation confronting the State Government. Following the Board meeting I asked the Advisory Committee to the Bureau of Institutional Research to meet with me and placed before it the reasons which led the Board to request this review. This Committee had been designated by the University Council to make a study of the University's educational needs in the preparation of the operating budget, and it seemed to me that it should be consulted about the problem. Accordingly I requested the Advisory Committee to make a careful reappraisal of the educational and other operating needs of the University, in accordance with the Board's request for a thorough review of the budget before a final decision is reached.

Permit me to review again the steps which have been taken in the preparation of the University's budget. On December 14, 1937, I asked the University Council of deans, directors, and faculty representatives, which advises the President on budgetary matters, to give preliminary consideration to the University's needs for 1939-1941. On February 4, 1938, the Council met for a discussion of the general policies to be followed in the preparation of this budget. It was the judgment of the Council that the budget as a whole should be based on the educational and scientific needs of the University; that since the budget for 1937-1939, as originally submitted to the Board (and prior to reductions of \$1,250,000 made by the Board), represented the minimum needs at that time, it follows that those needs for which provision was not made must be taken into consideration in addition to any new items. The Advisory Committee to the Bureau of Institutional Research was directed to make a study of the operating budget and the former Building Program Committee to submit a report on building needs. The reports of these Committees were submitted to the Council in July, 1938, for study. On October 5, 1938, the Council met and made its recommendations which were presented to the Board on October 17 (Minutes, page 114). These recommendations provided for a total budget as follows:

| | |
|---------------------------------|---------------------|
| For Operating Expenses..... | \$16 696 630 |
| For Permanent Improvements..... | 3 100 000 |
| <i>Total</i> | <u>\$19 796 630</u> |

The capital items in this recommendation included the following:

| | |
|---|--------------------|
| 1. New Power and Heating Plant and Distribution System..... | \$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 |
| 6. Equipment and Remodeling Chicago Departments.... | 150 000 |
| 7. General Improvements of Buildings and Campus.... | 200 000 |
| <i>Total</i> | <u>\$3 100 000</u> |

No action was taken by the Board on October 17, but at an adjourned session held on October 24 the operating budget, totaling \$16,696,630, as origi-

nally recommended, was approved. The budget of building items was modified as follows:

| <i>Items approved</i> | | <i>Reductions</i> |
|---|--------------------|-------------------|
| New Power and Heating Plant and Distribution System..... | \$1 675 000 | \$325 000 |
| Fire Protection and Improvements in Chemistry Building..... | 100 000 | |
| Addition to Chemistry Laboratories..... | 150 000 | |
| Agricultural Laboratories..... | 250 000 | |
| General Improvements of Buildings and Campus.. | 200 000 | |
| <i>Total</i> | <i>\$2 375 000</i> | <i>\$325 000</i> |
| <i>Items stricken</i> | | |
| Fund for Financing Men's Dormitories..... | | 250 000 |
| Equipment and Remodeling of Chicago Departments..... | | 150 000 |
| <i>Total</i> | | <i>\$725 000</i> |

The budget as modified above and providing a total of \$19,071,630 was then submitted to the State Department of Finance on October 27. On December 8 representatives of the University were asked to meet with the Illinois Budgetary Commission for a discussion of the financial situation of the State as a whole and the relation of the University's budget to the general problem of a balanced budget. On December 14, at the request of the Chairman of the Commission, University representatives conferred with the Director of Finance. At this meeting the budget of the University was discussed in detail. The Director stated that he had no particular question about any item or the budget as a whole, but that it is simply a question of insufficient revenues to meet all State needs. He offered for consideration a suggested basis of appropriations, the details of which were presented to the Board on December 17 (Minutes, page 170). At this meeting the following further reductions were made in the capital budget:

| | |
|--|---------------------|
| <i>Items eliminated</i> | |
| Chemistry Laboratory..... | \$ 150 000 |
| Agricultural Laboratories..... | 250 000 |
| <i>Total</i> | <i>\$ 400 000</i> |
| <i>(Total reductions to date</i> | <i>\$1 125 000)</i> |

thus leaving the budget as follows:

| | |
|-----------------------------|---------------------|
| Operating Expenses..... | \$16 696 630 |
| Permanent Improvements..... | 1 975 000 |
| <i>Total</i> | <i>\$18 671 630</i> |

The Advisory Committee to the Bureau of Institutional Research has made a reappraisal of the operating budget. It reaffirms its previous judgment regarding the total operating budget as originally submitted, but in the light of the fact that the total of the budgets of all State agencies exceeds estimated revenues available under present tax laws, and at the request of the President of the University, it has suggested reductions in various items totaling \$585,000. I concur in these suggestions but recommend a further reduction of \$75,000 by reducing item G, "For development and improvement of the educational program," from \$250,000 to \$175,000. If these adjustments, totaling \$660,000, are made in the operating budget, the budget for 1939-1941 will stand as follows:

| | |
|-------------------------|---------------------|
| Operating Expenses..... | \$16 036 630 |
| Capital Items..... | 1 975 000 |
| <i>Total</i> | <i>\$18 011 630</i> |

The amounts of increase over the budget of the current biennium will then be reduced to:

| | |
|---------------------------------------|---------------------|
| Operating Expenses..... | \$ 1 636 998 |
| Capital Items..... | 925 000 |
| <i>Total increase as revised.....</i> | <i>\$ 2 561 998</i> |

The total reductions since the original budget was presented to the Board on October 17, 1938, are:

| | |
|-------------------------|--------------------|
| Operating Expenses..... | \$ 660 000 |
| Capital Items..... | 1 125 000 |
| <i>Total.....</i> | <i>\$1 785 000</i> |

Prior to the submission of the budget to the Department of Finance it was reduced by the Board to the extent of \$725,000. The reductions made since then total \$1,060,000 out of the requested increase of \$3,621,998, and consist of \$400,000 of capital items eliminated by the Board on December 17 and the adjustments totaling \$660,000 in the operating budget as suggested above.

I submit herewith the report of the Advisory Committee to the Bureau of Institutional Research and request that it be made a part of the minutes.

MEMORANDUM No. 216

ADVISORY COMMITTEE, BUREAU OF INSTITUTIONAL RESEARCH

PROPOSED REVISIONS OF THE OPERATING BUDGET FOR THE 1939-1941 BIENNIUM

On December 20, 1938, the President of the University laid before the Advisory Committee to the Bureau of Institutional Research a copy of his report to the Board of Trustees concerning the discussions held in Springfield on December 15 regarding the biennial budget of the University for 1939-1941. The President also presented a brief summary of the questions of public and financial policy considered by the Board of Trustees as they were discussed in its meeting on December 17, 1938. The President of the University asked the Advisory Committee to the Bureau to make a frank re-appraisal of the operating needs of the University in the light of the fact that the total of the budgets of the various State agencies greatly exceeds estimated revenues available under existing tax laws.

The Advisory Committee immediately began its consideration of the situation presented by the President. The Director of the Bureau reviewed all of the facts upon which the original estimates had been based. The present memorandum is a report of the conclusions reached by the Committee and constitutes, therefore, an amendment to its reports of June 21 and October 15.

In presenting certain revisions to its original report, the Advisory Committee wishes to call attention again to the methods which led to its report of June 21 and to certain general considerations of educational and public policy.

The proposed operating budget was built up from two sources. On the one hand, all of the Deans, Directors, and other general administrative officers of the University were asked, nearly a year ago, to express their best judgments concerning the needs of their respective divisions for the coming biennium. On the other hand, the Bureau of Institutional Research undertook to build up a budget in terms of a detailed view of each of the single operations of the University. This view is gained from facts regarding each class, each course, and each instructor in the University and from hundreds of other items of operation over a long period of years. Exact knowledge is at hand concerning teaching loads, methods of teaching, research activities, and general operations for every division of the University. In many cases, these facts can be compared with identical facts from other institutions. Taken all together, they yield a view of the whole pattern of work in the University, both as it exists at the present time and as it has existed since 1920. They provide a concrete picture of educational service which can be related to the needs of students and to the needs of the changing social order.

It seems fair to say that few institutions are in a position to create a budget under more realistic conditions than those that prevail at the University of Illinois. With the estimates of the Deans and the facts from the Bureau before it, the Advisory Committee gave careful attention to the needs of each department of each division and to the pattern of the work of the University as a whole in its relation to the social service that must be rendered by the University.

Most of the material on which the original operating budget was based has been examined again by the Advisory Committee. It is the judgment of the Advisory Committee that the biennial budget as proposed is a fair and reasonable translation into sums of money of the needs and necessary services of the University. The Committee wishes to reaffirm, therefore, its previous judgment regarding the total operating budget. The increase recommended by the Advisory Committee and approved by the University Council represents the amount that would be necessary to carry on an educational program coordinate with the needs of the State as expressed in the demands on the University.

In recommending reductions in various items of the budget, the Advisory Committee wishes to point out that its recommendations are made only with the earnest conviction that the University will be forced to carry on through another biennium at a level of excellence which is substantially below the educational standards which the University should aim to reach. It is true that the original recommendations of the Committee called for a relatively larger increase in operation than has been true of previous budgets. It should be pointed out, however, that the proposed budget for the 1937-1939 biennium also called for a relatively larger increase. What was left out of that budget has been included in the present budget. The point is that both budgets were the outcome of a detailed and realistic appraisal, not so much of hopes or theories as of stubborn facts regarding teaching operations, research, student advancement, public service, and the cultural welfare of the people.

In submitting its concessions to the situation of the State Treasury, the Advisory Committee wishes to point out also that the major theme behind its previous recommendations was an increase in the quality rather than in the sheer quantity of the work being done by the University. There will, of course, be an increase in the quantity because of an increase in the number of students registered. In addition to this, however, the University of Illinois should improve the quality of its work by improving the quality of its staff, increasing its distinction in teaching and research, decreasing the size of its classes, re-writing many of its basic courses, adjusting other courses to the changing social order, and by bringing its students, especially at the freshman and sophomore levels, into a more realistic contact with the kind of life they must lead when they leave the University. The real question at issue here is not that the University has been adapting itself to a limited budget and therefore can continue a limited educational program; it is the question as to what value can be placed on *better* educated men and women.

The suggestions of the Advisory Committee for reductions in the various items of the operating budget are as follows:

A. *For selective salary increases, \$400,000, reduced to..... \$250,000*

This reduction can be justified only on the grounds that the teaching profession, like all other professions, must continue to adjust itself to prevailing economic conditions and to the other demands that are being made on State treasuries.

B. *For special salary recognition in teaching and research, \$200,000, reduced to..... \$150,000*

This item was intended to meet salary demands over and above those that can possibly be met by item A. A reduction in this item will definitely handicap the President in his efforts to keep distinguished men who are already on the staff and in the increasingly difficult task of bringing other distinguished men to the staff.

C. *For further replacement of part-time staff by full-time, \$100,000,*
 reduced to..... \$50,000

This reduction will definitely retard the program of the administration in increasing the maturity of the staff.

D-a. *Additional funds for research, \$200,000, reduced to.....* \$150,000

This reduction will mean that the University must postpone some of its research activities which have been increasing in distinction under the rigid supervision of the Graduate School.

D-b. *For increase in graduate scholarships and fellowships, \$40,000,*
 not reduced..... \$40,000

The social obligation of the University adequately to promote the training of highly qualified persons can not be evaded, especially in view of the policy of reducing the number of part-time Assistants.

E. *Enlargement of the budget of the Summer Session, \$40,000,*
 not reduced.....\$40,000

There seems to be no possibility of reducing this item, partly because any increases at all in items A and B will automatically mean an increase in the Summer Session budget and partly because instruction at the graduate level, especially in the College of Education, is not up to graduate standards regarding class size and the supervision of research.

F-a. *For increased staff of instructional departments, \$160,000,*
 reduced to..... \$100,000

This reduction means that the administration will be hindered in its efforts to reduce the size of many classes while at the same time taking care of expected increases in enrollment, and meeting its obligations to retired members of the staff.

F-b. *For increased staff, including wage adjustments, in Physical Plant, Libraries, and Administrative Departments, \$210,000, not reduced.....* \$210,000

In view of rising wage scales and other contingencies affecting the administration of the University, it does not seem wise to reduce this amount.

G. *For development and improvement of the educational program, \$250,000, not reduced.....* \$250,000

This item will enable the President to command the resources that will be needed to revitalize our existing program and give the University a more realistic relation to the needs of youth on the one hand and the needs of society on the other. In its efforts to keep pace with rapid increases in the quantity of the work it must do, the University has not been able to consolidate, revitalize, and otherwise adapt its programs adequately to the political, economic, social, and cultural life of the people of the State. This item has not been reduced for the reason that the Advisory Committee had before it requests for special projects amounting to more than \$340,000, the bulk of which were, in the judgment of the Committee, of major importance.

H-a. *Additions to expense and equipment, \$275,000, reduced to.....* \$200,000

Recovery from the marked curtailment in expense and equipment budgets and from postponed repairs in buildings will be delayed in direct proportion as this item is reduced.

H-b. *Non-recurring special equipment, \$200,000, reduced to.....* \$100,000

This reduction also means delay in the rate at which the University can recover from preceding retrenchments.

I. *Contingent fund*, \$100,000, reduced to..... \$50,000

Retrenchment in any organization often means an increase in unpredictable items of special expense. The Advisory Committee has sought to meet every reasonable contingency for the next biennium but it still holds to the judgment that at least a small sum should be available for meeting unpredictable expenses in operation.

J. *Increase in non-education budget*, \$121,998, not reduced..... \$121,998

This item relates entirely to residence halls, other self-supported activities, and revolving transactions covered entirely by University receipts paid into the revolving fund.

Summary

The following table gives a summary of the suggested reductions contained in this memorandum. In the first column are the items as they were submitted in the reports of June 21 and October 15, and in the second column are the items as they are now suggested. As will be seen by comparing the two totals, the total reduction amounts to \$585,000.

| | <i>Original Proposal</i> | <i>Present Proposal</i> |
|---|------------------------------|-----------------------------|
| A. For selective salary increases..... | \$400 000 | \$250 000 |
| B. For special salary recognition in teaching and research.. | 200 000 | 150 000 |
| C. For further replacement of part-time staff by full-time.. | 100 000 | 50 000 |
| D-a. Additional funds for research..... | 200 000 | 150 000 |
| D-b. For increase in graduate scholarships and fellowships | 40 000 | 40 000 |
| E. Enlargement of the budget of the Summer Session..... | 40 000 | 40 000 |
| F-a. For increased staff of instructional departments..... | 160 000 | 100 000 |
| F-b. For increased staff, including wage adjustments, in Physical Plant, Libraries, and administrative de- partments..... | 210 000 | 210 000 |
| G. For development and improvement of the educational program..... | 250 000 | 250 000 |
| H-a. Additions to expense and equipment..... | 275 000 | 200 000 |
| H-b. Non-recurring special equipment..... | 200 000 | 100 000 |
| I. Contingent fund..... | 100 000 | 50 000 |
| J. Increase in non-education budget..... | 121 998 | 121 998 |
| <i>Total</i> | \$2 296 998 | \$1 711 998 |

ADVISORY COMMITTEE BUREAU OF INSTITUTIONAL RESEARCH

A. J. HARNO, *Chairman*
R. D. CARMICHAEL
M. T. McCLURE
LLOYD MOREY
G. P. TUTTLE

By COLEMAN R. GRIFFITH,
Secretary

January 10, 1939

The Comptroller commented on the detail of the budget and stated that a further reduction of \$60,094 could be made in item J, without reducing the estimated income from University sources, thus making possible a reduction of a like amount in the appropriation needed from tax revenues.

The following revised summary of the entire budget was presented.

BIENNIUM BUDGET 1939-1941

TABLE I
INCREASES ORIGINALLY RECOMMENDED AND AS REDUCED

| | <i>Original Request</i> | <i>Present Request</i> |
|---|-----------------------------|----------------------------|
| I. Increase in Operating Budget: | | |
| A. For selective salary increases..... | \$400 000 | \$250 000 |
| B. Special salary recognition for distinction in teaching and research..... | 200 000 | 150 000 |
| C. Replacement of part-time staff by full-time staff..... | 100 000 | 50 000 |
| D. (a) Research..... | 200 000 | 150 000 |
| (b) Graduate scholarships and fellowships— Urbana and Chicago..... | 40 000 | 40 000 |
| E. For summer session..... | 40 000 | 40 000 |
| F. For increased staff: | | |
| (a) Instructional departments..... | 160 000 | 100 000 |
| (b) Physical Plant, Library, and Administra- tive departments, including wage ad- justments..... | 210 000 | 210 000 |
| G. For development and improvement of educa- tional program..... | 250 000 | 175 000 |
| H. (a) Addition to expense and equipment..... | 275 000 | 200 000 |
| (b) Non-recurring (special equipment)..... | 200 000 | 100 000 |
| I. Contingent Fund..... | 100 000 | 50 000 |
| J. Non-educational budget (relates to residence halls, other self-supporting activities and revolving transactions covered entirely by University receipts paid into the Revolving Fund)..... | 121 998 | 61 904 |
| <i>Total Increase in Operating Budget.....</i> | <u>\$2 296 998</u> | <u>\$1 576 904</u> |
| II. Permanent Improvements Requested: | | |
| 1. New Power and Heating Plant and Distribution System..... | \$1 675 000 | \$1 675 000 |
| 2. Fire protection and improvements in Chemistry Building..... | 100 000 | 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 |
| 6. General improvements of buildings and campus..... | 200 000 | 200 000 |
| <i>Total Permanent Improvements.....</i> | <u>\$2 375 000</u> | <u>\$2 225 000</u> |
| <i>Less Present Appropriation.....</i> | <u>1 050 000</u> | <u>1 050 000</u> |
| <i>Net Increase for Permanent Improvements... ..</i> | <u>\$1 325 000</u> | <u>\$1 175 000</u> |
| <i>Total Increase for Operating and Permanent Improvements.....</i> | <u>\$3 621 998</u> | <u>\$2 751 904</u> |
| III. Distribution of Increase by Funds: | | |
| State Tax Revenues..... | \$3 340 894 | \$2 470 800 |
| Reappropriated Federal Grants..... | 31 104 | 31 104 |
| University Revolving Fund..... | 250 000 | 250 000 |
| <i>Total Increase.....</i> | <u>\$3 621 998</u> | <u>\$2 751 904</u> |

TABLE II
SUMMARY OF APPROPRIATION BILL
(With 1937-1939 appropriations and requested increases)

| Title of Appropriation: | <i>Appropriations</i> 1937-39 | <i>Requested</i> <i>Increase</i> | <i>Requested</i> <i>for</i> 1939-41 |
|--|----------------------------------|-------------------------------------|---|
| Salaries and Wages..... | \$ 7 880 000 | \$1 055 000 | \$ 8 935 000 |
| Office Expense..... | 210 000 | 15 000 | 225 000 |
| Travel..... | 40 000 | | 40 000 |
| Operation..... | 1 000 000 | 100 000 | 1 100 000 |
| Repairs, Minor Improvements, and Equipment..... | 939 200 | 145 800 | 1 085 000 |
| Permanent Improvements..... | 1 050 000 | 1 175 000 | 2 225 000 |
| Cook County Experiment Station.... | 20 000 | 20 000 ¹ | |
| Reappropriated Federal Funds..... | 295 530 | 31 104 | 326 634 |
| Interest on Endowment Fund..... | 64 902 | | 64 902 |
| University Revolving Fund..... | 3 950 000 ² | 250 000 | 4 200 000 |
| <i>Total</i> | <i>\$15 449 632</i> | <i>\$2 751 904</i> | <i>\$18 201 536</i> |
| Sources: | | | |
| State Tax Revenues..... | \$11 204 102 | \$2 470 800 | \$13 674 902 |
| Reappropriated Federal Grants..... | 295 530 | 31 104 | 326 634 |
| University Revolving Fund..... | 3 950 000 ² | 250 000 | 4 200 000 |
| <i>Total</i> | <i>\$15 449 632</i> | <i>\$2 751 904</i> | <i>\$18 201 536</i> |

¹Decrease—deduct.

²Includes \$250,000 emergency appropriation being requested.

TABLE III
DETAIL OF PERMANENT IMPROVEMENTS

| | |
|--|--------------------|
| 1. New Power and Heating Plant and Distribution System..... | \$1 675 000 |
| 2. Fire protection and improvements in Chemistry Building..... | 100 000 |
| 3. Fund to serve as basis for financing Men's Dormitories..... | 250 000 |
| 4. General improvements..... | 200 000 |
| <i>Total, Permanent Improvements</i> | <i>\$2 225 000</i> |

President Willard recommended that the budget as modified above be approved and that the President of the University be authorized to secure the introduction of an appropriation bill for this purpose in the General Assembly and to take charge of this legislation.

On motion of Mrs. Plumb, the Board reconsidered the action of October 24, 1938 (Minutes, page 131), striking from the budget the item of \$250,000 for a Fund for Financing Men's Dormitories.

The Comptroller called attention to the fact that in 1932, under stress of a shortage of funds in the State Treasury, and on request of the State administration, a balance of approximately \$250,000 in the Residence Halls Fund, set up by the Board from the income from residence halls for the construction of new residence units, was transferred to the General Reserve Fund and used for the payment of salaries and wages of the University staff. This fund has never been reimbursed.

On motion of Mrs. Plumb, the item of \$250,000, for a Fund for Financing Men's Dormitories, was restored to the Permanent Improvements budget.

SUMMARY OF TOTAL BUDGET FOR 1939-1941

Expenditures:

A. Operating Expenses:

| | |
|-------------------------|---------------------|
| 1. Educational..... | \$15 136 630 |
| 2. Non-educational..... | 839 906 |
| <i>Total</i> | <u>\$15 976 536</u> |

B. Buildings..... 2 225 000

Grand total..... \$18 201 536

On motion of Mr. Moschel, the budget as a whole, as revised and amended, and as shown in the summary, was approved, and authority was given to the President as requested, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue, Mr. Wieland; no, none; absent, Mrs. Freeman, Mr. Horner.

REAPPROPRIATION OF FUNDS FOR CLASSROOM BUILDING

(2) Under the law, the appropriation of \$700,000 for a classroom building (Gregory Hall) made by the 60th General Assembly, first special session, 1938, will lapse on June 30, 1939, but any commitment made against it prior to that date can be paid until the expiration of the first fiscal quarter following the adjournment of the next General Assembly (the 61st) or until September 30, 1939.

Since Gregory Hall cannot be finished prior to that date, a reappropriation of any unexpended balance which would otherwise lapse at that time will be necessary. I recommend that the President of the University be authorized to have a reappropriation bill introduced in the 61st General Assembly and to take such steps as may be necessary to secure its passage.

On motion of Mr. Wieland, this authority was given as requested.

AMENDMENT OF STATE FINANCE ACT IN RELATION TO DEPOSIT OF UNIVERSITY FUNDS IN STATE TREASURY

(3) Under an act of the General Assembly of Illinois passed in 1933, amending the State Finance Act, the gross amount of money received by the University of Illinois from whatever source, other than from endowment and trust funds and from Federal aid, must be deposited in the State Treasury and is covered into a special fund known as the "University of Illinois Revolving Fund." The Board of Trustees directed that legislation be introduced in the 61st General Assembly changing the name of this fund to the "University of Illinois Income and Revolving Fund." The Director of Finance has suggested that the name of this fund be simply the "University Income Fund," and I concur in this.

It is also desirable to secure another amendment of this section of the State Finance Act by including in the exemptions from its provisions funds from service charges, dormitory rent, or contributions, paid or made by students, alumni, or others to be held in trust by the Board of Trustees under trust agreements with such students, alumni, and others. This and the amendment of the title of the fund can be accomplished in one bill.

I recommend that the Board of Trustees authorize the President of the University to secure the introduction of this legislation (as modified by the suggestion of the Director of Finance) and to take such steps as may be necessary to secure its passage.

On motion of Mr. Wieland, this authority was given as requested.

**LEGISLATION AUTHORIZING BOND ISSUES TO FINANCE
BUILDING CONSTRUCTION**

(4) On December 15, 1936, and January 29, 1937 (Minutes, pages 134 and 159), the Board approved a program of legislation to authorize the issuance of bonds for the construction of such self-liquidating building projects as a union building and dormitories. Bills providing for this authority were introduced in the 60th General Assembly. After considerable discussion and several hearings, these bills were revised to meet all legitimate and reasonable objections, but the House was not given an opportunity to vote on them in the closing days of the session and consequently they failed to pass.

The President of the University was requested to prepare the necessary bills and to present them to the Board.

**APPROPRIATION FOR STUDY OF RETIRING ALLOWANCES
AND DEATH BENEFITS SYSTEM**

(5) The Comptroller requests that an assignment of \$250 be made from the General Reserve Fund to supplement the appropriation of \$2,500 made on November 29, 1938 (Minutes, page 148), for the services of a consulting actuary in making a complete study of the University's retiring allowances and death benefits system. The additional funds are needed in the preparation of material in the University's records for the use of the actuary.

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

**APPROPRIATION FOR ACCIDENT COMPENSATION
FOR UNIVERSITY EMPLOYEES**

(6) A recommendation that an additional special appropriation of \$2,200 be made from the General Reserve Fund to pay for compensation to employees injured in University service. This is needed to pay for medical and hospital service and temporary disability in order to clear up several old cases carried over from previous years which are still before the Court of Claims to determine whether or not the injuries are permanent. The Court of Claims has established the policy that, even in cases where awards are made by the Court of Claims, the bills for medical and hospital service and temporary disability must be paid out of University appropriations in view of the wording of the appropriation act.

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

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 second fiscal quarter ending December 31, 1938, and are being reported for record with the recommendation that an assignment of \$8,580 be made from the General Reserve Fund to cover them.

BUDGET ADJUSTMENTS MADE BY THE PRESIDENT FOR THE PERIOD
OCTOBER 1, 1938, TO DECEMBER 31, 1938

Permanent additions to current budget

| | |
|---|------------------|
| Alumni Records salaries (To cover transfer in salary of Gleyne Goodwine from Alumni Association to University Funds)..... | \$ 720 |
| Chemistry salaries (To cover increase in salary of Lowell S. Kirby)..... | 100 ¹ |
| Physiology salaries (To cover appointment of Grace E. Wertenberger at increase over amount provided in budget)..... | 140 |
| Sociology salaries (To cover increase in salary of J. W. Albright).... | 200 ² |
| Electrical engineering college salaries (To provide for two new positions \$1800 each, to take care of increased enrollment)..... | 3 600 |
| Agriculture administration, aids to vocation teachers (Additional traveling expenses of Melvin Henderson and mimeographed material for teachers)..... | 400 |
| Animal pathology station salaries (Increase in position)..... | 120 |
| Supervision and high school instruction salaries (To provide for stenographic position at \$960, \$500 from wages)..... | 460 |
| Dentistry administration salaries (To cover increase in salary of Lucille Ricketts)..... | 40 ³ |
| <i>Total permanent additions</i> | \$5 780 |

Temporary additions to current budget

| | |
|---|------------------|
| Ceramic engineering college: | |
| Salaries (Appointment of George H. Zink)..... | 1 500 |
| Increase in wage budget..... | 600 |
| Prosthetic dentistry: | |
| Crowns and fixed partial dentures salaries (Appointment of Edward H. Ragan, part-time)..... | 500 ³ |
| Expense (To replace stolen items)..... | 200 |
| <i>Total temporary additions</i> | \$2 800 |
| <i>Total additions</i> | \$8 580 |

¹Reported to Board of Trustees November 29, 1938 (Minutes, page 161), but no appropriation made.

²Reported to Board of Trustees November 29, 1938 (Minutes, page 160), but no appropriation made.

³Reported to Board of Trustees October 17, 1938 (Minutes, page 128), but no appropriation made.

On motion of Mr. Karraker, the action of the President of the University in making these adjustments was confirmed, and the appropriation was made as recommended, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mr. Karraker, Mr. Mayer, Dr. Meyer, Mr. Moschel, Mrs. Plumb, Mr. Pogue, Mr. Wieland; no, none; absent, Mrs. Freeman, Mr. Horner.

CHANGE IN STATUS OF PROFESSOR FREDERIC A. RUSSELL

(8) The services of Professor Frederic A. Russell, of the Department of Business Organization and Operation, were made available to the University of Illinois Foundation for as much of his time as may be needed in directing the Foundation's fund-raising campaign from September 1, 1938, to February 1, 1939.

I recommend that Professor Russell be authorized to devote one-half time to the work of the Foundation for the balance of the academic year, or from February 1, 1939, to August 31, 1939. The College and the Department have arranged to give him a teaching load of one-half time during the second semester. This will not involve any additional expense as the appropriation of \$700 made by the Board on September 24, 1938, to provide for as much assistance in the teaching schedule as would be necessary will be sufficient for the entire year.

On motion of Mr. Cleary, this recommendation was approved.

**STUDENT REPRESENTATION ON THE BOARD OF DIRECTORS
OF THE ATHLETIC ASSOCIATION**

At this point, President Mayer presented the following statement:

The members of the Board of Trustees have received the following resolution, adopted by the Student Senate (the student governing body) of the University at its meeting on December 15:

Resolved: Whereas the Athletic Association of the University of Illinois is a powerful influence in the athletic program at the University of Illinois, whereas the Athletic Association is supported financially to a large extent by the student body, whereas the student participants in inter-collegiate and intramural sports are directly affected by the policies of the Athletic Association, whereas student interest in the Athletic Association, in athletic endeavor, and in the University of Illinois as a whole, is largely determined by the activities of the Athletic Association of the University of Illinois—therefore the Student Senate, representing the students of the University of Illinois, respectfully petitions the Board of Trustees of the University of Illinois to provide for student representation on the Board of Directors of the Athletic Association.

Judge Johnson and Professor Morey read letters they had written to President Willard, and the Secretary read a letter from Professor F. A. Russell, on this matter.

After full discussion, on motion of Mr. Moschel, the following statement was adopted:

The Board of Trustees of the University of Illinois has given careful consideration to the request of the Student Senate that the student body be represented on the Board of Directors of the Athletic Association.

The Board recognizes and appreciates the value and importance of an intelligent and active interest in the University's athletic program on the part of the undergraduate student body. The Board feels that such interest and influence should be manifested through the existing agency provided for that purpose—the Athletic Council on which there are eight students, four members of the faculty, and three alumni. If the present organization and powers of the Athletic Council do not afford adequate means for the expression of undergraduate opinion on athletic policies affecting student interests and welfare, the Board directs that consideration be given to ways and means of giving the student body its appropriate share of responsibility therefor. The Board understands that the Faculty Committee on Student Affairs is now engaged in a study (pursuant to a request from the Student Senate) of the reorganization of student activities. Consequently the Board requests that this Committee review the present organization and powers of the Athletic Council to determine if any changes therein are desirable to provide for more effective participation by the student body in the Athletic Councils of the University.

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

LEAVE OF ABSENCE FOR MRS. NELL S. TALBOT

(9) Mrs. Nell S. Talbot, Assistant Professor in the College of Dentistry, was granted a sabbatical leave of absence for four months beginning October 1, 1938—three months with full pay and one without. She is doing graduate work at Johns Hopkins University and wishes to continue her studies there during the second semester.

The Dean of the College recommends that she be given an additional leave of absence for four months, from February 1, 1939—one month with pay and three without. This would have the effect of extending her leave to a period of eight months at a rate of half-salary. I concur in the recommendation.

On motion of Dr. Meyer, this extension of leave was granted as recommended.

ADVISORY COMMITTEE TO DEPARTMENT OF CERAMIC ENGINEERING

(10) A recommendation that the following be appointed as members of the Advisory Committee to the Department of Ceramic Engineering for the year 1938-1939:

Mr. F. W. Butterworth, President of the Western Brick Co., Danville, Illinois.

Mr. Frank E. Hodek, Jr., General Porcelain Enameling and Manufacturing Company, 2700 North Karlov, Chicago, Illinois.

Mr. Fred L. Steinhoff, Industrial Publications, 59 East Van Buren Street, Chicago, Illinois.

Mr. Joseph W. Wright, Owens Illinois Glass Company, Alton, Illinois.

Mr. E. H. Van Schoick, Chicago Retort and Fire Brick Co., Ottawa, Illinois.

Mr. Fritz Wagner, Jr., American Terra Cotta Corporation, Builders Building, Chicago, Illinois.

Mr. Wm. F. Schlake, Illinois Brick Company, 228 North LaSalle Street, Chicago, Illinois.

On motion of Mrs. Plumb, this committee was appointed as recommended.

LEAVE OF ABSENCE FOR DEAN T. E. BENNER

(11) A request from Dean T. E. Benner, of the College of Education, for a leave of absence for a period of three weeks in April, 1939, to serve on a committee which is to make a ten-day survey of the University of Puerto Rico for the Division of Territories and Island Possessions of the Department of the Interior.

On motion of Dr. Meyer, this leave was granted as requested.

AWARD OF FOUNDATION CONTRACT FOR ILLINI UNION BUILDING

(12) Bids will be received at 2:00 p.m. on January 30, at the University at Urbana, for the construction of a foundation for the Illini Union Building. It will be necessary to award the contract and begin construction immediately thereafter in order to comply with the requirements of the Federal Emergency Administration of Public Works, so that either the Board of Trustees or its Executive Committee should meet on that day to make the awards, or authorize the President of the Board or the President of the University to do so. 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 Student Center Building (Illini Union Building), PWA Project No. Ill. 1745-F; and

Whereas, bids for the construction of the Illini Union Building will be received prior to the next meeting of the Board of Trustees, and construction thereon should begin before February 1, 1939, 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 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.

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

President Mayer designated Mr. Adams to be present at the opening of bids.

AWARD OF CONTRACTS FOR THE CONSTRUCTION OF GREGORY HALL

(13) The following resolution:

Whereas, the following bids were received on December 28, 1938, for the construction of Gregory Hall (general work, heating, ventilating, and air conditioning), one of the buildings in PWA Project No. Ill. 1962-F:

SCHEDULE OF BIDS—GREGORY HALL

GENERAL WORK

| <i>Bidders</i> | <i>Base Bid</i> | <i>#1</i> | <i>#2†</i> | <i>#3</i> | <i>#4</i> | <i>#5</i> | <i>#6</i> | <i>#7</i> | <i>#8</i> | <i>#9</i> | <i>#10</i> | <i>#11</i> | <i>#12</i> | <i>#14</i> |
|---|-----------------|-----------|------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|
| W. E. O'Neil Constr. Co., 2715 Clybourn Ave., Chicago..... | \$535 516 | \$40 \$ | 900 \$ | 50 \$13 000 | \$3 600 | \$3 400 | \$ 9 000 | \$14 000 | \$700 | \$11 200 | \$3 900 | \$1 000 | \$1 000 | \$1 200 |
| James McHugh Sons Co., 6449 S. Park Ave., Chicago..... | 549 600 | 70 | 1 300 | 2 000 | 7 500 | 3 500 | 3 800 | 15 400 | 17 000 | 600 | 10 000 | 4 000 | 2 600 | 1 100 |
| English Bros., 44 Main St., Champaign..... | 562 883 | 0 | 1 000 | 1 300 | 8 000 | 3 000 | 3 500 | 10 000 | 500 | 300 | 10 000 | 2 500 | 2 200 | 900 |
| J. L. Simmons Co., 715 Union Title Bldg., Indianapolis..... | 563 000 | 100 | 500 | 75 | 6 000 | 3 700 | 2 750 | 15 000 | 12 000 | 750 | 10 000 | 3 500 | 2 900 | 1 000 |
| Pere Anderson & Co., 5763 N. Richmond, Chicago..... | 579 000 | 200 | 2 975 | 535 | 3 900 | 3 900 | 3 800 | 8 500 | 28 600 | 675 | 12 500 | 4 200 | 5 000 | 1 300 |
| J. W. Snyder Co., 307 N. Michigan, Chicago..... | 620 000 | 0 | 5 000 | 100 | 2 000 | 3 400 | 2 000 | 0 | 500 | 500 | 10 000 | 3 600 | 2 500 | 1 100 |

* #1—Omission of West compressor and auxiliaries.

#2—Installation of compressor of reduced capacity.

#3—Omission of refrigeration equipment.

#4—Omission of painting.

#5—Omission of acoustical material in corridors.

#6—Omission of drive and walks.

#7—Use of structural facing tile.

#8—Omission of structural facing tile.

#9—Omission of plaster base dampproofing.

#10—Omission of floor finish except corridors.

#11—Omission of floor finish in corridors.

#12—Omission of acoustical treatment in classrooms.

#14—Omission of weather strips.

†Add instead of deduct.

**SCHEDULE OF BIDS—GREGORY HALL
HEATING, VENTILATING, AND AIR-CONDITIONING WORK**

| <i>Bidders</i> | <i>Base Bid</i> | <i>Alternate Proposals*</i> <i>(Deduct)</i> | | |
|---|---------------------|--|------------|------------|
| | | <i># 1</i> | <i># 2</i> | <i># 3</i> |
| Robert Gordon Co., 21 N. Jefferson St., Chicago | \$169 561 | \$18 000 | \$14 000 | \$44 000 |
| Mehring & Hanson Co., 162 N. Clinton St., Chicago..... | 183 956 | 29 420 | 16 200 | 30 829 |
| Economy Plumbing & Heating Co., 1308 S. Pulaski Road, Chicago..... | 202 000 | 34 000 | 22 200 | 31 600 |
| Westerlin & Campbell Co., 1113 Cornelia Ave., Chicago..... | 204 904 | 32 285 | | |

* # 1—Omitting West compressor and auxiliaries.

2—Installing compressor of half remaining capacity.

3—Omitting all refrigeration.

and,

Whereas, pursuant to the authorization of the Board of Trustees at its meeting on December 17, contracts were awarded by the President of the Board to the following, the award in each case being made to the lowest bidder:

| | | |
|--|---|-----------|
| General Work..... | W. E. O'Neil Construction Company of Chicago | \$535 516 |
| Heating, Ventilating, and Air Conditioning..... | Robert Gordon Company of Chicago | 169 561 |

Now, therefore, be it resolved, that the Board of Trustees hereby confirms the action of the President of the Board, taken pursuant to previous authorization by the Board, in awarding the aforesaid contracts.

On motion of Mr. Adams, this resolution was adopted.

CONTRACT CHANGE ORDERS FOR PWA PROJECTS

(14) On October 17, 1938, the Board of Trustees authorized 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.

I report my approval, and request confirmation by the Board of Trustees, of the following contract change orders which have been authorized to date:

Illini Union Building (Ill. No. 1745-F)

Change Order No. 1, contract with E. N. DeAtley for steam tunnel construction.

Improvement of present tunnel roof to provide adequate support for roof slabs of new tunnel where new and old tunnels join, at an additional cost of..... \$333 00

Change Order No. 1, contract with General Paving Company for relocation of sanitary sewers.

Relocation of sewer and manholes southeast of new building in order to pass south of cypress trees rather than between them, as covered by quotation of October 6, 1938, at a cost of..... \$ 75 00

Change Order No. 1, contract with Arthur W. Murray Company for relocation of the electrical conduit around two cypress trees, extension of valve boxes to higher finished grade levels, and relocation of water service connections and fire hydrant.

Extension of raised portion of 6" water main some 30' to 35' so as to permit relocation of new electrical conduit between Union and Entomology Buildings, as per quotation..... \$108 50

| | |
|---|----------|
| Relocation and replacement of present 2" water service to Entomology Building, also to permit relocation of electrical conduit, using extra heavy galvanized steel pipe, as per quotation..... | \$122 43 |
| Provide five 14" extensions for water valve boxes in accordance with letter of November 29, 1938..... | \$ 13 60 |
| Relocation of branch service lines to new Union Building and relocation of fire hydrant north of the building, at no change in price..... | |
| Change Order No. 1, contract with the Carson-Payson Company for diversion of steam piping. | |
| Increase in size of 29 cast iron rollers under steam main as it was considered the size indicated was inadequate..... | \$ 58 36 |
| Change Order No. 2, contract with E. N. DeAtley for steam tunnel construction. | |
| Tests on concrete cylinders as required under Article No. 1.21 of the Addenda to the Specifications by the Owner..... | \$ 55 00 |
| Change Order No. 2, contract with General Paving Company for relocation of sanitary sewers. | |
| Relocate and relay about 22 ft. of 4" sanitary sewer just north of Entomology Building, connecting same to new manhole..... | \$ 40 00 |
| Change discharge outlet from tunnel pump so as to run through old tunnel instead of new and to discharge into new manhole E-2, deduct..... | \$ 10 00 |
| <i>Addition to Library (Ill. No. 1962-F)</i> | |
| Change Order No. 1, contract with English Brothers for general construction. | |
| To cover additional excavating and concrete work under the basement floor slab and in connection with building footings not called for by the drawings..... | \$414 47 |
| Change Order No. 1, contract with the Carson-Payson Company for plumbing and heating. | |
| To cover incidental costs on sump pump due to relocation of pit to receive same and locating pump above basement floor..... | \$ 15 00 |
| Change Order No. 2, contract with English Brothers for general construction. | |
| Relocate and construct pit for sump pump in accordance with new design detailed on drawing "showing changes in connection with relocation of sump pump," also small sump in elevator pit to receive hydraulic buffer..... | \$ 90 80 |
| Provide all new cubicle doors (100) with locks #6725, without turn knobs, on a master key independent of building master... | \$ 88 00 |
| <i>Addition to McKinley Hospital</i> | |
| Change Order No. 1, contract with the Westinghouse Electric Elevator Company for the elevator work. | |
| Furnish elevator sills of alunalun and aluminum kickplates on the hatch doors instead of brass as provided in the specifications, deduct..... | \$ 52 00 |

On motion of Mr. Cleary, the action of the President of the University in authorizing these change orders was approved and confirmed.

ILLINI UNION BUILDING SERVICE CHARGE

(15) The Board of Trustees has already approved as a matter of policy the charging of a fee to finance the construction of a student center building. The financing of the construction of the Illini Union Building contemplates the

establishment of a service charge for the use of the building to be paid by all resident students registering in the Urbana Departments of the University.

The amount of this service charge cannot be definitely fixed until it is known just how much income from that source will be needed. In the meantime, I recommend that the Board approve the following official announcement which will be published in the 1938-1939 edition of the Annual Register:

All resident students registering in the Urbana departments of the University after February 1, 1940, will pay an Illini Union Building service charge, the amount of which will be determined later but which will not exceed five dollars a semester.

On motion of Mr. Cleary, this announcement was authorized.

AMENDMENT OF UNIVERSITY OF ILLINOIS STATUTES RELATING TO CUSTODIANSHIP OF FUNDS FOR STUDENTS

(16) A recommendation from the Comptroller that Section 57 of the University of Illinois Statutes, approved March 10, 1936, be amended to read as follows:

57. The Comptroller may at his discretion receive any remittance drawn to the order of the University of Illinois, or to an individual and properly endorsed, and sent as a fund from which to meet the expenses of any student or students. Such remittances when accepted are to be endorsed and deposited in a trust account in the University Treasury and disbursed in payment of vouchers approved by the Dean of Men or the Dean of Women and the Comptroller.

It is not the intention of this section to authorize the keeping of personal deposit accounts for students but to permit the acceptance of funds sent for student aid to be disbursed in accordance with the wishes of donors.

While the Board cannot forbid any member of the staff to act as guardian or custodian of funds for the expenses of a student or students, it does forbid any member of the university staff from accepting checks made out to the University of Illinois, or to any officer of the University of Illinois, and sent as a fund from which to draw in order to meet the expenses of any student or students; or to endorse the same if made out as aforesaid, except as herein provided.

The present provision is:

57. The Board of Trustees forbids any officer of the University to receive, as custodian, in his capacity as an officer of the University, any money intended to meet the expenses of any student.

While the Board cannot forbid any member of the staff to act as guardian or custodian of funds for the expenses of a student or students, it does forbid any member of the university staff from accepting checks made out to the University of Illinois, or to any officer of the University of Illinois, and sent as a fund from which to draw in order to meet the expenses of any student or students; or to endorse the same if made out as aforesaid.

Frequent difficulties arise in the enforcement of this provision. Organizations frequently make awards in the form of scholarships or other stipends which are intended for specific students. They desire, however, that such awards be disbursed to the students through University channels rather than being turned over to the students in lump sums. They want to make certain that the amounts thus granted are used for fees and other necessary school expenses and that the student actually registers in the University.

In some cases individuals desire to make such gifts and naturally wish to have them count as income tax deductions. This is possible only if the payment is made to the University. No explanation that we have been able to offer is sufficient to satisfy such individuals that the University should not receive and disburse such funds. The majority of private colleges receive funds and hold them in custody for students, allowing the students to make withdrawals as money is needed.

On motion of Mr. Wieland, these amendments were approved and adopted.

PURCHASES RECOMMENDED

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

1. Supplies for the General Chemical Stores:

1000# Acetic Acid, Reagent
 4500# Hydrochloric Acid, Reagent
 2800# Nitric Acid, Reagent
 5850# Sulfuric Acid, Reagent
 1800# Ammonium Hydroxide, Reagent
 1860# Hydrochloric Acid, Commercial
 7560# Sulfuric Acid, Commercial

from the Monsanto Chemical Company, St. Louis, Missouri, the lowest bidder, at a price of \$1,995.15 f.o.b. Urbana, vendor to pay transportation on returned containers. This price includes the Illinois Sales Tax.

2. One large Littrow Spectrograph, for Graduate School research and Chemistry, from Bausch and Lomb Optical Company, Chicago, at a price of \$2,800 f.o.b. Urbana.

3. One carload of Select Kiln Dried Douglas Fir (about 31,000 board feet) of various sizes, from Wm. C. Schreiber Lumber Company of Chicago, the lowest bidder, at a price of \$1,077.75.

4. 250 cases Pyrex Laboratory Glassware for stock for the General Chemical Storeroom from E. H. Sargent and Company, Chicago, at a price of approximately \$4,200. This is a noncompetitive item, as it is sold only through jobbers at prices fixed by the manufacturer, and the lowest price applies to lots of 100 or more cases.

5. Steel book shelving for various libraries and reading rooms from W. B. Read and Company (for Lyon shelving), Bloomington, Illinois, at a price of \$1,599.62, f.o.b. Urbana and installed.

On separate motions, the purchase of the items listed above was authorized as recommended.

PURCHASE AUTHORIZED

(18) A report of the following purchase authorized by the President of the University, pursuant to the Statutes, of forty drawing tables for the Department of Civil Engineering from W. B. Read and Company, Bloomington, the lowest bidder, at a price of \$1,002.80.

On motion of Mr. Cleary, the action of the President of the University in authorizing this purchase was confirmed.

COMPTROLLER'S REPORT OF CONTRACTS

(19) The following report from the Comptroller of contracts executed since the last report:

**CONTRACTS EXECUTED BY THE COMPTROLLER
 NOVEMBER 22, 1938, TO JANUARY 10, 1939**

Minor contracts executed under general regulations of Board of Trustees:

| <i>With Whom</i> | <i>For</i> | <i>Amount to be paid by the University</i> | <i>Date</i> |
|--------------------------------|--|--|-------------------|
| Illinois Iowa Power Company | Electrical Service at Radio Transmitter Station | Schedule Rate | November 22, 1938 |
| White Line Laundry | Laundry service | Schedule Rate | December 15, 1938 |

Research agreements executed under general regulations of Board of Trustees:

| <i>With Whom</i> | <i>For</i> | <i>Amount to be received by the University</i> | <i>Date</i> |
|---------------------------------|--|--|-------------------|
| Illinois Farm Supply Company | "Effects of various active ingredients on insect pests" | \$200 | December 22, 1938 |
| Innis, Speiden and Company | "Effects of Larvacide on various in- sect pests" | \$350 | November 29, 1938 |

Leases executed under general regulations of Board of Trustees:

| <i>With Whom</i> | <i>Property</i> | <i>Tenure</i> | <i>Amount to be received by the University</i> | <i>Date</i> |
|-------------------------------------|--------------------|--------------------------------------|---|-------------------|
| Merle D. Perring and Terry Morrison | Arcade Barber Shop | December 1, 1938, to August 31, 1939 | \$375. plus charges for hot water for entire period | December 13, 1938 |
| Lois A. Taylor and Robert E. Fisher | Arcade Music Shop | December 1, 1938, to August 31, 1939 | \$300 for entire period | December 20, 1938 |

This report was received for record.

CHANGES IN INVESTMENTS OF ENDOWMENT FUNDS

(20) The following report from the Comptroller:

CHANGES IN INVESTMENTS OF ENDOWMENT FUNDS OCTOBER 11, 1938, TO JANUARY 10, 1939

Securities Called for Payment

| <i>Par</i> | <i>Description</i> | <i>Price at which called</i> | <i>Book value at date of call</i> | <i>Amount realized</i> | <i>Net profit</i> |
|--------------------|---|------------------------------|-----------------------------------|------------------------|---------------------|
| GROUP INVESTMENTS: | | | | | |
| \$10 000 | Central Illinois Public Service Company 5's of 1956 | 103 | 10 175 21 | 10 300 00 | 124 79 |
| 10 000 | Goodyear Tire and Rubber Company 5's of 1957..... | 102 | 10 390 55 | 10 200 00 | 190 55 ¹ |
| 500 | Mississippi River Power Company 5's of 1951..... | 105 | 506 49 | 525 00 | 18 51 |

TAFT LECTURESHIP INVESTMENTS:

| | | | | | |
|----------|---|-----|----------|----------|-------|
| \$ 1 000 | Goodyear Tire and Rubber Company 5's of 1957..... | 102 | 1 000 00 | 1 020 00 | 20 00 |
|----------|---|-----|----------|----------|-------|

Securities Purchased

| <i>Par</i> | <i>Description</i> | <i>Price at which purchased</i> | <i>Yield</i> | <i>Book value</i> |
|------------|---|---------------------------------|--------------|-------------------|
| \$10 000 | Central Illinois Public Service Company 3¾'s of 1968..... | 100½ | 3 72 | 10 050 00 |
| 4 000 | New York Steam Corporation 3½'s of 1963 | 101¾ | 3 40 | 4 065 00 |
| 6 000 | Bethlehem Steel Company Purchase Money 6's of 1998..... | 144 | 4 00 | 8 640 00 |
| 2 000 | Bethlehem Steel Company Purchase Money 6's of 1998..... | 142 | 4 05 | 2 840 00 |
| 5 000 | New York Steam Corporation 3½'s of 1963 | 102¼ | 3 37 | 5 112 50 |

¹Deduct, net loss.

Payments Received

| <i>Par</i> | <i>Book value at time of receipt</i> | <i>Amount received</i> | <i>Net loss</i> |
|---|--|----------------------------|---------------------|
| E. A. WALLACE MEMORIAL SCHOLARSHIP | | | |
| \$ 500 Promissory note of J. P. and Rosie Minier..... | 500 00 | 500 00 | |
| KENDRIC C. BABCOCK RESEARCH FELLOWSHIP | | | |
| \$5 440 46 Lois A. and John H. Boyden second mortgage..... | 5 440 46 | 3 000 00 ¹ | 2 440 46 |

¹As authorized by Executive Committee of Board of Trustees in meeting of July 21, 1938 (Minutes, page 38).

This report was received for record.

REPORT OF DEATH BENEFITS PAID

(21) A report that the Comptroller has been authorized to pay the death benefits to the beneficiaries of the following members of the staff in accordance with the University Statutes and the terms of their employment:

1. James W. Garner, Professor and Head of the Department of Political Science—\$3,000. Professor Garner was in the active service of the University from September 1, 1905, until his death on December 9, 1938.

2. William B. Day, Dean of the College of Pharmacy—\$3,000. Dean Day was in the active service of the University from May 1, 1896, until his death on December 10, 1938.

3. D. J. Killgore, retired employee in the Physical Plant Department—\$266.50. Mr. Killgore was in the active service of the University from May 15, 1917, until his retirement on September 1, 1933. He died on November 24, 1938.

4. Marshall Faust, retired employee of the Physical Plant Department—\$402. Mr. Faust was in the active service of the University from September 18, 1918, until his retirement in 1935. He died on December 10, 1938.

5. Edward H. Cameron, Professor of Education and Director of the Summer Session—\$3,000. Professor Cameron was in the active service of the University from September 1, 1919, until his death on December 20, 1938.

This report was received for record.

AGREEMENT FOR COOPERATIVE INVESTIGATION

(22) A report of the authorization of an agreement covering a cooperative research investigation with the Illinois Farm Supply Company, an investigation of the effects of various active ingredients and combinations thereof on insect pests of farm animals, to be carried on by the Agricultural Experiment Station and the State Natural History Survey Division. This agreement is drawn for a period of one year, beginning December 15, 1938, with provisions for its extension. The Company agrees to pay the sum of \$200 to cover the expenses.

This report was received for record.

**UNDERGRADUATE SCHOLARSHIP FOR WINNERS
OF LATIN CONTESTS**

(23) The Illinois Classical Conference sponsors each year a Latin contest in high schools. At present the University of Chicago and Northwestern University, and Rockford, Knox, and Rosary Colleges offer the winners full tuition scholarships. The Conference has asked the University of Illinois to offer a tuition scholarship. This does not necessarily mean a scholarship every year since the winner can avail himself of only one offer.

On motion of Mr. Wieland, the offering of this scholarship was authorized.

LOAN OF MEDICAL EXHIBIT TO ROSENWALD MUSEUM OF SCIENCE AND INDUSTRY

(24) A recommendation that the medical exhibit prepared for "A Century of Progress Exposition of 1933-1934" be lent to the Rosenwald Museum of Science and Industry until such a time as the University has space for this exhibit in one of its buildings. It will cost approximately \$300 to set up the exhibit and not to exceed \$100 annually to maintain it. Since it is not the policy of the Rosenwald Museum to maintain exhibits loaned to it, the University will be called on to bear this expense. The alternative would be to give the exhibit outright to the Rosenwald Museum in which case there would be no expense to the University.

On motion of Mr. Karraker, the loan of this exhibit was authorized as recommended.

PURCHASE OF PAINTING BY CLOUET

(25) The College of Fine and Applied Arts has an opportunity to purchase a sixteenth century painting by Clouet, which was in the collection of Mr. William Randolph Hearst. It is offered at a price of \$5,000, which is considered by authorities an extremely low figure (one expert considers \$15,000 a conservative appraisal of this masterpiece), with the option of making part payment now and the balance after July 1.

The Colleges of Fine and Applied Arts and of Liberal Arts and Sciences can assign \$1,100 from their budgets toward the purchase of this painting, so that if the University wishes to acquire it a supplementary appropriation of \$3,900 will be necessary.

On motion of Mr. Cleary, the President of the University was authorized to offer \$1,100 for this painting.

PURCHASE OF BROWNFIELD WOODS

(26) For the past three or four years the University has been leasing the Brownfield Woods, a 64-acre tract of original woodland about two miles north-east of Urbana for instruction and research in biology and soil science. The University also owns a 40-acre tract of woodland about three miles east of the Brownfield Woods, purchased in 1917 at a cost of \$300 an acre.

The purchase of the Brownfield Woods has been under consideration for a year or two. The original price requested by the Brownfield family was \$1,100 an acre, which would make a total of approximately \$70,000. It is now offered to the University at \$15,000, which amounts to approximately \$250 an acre. The Brownfield area is potentially more valuable than the present University Woods, which cost \$300 an acre.

There is no question as to the value of this tract to the University for instructional and research purposes. It is used almost daily by the biological departments and the College of Agriculture. It is chiefly a question of price.

The University has had an expert appraisal made of the commercial value of the land (i.e., land available for agricultural use, lumber, and firewood), which indicated a valuation of \$8,000. The Committee on Special Appropriations and Non-Recurring Expenditures has recommended a price of \$8,500.

While the figure requested by the Brownfield family is high compared with the appraised value, considering the price paid for the University Woods and the value of the land for scientific purposes the figure does not seem out of line. If the Board of Trustees authorizes the purchase of this area I would recommend that the terms of the purchase contract provide for a down payment of \$1,000, the remainder to be payable on or before September 1, 1939, and without any interest charge on the unpaid balance.

On motion of Mrs. Plumb, the President of the University was authorized to offer \$10,000 for this land, payable \$1,000 down and the remainder on or before September 1, 1939.

FEE FOR SEWAGE WORKS OPERATORS' SHORT COURSE

(27) A recommendation from the Dean of the College of Engineering that the Department of Civil Engineering be authorized to cooperate with the State

Department of Public Health in offering a Sewage Works Operators' Short Course in March, 1939. It is proposed to charge each student registrant a fee of \$10 to cover necessary expenses.

I recommend that the proposal and the fee be approved and that the collections of that fee (estimated at \$150) be appropriated for the expenses of the course, any balance remaining to lapse into the General Reserve Fund.

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

FEE FOR POSTGRADUATE TRAINING IN VENEREAL DISEASES

(28) The United States Public Health Service has offered the University, through the State Department of Public Health, a grant of \$5,000 for one year to conduct postgraduate courses in venereal diseases. The State Department has made available \$3,000 of this grant in cash, which will be used to pay honoraria to members of the staff (part-time and clinical), and will be supplemented by additional services and materials at an estimated value of \$2,000.

The Dean of the College of Medicine recommends that a registration fee of \$10 be established for this postgraduate training course and that a rate of \$20 an hour of teaching be established as honoraria for faculty members who give lectures and demonstrations.

I recommend that the President of the University be authorized to approve this fee, if, after further study, it is found to be in line with fees charged for registration in comparable special courses for physicians and surgeons.

On motion of Mr. Wieland, this recommendation was adopted.

STUDENTS' MUTUAL BENEFIT HOSPITAL FUND

(29) The Students' Mutual Benefit Hospital Fund is a voluntary association for students and members of the faculty to provide hospitalization benefits. Contributing members to the Fund accept the form of organization whereby moneys are in charge of the Dean of Men as Trustee, and they agree to abide by all rules, regulations, and by-laws of the Fund. Members in the Fund pay a fee of \$3.00 a semester and are entitled to ward hospital care for a period not to exceed four weeks in any one semester in the McKinley Students' Hospital of the University only, except in major surgical cases which cannot be adequately cared for in McKinley Hospital. The Fund further provides from any unexpended balances remaining at the end of any year, beyond an amount deemed necessary by the Trustee and the President of the University to meet possible emergencies in the coming semester, supplies and equipment for the McKinley Students' Hospital.

No payment is made for the expense of a special nurse or for a physician's bill. Payment is made only if the beneficiary is in good health when he makes his contribution, and persons paying within the period of incubation of an infectious disease are not entitled to the benefits of the Fund.

The Trustee of the Fund has recommended that he be authorized to sell a class of memberships at \$5.00 a semester beginning in February, 1939, which will cover not only hospitalization expenses but also a part of the medical and surgical fees. The present \$3.00 memberships covering only hospital expenses will be retained. I have approved the recommendation and request confirmation of this action.

On motion of Mr. Moschel, this action was confirmed.

LETTERS TO THE GENERAL ASSEMBLY

(30) During previous regular sessions of the General Assembly it has been the practice of the President of the University to send members of the Legislature a series of letters presenting information which is more or less fundamental to the consideration of the University's budget.

On motion of Mr. Cleary, the sending of these letters was authorized.

JOHN C. RUETTINGER MEMORIAL SCHOLARSHIP

(31) Mr. John W. Ruettinger of Chicago, an alumnus of the University of the Class of 1927, has established an undergraduate scholarship to be known as the "John C. Ruettinger Memorial Scholarship Fund." This fund will provide \$500 or more annually to pay the tuition and other educational expenses of one or more worthy and needy undergraduate students, the awards to be made by the University's standing Committee on Undergraduate Scholarships. The first award will be made for the academic year beginning in September, 1939.

Pursuant to the authority granted the President under the Statutes, I have accepted this fund on behalf of the Board, and I request confirmation of this action.

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

BEQUEST OF ANNA BUCHER

(32) As reported to the Board on March 29, 1937, the will of the late Anna Bucher includes a provision that her son, Welby Bucher, create a trust fund of \$1,000 out of the personal property of her estate to become operative at his death, the income of which shall be used for a scholarship to be known as the "Ermane G. Bucher Scholarship" for students from Livingston County.

Mr. Bucher, the residuary legatee of the personal property of his mother, has notified the University that on November 28 he would file with the County Court of Livingston County, a declaration of the personal property he holds and will ask to be discharged from any further responsibilities connected with the estate. A copy of the notice and of the declaration is hereby given to the Secretary of the Board for record.

This report was received for record.

CANCELLATION OF GRANT FROM BOWMAN DAIRY COMPANY AND THE CHICAGO MEDICAL SOCIETY MILK COMMISSION

(33) At the meeting of the Board on October 15, 1937, a report was made of a grant of \$1,200 from the Bowman Dairy Company and the Chicago Medical Society Milk Commission for research work on immunity factors of milks. Subsequently the chief representative of the Commission became ill and this research work was suspended. The Commission reports that it does not now have sufficient funds to carry on the work and therefore the grant is cancelled.

This report was received for record.

GIFT CANCELLATIONS

(34) Reports of gifts received by the University, including funds for cooperative research investigations received under contracts, are reported to the Board periodically. Frequently changes arise resulting in the University receiving sums different from the amounts reported to the Board (usually increases). The auditors have recommended that the records of the Board show such changes so that the accounting records will correspond with the records of the Board. Accordingly the Comptroller submits the following list of changes which he requests be incorporated in the records:

| | <i>Date</i> | <i>Amount</i> | <i>Amount</i> | <i>Amount</i> |
|---|-----------------|-----------------|-----------------|------------------|
| | <i>Approved</i> | <i>Approved</i> | <i>Received</i> | <i>to be</i> |
| Because the cost of the project was less than was anticipated: | | | | <i>Cancelled</i> |
| The Chemical Foundation, Research on Sulfanilamide Derivatives..... | Nov. 10, 1937 | \$2 000 00 | \$1 416 61 | \$583 39 |
| Niagara Sprayer and Chemical Company, Industrial Investigation..... | Mar. 29, 1937 | 1 000 00 | 743 97 | 256 03 |
| Because cash received without explanation was reported as gift but was later found to be applicable toward the realization of gift reported in a larger amount: | | | | |
| The Edward Orton Jr. Ceramic Foundation, Factors Controlling the Uses of Clays..... | Oct. 15, 1937 | 250 00 | | 250 00 |

| | <i>Date Approved</i> | <i>Amount Approved</i> | <i>Amount Received</i> | <i>Amount to be Cancelled</i> |
|--|--------------------------|----------------------------|----------------------------|---------------------------------------|
| Chicago Bridge and Iron Company, Cylindrical Shells as Columns..... | June 9, 1938 | 400 00 | | 400 00 |
| Illinois Concrete Pipe Association and Illinois Association of County Superintendents of Highways, Civil Engineering Prize Fund..... | April 14, 1937 | 50 00 | | 50 00 |
| American Society of Heating and Ventilating Engineers, Summer Cooling..... | Oct. 15, 1937 | 1 000 00 | | 1 000 00 |
| Because of reports from different sources on same gift: | | | | |
| E. I. du Pont de Nemours and Company, Post-doctorate Fellowship in Chemistry..... | Jan. 20, 1938 | 750 00 | 750 00 | |
| | Sept. 24, 1938 | 750 00 | | 750 00 |
| E. I. du Pont de Nemours and Company, Research Assistantship—Fuson..... | Jan. 20, 1938 | 2 000 00 | 2 000 00 | |
| | Sept. 24, 1938 | 2 000 00 | | 2 000 00 |
| American Society of Heating and Ventilating Engineers, Heating and Ventilating Research..... | April 27, 1938 | 600 00 | 600 00 | |
| | June 9, 1938 | 600 00 | | 600 00 |
| Because of error in amount of gift reported: | | | | |
| Tobacco By-Products and Chemical Corporation, Nicotine Insecticides..... | Jan. 20, 1938 | 450 00 | 425 00 | 25 00 |
| Because of withdrawal of offer: | | | | |
| Anonymous donors (through Dr. N. C. Gilbert), Lectures on Legal Medicine by Professor Magrath of Harvard..... | June 29, 1936 | 500 00 | | 500 00 |

This report was received for record.

GIFTS TO THE UNIVERSITY

(35) A report of the following gifts received by the University since the last report:

1. The John and Mary R. Markle Foundation, \$7,000 for research work by Professor Ernst Geilhorn, of the College of Medicine, on the effect of metrazol in functional mental diseases. This is in addition to a grant of \$10,000 given the University of Illinois for this project last year.

2. E. I. du Pont de Nemours & Company, Incorporated, \$2,000 for the continuation of a fellowship in the Department of Chemistry which was established last year for the purpose of providing a research assistant for Professor C. S. Marvel, of that Department, for the period of February 1, 1939, to January 31, 1940.

3. E. I. du Pont de Nemours & Company, Incorporated, \$2,000 for the continuation of a post-doctorate fellowship in Chemistry during the academic year 1939-1940.

4. M & R Dietetic Laboratories, Incorporated, \$2,000 to the Department of Pediatrics of the College of Medicine for the continuation of work on "Factors Influencing the Utilization of Calcium and Phosphorus of Cow's Milk," to be conducted under the supervision of Dr. Julius H. Hess.

5. Associated Milk Dealers, \$1,200 for further research on "Milk Hygiene."

6. American Council of Learned Societies, a grant-in-aid of \$1,000 for the support of Professor Walter Graham's research work on the Secular Index.

7. Sherwin-Williams Company, \$800 for the support of researches on paints

by Dr. D. G. Nicholson, of the Department of Chemistry. The funds will be used for the salary of a research assistant and for expenses.

8. E. I. du Pont de Nemours & Company, Incorporated, \$750 for the continuation of a Post-graduate Fellowship in Chemistry.

9. Standard Brands, Incorporated, \$600 for additional research work on "Yeast Effect on Digestive Tract."

10. Standard Brands, Incorporated, \$600 for additional research on "Antiseptic Properties of the Skin."

11. National Research Council, \$500 to aid Professor Roger C. Barker, of the College of Education, in his research on the psychology of adolescence.

12. The United States Public Health Service, \$500 for research work to determine the varying toxicity of arsenical drugs used in the treatment of syphilis under the supervision of Dr. William F. Petersen, of the College of Medicine.

13. Mead Johnson & Company, \$500 for research work conducted by Dr. Isaac Schour, of the College of Dentistry, on the dental changes resulting from diets containing known amounts of fluorine.

14. Nutrition Research Laboratories, Incorporated, \$425.01 for the "Vitamin D Fund."

15. Mr. Franz Eakin, of Decatur, \$400 in support of the research work of Professor F. G. Dickinson, of the Department of Economics, on a balance sheet for financial transactions in Illinois.

16. Professor Joel Stebbins, of the University of Wisconsin, (formerly Head of the Department of Astronomy at the University of Illinois), \$300 to aid in Professor J. T. Tykociner's research on the sensitivity of photoelectric cells.

17. George E. Frazer, \$250 to be used for printing the "Edmund James Lectures on Government."

18. American Medical Association, \$250 to Dr. H. E. Carter, of the Department of Chemistry, to aid him in his work on betaines of aminohydroxy acids.

19. American Society for Testing Materials, an additional \$200 for research on the "Effect of Speed of Testing on the Properties of Metals."

20. Aluminum Company of America, an additional \$200 for research on "Alorco Cryolite Industrial Investigation."

21. E. A. Culler, \$181.79 for additional "Otological Research."

22. Illinois Congress of Parents and Teachers, \$125 for the purpose of establishing a memorial loan fund to be known as the Cora C. Bright Memorial Loan Fund.

23. Alumni and other friends, a portrait of the late Dean Herbert Windsor Mumford. The funds for this were raised by a committee of the faculty of the College of Agriculture.

24. Miss Laura B. Nearpass, a painting from the works of the late Professor E. E. Nearpass.

25. Mr. D. G. Swannell, water color portrait of Daniel Gardner, a charter member of the Board of Trustees and grandfather of Mr. Swannell.

26. Manuscripts and other historical material relating to Jonathan Baldwin Turner, from his grandson, Reverend Charles A. Carriel, Pastor of the First Presbyterian Church of Dubuque, Iowa. Mr. Carriel's mother, Mrs. Mary Turner Carriel, was at one time a member of the Board of Trustees.

27. A. J. de Mayo, \$2.50 to be added to the "Consolidated Student Loan Fund" gift.

28. Mr. John N. Chester, "A History of the Jetties at the Mouth of the Mississippi," by E. L. Corthell, and a number of autographed letters, to the Engineering Library.

29. The banner of Section 611, United States Army Ambulance Service with the French Army during the World War. This unit was organized early in June of 1917, at which time the majority of the members were students at the University of Illinois. The presentation is by Professor Marcus S. Goldman, a veteran of that unit.

On motion of Mr. Moschel, this report was received for record and the action of the President of the University was confirmed.

LECTURES ON MENTAL HYGIENE

(36) The Illinois Society for Mental Hygiene wishes to call the attention of the Board of Trustees to a series of lectures which is being sponsored jointly by the Council of Social Agencies of Chicago and the Society for information of members of governing boards of institutions.

This report was received for record.

DEGREE OF DOCTOR OF MEDICINE

The Secretary presented for record the following list of degrees of Doctor of Medicine conferred from July 2 to December 31, 1938:

| | |
|---|--------------------------|
| DUNCAN BIDDLECOMBE, B.S., 1937..... | December 31 |
| MEYER BARNEY COHEN, B.S., 1935..... | December 31 |
| CLARENCE COHRS, B.S., 1935..... | August 31 |
| GEORGE JOSEPH DAVID GERTZ, B.S., 1935..... | December 31 |
| ISADORE MACK ISOE, B.S., 1935..... | December 31 |
| ABRAHAM IZZAK JACKMAN, B.S., 1935..... | September 18 |
| HILARD WESTLEY JENKINS, B.S., 1935..... | December 31 |
| SAMUEL KANTOR, B.S., Northwestern University, 1932..... | December 31 |
| JOSEPH HAROLD KAPLAN, B.S., 1935..... | December 31 |
| MAX KAPLAN, A.B., University of Rochester, 1933..... | December 31 |
| GEORGE JEROME KVIDERA, B.S., 1935..... | September 30 |
| HERBERT SOL LAKIN, B.S., 1933..... | December 31 |
| MYRON JAME LEVIN, B.S., 1935..... | August 31 |
| ROBERT EUGENE LOGSDON..... | August 31 |
| JEROME SAUL MEHLMAN, A.B., Western Reserve University, 1933..... | With Honors, December 31 |
| DOROTHY KATHRYN O'CONNOR, A.B., B.S., B.M., 1933, 1935, 1937.... | September 30 |
| PAUL JOSEPH O'NEILL, A.B., M.S., B.S., B.M., 1932, 1933, 1936, 1937 | September 30 |
| REUBEN MAX REIFLER, Ph.G., B.S., 1926, 1935..... | December 31 |
| HARRY OSBOURNE RYAN, JR., B.S., 1935..... | September 30 |
| WALTER WILLIAM SCHWARTZ, B.S., 1935..... | December 31 |
| ROBERT ANDREW SPENCER, B.S., 1935..... | December 31 |
| WILLIAM EDWARD STEINER, B.S., 1935..... | December 31 |
| DAVID WASSERMANN, B.S., B.M., M.S., 1935, 1937, 1937..... | December 31 |
| WILLIAM HENRY WRIGHT, B.S., 1935..... | August 31 |
| JOSEPH JOHN ZUSKA, B.S., 1935..... | With Honors, July 28 |

APPOINTMENTS MADE BY THE PRESIDENT

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

Alleman, Norville James, Special Research Associate in Engineering Materials, in the Engineering Experiment Station, beginning January 1, 1939, and continuing until further notice, at a cash compensation at the rate of three thousand three hundred dollars (\$3,300) a year (this supersedes his previous appointment). (December 22, 1938)¹

Bisesi, Joseph Louis, Special Research Associate in Engineering Materials, in the Engineering Experiment Station, beginning January 1, 1939, and continuing until further notice, at a cash compensation at the rate of three thousand three hundred dollars (\$3,300) a year (this supersedes his previous appointment). (December 22, 1938)

Brooks, Lester Allen, Assistant in Chemistry, on one-half time, for five months beginning February 1, 1939, at a cash compensation at the rate of sixty dollars (\$60) a month. (January 11, 1939)

Cassidy, Elliot, Assistant in Political Science, on three-fourths time, for five months beginning February 1, 1939, at a cash compensation at the rate of ninety dollars (\$90) a month (this supersedes his previous appointment). (January 9, 1939)

Dollins, Curtis Walter, Special Research Assistant in Engineering Materials,

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

in the Engineering Experiment Station, beginning January 1, 1939, and continuing until further notice, at a cash compensation at the rate of two thousand seven hundred dollars (\$2,700) a year (this supersedes his previous appointment). (December 22, 1938)

Fink, George Robert, Instructor in General Engineering Drawing, in the College of Engineering, for five months beginning February 1, 1939, at a cash compensation at the rate of two hundred dollars (\$200) a month. (January 9, 1939)

Glasscock, Raymond Sylvester, Special Research Assistant in Animal Husbandry, in the Agricultural Experiment Station, on one-half time, beginning February 1, 1939, and continuing through June 30, 1939, at a cash compensation at the rate of fifty dollars (\$50) a month. (January 5, 1939)

Goodwine, Gleyn, Alumni Recorder, beginning December 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 three thousand two hundred fifty dollars (\$3,250) a year (this supersedes his previous appointment). (November 22, 1938)

Gore, Maurice, Assistant in Medicine, in the College of Medicine, beginning January 3, 1939, and continuing through August 31, 1939, without salary. (January 6, 1939)

Hagele, Marie Anna, Instructor in Bacteriology and Public Health, in the College of Medicine, beginning February 1, 1939, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred twenty-five dollars (\$125) a month. (January 9, 1939)

Hanson, Earl Thomas, Assistant in Political Science, on three-fourths time, for five months beginning February 1, 1939, at a cash compensation at the rate of ninety dollars (\$90) a month (this supersedes his previous appointment). (January 9, 1939)

Henderson, Ada Jane, Typist in the President's Office, beginning January 1, 1939, 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. (January 6, 1939)

Johnson, Adelaide, Associate in Criminology, in the College of Medicine, for five months beginning February 1, 1939, without salary. (January 9, 1939)

Johnson, Helen, Stenographer in the Department of Agricultural Economics, in the Agricultural Experiment Station, beginning January 1, 1939, and continuing through August 31, 1939, at a cash compensation at the rate of eighty-five dollars (\$85) a month (this supersedes her previous appointment). (December 23, 1938)

Jones, Emily R., Instructor in Bacteriology and Public Health, in the College of Medicine, beginning February 1, 1939, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred twenty-five dollars (\$125) a month. (January 9, 1939)

Lyon, Stuart Wellington, Special Research Assistant in Engineering Materials, in the Engineering Experiment Station, beginning January 1, 1939, and continuing until further notice at a cash compensation at the rate of two thousand eight hundred dollars (\$2,800) a year (this supersedes his previous appointment). (December 22, 1938)

Mellman, Harry George, Assistant in Political Science, on three-fourths time, for five months beginning February 1, 1939, at a cash compensation at the rate of ninety dollars (\$90) a month (this supersedes his previous appointment). (January 9, 1939)

Morris, Willard M., Technician in the Department of Physiological Chemistry, in the College of Medicine, beginning December 1, 1938, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred ten dollars (\$110) a month. (January 5, 1939)

Snyder, Lois Mazelle, Secretary to the Dean of the College of Medicine, beginning January 11, 1939, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred fifty dollars (\$150) a month. (December 20, 1938)

Speirs, John Murray, Assistant in Zoology, on one-fourth time, for five months beginning February 1, 1939, at a cash compensation at the rate of thirty dollars (\$30) a month. (January 9, 1939)

Teel, Harley R., Assistant in Political Science, on one-fourth time, for five months beginning February 1, 1939, at a cash compensation at the rate of thirty dollars (\$30) a month. (January 9, 1939)

Wean, Robert Eugene, Instructor in Botany, for five months beginning February 1, 1939, at a cash compensation at the rate of one hundred eighty dollars (\$180) a month. (December 23, 1938)

Westfall, Mary E., Physiotherapist in the Department of Orthopaedics, in the College of Medicine, beginning January 1, 1939, and continuing through August 31, 1939, at a cash compensation at the rate of one hundred ten dollars (\$110) a month. (January 6, 1939)

RESIGNATIONS

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

Barry, Mrs. Mary Buckley, Senior Stenographer in the Department of Psychiatry—resignation effective January 1, 1939.

Behling, Burton N., Instructor in Economics—resignation effective February 1, 1939.

Bradsher, Charles K., Special Research Assistant in Chemistry—resignation effective February 1, 1939.

Collins, Stewart A., Assistant in Accountancy—resignation effective February 1, 1939.

Greenlee, Sylvan O., Assistant in Chemistry—resignation effective February 1, 1939.

Peppel, William J., Assistant in Chemistry—resignation effective February 1, 1939.

Robinson, Mildred I., Resident in the Division of Anaesthesia, in the College of Medicine—resignation effective January 1, 1939.

Rohde, Carl, Special Research Graduate Assistant in Theoretical and Applied Mechanics, in the Engineering Experiment Station—resignation effective January 1, 1939.

Schmidhofer, Ernst, Assistant in Anatomy, in the College of Medicine—resignation effective January 1, 1939.

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

H. E. CUNNINGHAM
Secretary

OSCAR G. MAYER
President