

MEETING OF THE BOARD OF TRUSTEES

OF THE

UNIVERSITY OF ILLINOIS

November 14, 1940



The November meeting of the Board of Trustees of the University of Illinois was held at the Governor's Mansion, in Springfield, at 12 o'clock noon on Thursday, November 14, 1940.

The following members were present: Governor Stelle, President Pogue, Mr. Adams, Mr. Cleary, Mr. Jensen, Mr. Karraker, Dr. Meyer, Mrs. Plumb, Mr. Wieland, Mr. Williamson.

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Professor Lloyd Morey, Comptroller, Judge Sveinbjorn Johnson, University Counsel, and Mr. H. E. Cunningham, Secretary.

RESEARCH AND EDUCATIONAL HOSPITALS

For a conference on the proposed changes in the management and operation of the Research and Educational Hospitals in Chicago, there were present, in addition to the members and officers enumerated above, for the Department of Public Welfare, Dr. G. W. Morrow, Director, Mr. C. E. Day, Fiscal Supervisor; for the Department of Public Health, Dr. R. E. Cross, Director; for the University, Dr. R. B. Allen, Executive Dean of the Chicago Departments.

President Willard made a statement on the proposal of the University that the present agreement with the Department of Public Welfare be modified so as to place the operation and management of the Research and Educational Hospitals under the control of the University, to avoid duplication of function and of responsibility and to promote education and research. Judge Johnson, Professor Morey, Dean Allen, and Dr. Meyer made statements on the various phases of the proposal from the standpoint of the University, and Dr. Morrow, Dr. Cross, and Mr. Day discussed the transfer from the standpoint of the Departments of Public Welfare and Public Health.

During the discussion, Dr. Meyer, for the special committee on the transfer, reported a recommendation that the Neuropsychiatric Institute be included in the transfer. On motion of Mrs. Plumb, this recommendation was approved and adopted.

It was the unanimous conclusion of the conference, that, as a result of intensive study of the existing organization and relationships of the University with the Department of Public Welfare and of other state university medical centers, the purposes which the agreement is to serve, namely, to promote the development of high standards of medical education and research, for the prevention and cure of disease, and thus to promote the general welfare of the State, can best be achieved by unified management of and responsibility for the Research and Educational Hospitals in the University. The changes recommended, therefore, should be interpreted as refinements of the existing relationships. The advantages of a working relationship with the Department of Public Welfare are fully recognized, and these proposals should not be interpreted as in any way divorcing the University from further interest in and concern regarding the development of educational and investigative programs which will help to relieve the State in the future of its great burdens due to physical and mental disability among its citizens.

The matter of drafting the necessary modification of the agreement with the Department of Public Welfare was referred to a conference committee to be composed of representatives of the Board and the Department.

MATTERS PRESENTED BY PRESIDENT WILLARD

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

ADVANCE OF FUNDS FOR MEN'S RESIDENCE HALL

(1) The Executive Committee has authorized an advance of \$25,000 from the net income from the Women's Residence Halls during the fiscal year 1940-1941, and an advance of \$30,000 from the General Reserve Fund to meet contract

payments due on the new Men's Residence Hall. It has been necessary to make these advancements because of delays in meeting the legal requirements of the Connecticut Mutual Life Insurance Company before it makes available any part of the funds it has agreed to loan on this project. The assignment from the residence hall fund is in line with a policy previously authorized by the Board. The General Reserve Fund will be reimbursed when the proceeds from the loan are available.

I request confirmation of the Executive Committee's action.

On motion of Mr. Cleary, this action of the Executive Committee was approved and confirmed, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mr. Jensen, Mr. Karraker, Dr. Meyer, Mrs. Plumb, Mr. Pogue, Mr. Wieland, Mr. Williamson; no, none; absent, Mr. Mayer, Mr. Stelle.

APPROPRIATION TO THE COLLEGE OF MEDICINE

(2) The installation of the new x-ray and radium equipment in the cancer unit of the Research and Educational Hospitals has been completed. It will be necessary for the University to provide for the operation of the radium emanation plant for the manufacture of radon. The Executive Dean requests, and I so recommend, that an appropriation of \$1,000 be made from the General Reserve Fund for this purpose. Provision for this operating expense will have to be made by the College of Medicine in whatever budget can be allowed that division for the biennium of 1941-1943.

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

APPROPRIATION TO THE PHYSICAL PLANT DEPARTMENT

(3) A recommendation that an appropriation of \$1,634 be made from the General Reserve Fund to the Physical Plant Department for walks and drives in the vicinity of the Illini Union Building. This represents that share of the cost of walks and drives chargeable to the regular operation and maintenance budget of the Physical Plant Department and not to a new building. The Physical Plant Department had fully expected to charge this against its operation and maintenance budget but failed to encumber the amount needed before June 30, 1940, when the unexpended balance in its appropriation lapsed.

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

APPROPRIATION FOR GRADUATE SCHOLARSHIPS AND FELLOWSHIPS

(4) A recommendation that an appropriation of \$45,000 be made for graduate scholarships and fellowships for the year 1941-1942. It is customary to make provision for these several months in advance of the approval of the budget for the succeeding year. Appointments to graduate scholarships and fellowships in colleges and universities of the United States are made in the spring, and it is necessary for the Graduate School to know shortly after January 1 of each year what funds will be available so that plans can be made accordingly.

This is the same amount as was appropriated for the current year 1940-1941.

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

ADJUSTMENT IN BUDGET OF THE ATHLETIC ASSOCIATION

(5) The Board of Directors of the Athletic Association has voted to assign \$500 from unappropriated income of the Association for the development of plans for reconstructing the press box in the Stadium and requests approval of this by the Board of Trustees.

I concur.

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

CONTRACT CHANGE ORDERS ON P.W.A. PROJECTS

(6) A recommendation for the approval of Change Order No. 3 in the contract with King and Petry for the construction of walks and drives in the area of the Illini Union Building:

Omit walk west of Natural History Building, impossible to install until after construction sheds are removed—	
Deduct.....	\$525 26
Omit asphalt spray on main entrance drive—Deduct.....	125 00
	<u>650 26</u>
Additional costs on relocating forms west of Natural History Building.....	78 35
<i>Net Credit</i>	\$571 91

On motion of Mr. Cleary, these changes were authorized, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mr. Jensen, Mr. Karraker, Dr. Meyer, Mrs. Plumb, Mr. Pogue, Mr. Wieland, Mr. Williamson; no, none; absent, Mr. Mayer, Mr. Stelle.

BIDS ON INSTALLATIONS IN MEN'S RESIDENCE HALL (IN URBANA) AND UNION BUILDING IN CHICAGO

(7) The Director of the Physical Plant Department submits the accompanying schedules of bids received on the elevator installation and the finish hardware in the Men's Residence Hall at Urbana; and the installation of soda fountain, compressors, coils, and shelving in the Union Building, Chicago.

BID SCHEDULE**ELEVATOR IN MEN'S RESIDENCE HALL**

<i>Bidders</i>	<i>Base Bid</i>	<i>Alternate No. 1 (Add)</i>	<i>Alternate No. 2 (Add)</i>
Otis Elevator Company, Springfield, Ill.....	\$2 938	\$85	\$354
Montgomery Elevator Company, Moline, Ill.....	3 076	76	75
Warner Elevator Mfg. Co., Cincinnati, Ohio.....	3 688	100	28

Alternate No. 1—In the event that a speed governor safety is added as specified.

Alternate No. 2—In the event that bi-parting doors are changed to manually operated two-speed doors as specified.

BID SCHEDULE**FINISH HARDWARE IN MEN'S RESIDENCE HALL**

<i>Bidders</i>	<i>Base Bid</i>	<i>Alternate A (Deduct)</i>	<i>Alternate B (Deduct)</i>
Sargent & Company, 150 N. Wacker Drive, Chicago.....	\$8 467 00	\$544 00	\$130 00
F. Meyer & Bro. Company, 1311-13 S. Adams St., Peoria...	8 500 00	547 00	130 00
Prairie States Hardware & Builders' Co., 505 N. Prairie St., Bloomington.....	8 576 00	640 80	52 00
H. Channon Company, 201 E. North Water St., Chicago...	8 716 89	400 00	105 00
Clark & Barlow Hardware Co., 123 W. Lake St., Chicago...	8 850 00	550 00	110 00
B. M. Dennis & Son, 611 N. Water St., Decatur.....	9 290 00	693 00	110 00
Holder Hardware Co., Inc., 105-7 North East St., Bloomington	9 989 00	600 00	108 00
Midwest Hardware Co., 172 North Wacker Drive, Chicago...	10 295 00	623 00	220 00
Morehouse & Wells Co., 805 N. Morgan St., Decatur.....	11 670 87	795 59	211 68

Alternate A—In the event that all dead locks, including knobs, strikes, and thumb turns for student room closets are omitted.

Alternate B—In the event that 6 stainless steel kick plates are omitted.

BID SCHEDULE—STUDENT UNION, CHICAGO
SODA FOUNTAIN, COMPRESSORS, COILS, AND SHELVING

<i>Bidders</i>	<i>Proposal No. 1</i>	<i>Alternate No. 1A (Deduct)</i>	<i>Proposal No. 2</i>	<i>Optional Alternate No. 2A (Deduct)</i>
Liquid Carbonic Corp., 3100 S. Kedzie Ave., Chicago	\$2 090 90
Bastian-Blessing Co., 240 E. Ontario St., Chicago...	2 100 00	\$84 50
Midwest Eng. & Equipment Co., 617 Fulton St., Chicago	\$1 409 00	\$18 00
National Korectaite Co., 1619 Cortland St., Chicago	1 616 00
R. Cooper, Jr., Inc., 444 Lake Shore Drive, Chicago..	1 643 00
Carrier Corporation, Merchandise Mart, Chicago...	1 790 00
L. C. Kohlman, Inc., 816 W. Washington, Chicago...	1 927 00	125 00

Proposal No. 1—For furnishing and installing of soda fountain, work boards, back-bar, carbonator, etc.
Alternate No. 1A—In the event that bottled drink cooler section in the back-bar is changed to a storage cabinet.

Proposal No. 2—For the furnishing and installing of all compressors, coils, refrigerator shelving, etc.
Optional Alternate No. 2A—In the event that items specified under Proposal No. 2 are changed.

He recommends award of the contracts to the lowest bidders in each case as follows:

MEN'S RESIDENCE HALL

Elevator—Otis Elevator Company, base bid.....	\$2 938 00
Finish hardware—Sargent & Co., base bid.....	8 467 00

STUDENT UNION, CHICAGO

Soda fountain, work boards, back-bar, carbonator, etc.—Liquid Carbonic Corporation, base bid.....	2 090 90
Compressors, coils, refrigerator shelving, etc.—Midwest Engineering and Equipment Company, base bid.....	1 409 00

All the above amounts are within the funds budgeted for these purposes.

I concur in this recommendation.

On motion of Mr. Jensen, these awards were authorized as recommended.

ADVISORY COMMITTEES IN AGRICULTURE

(8) A recommendation that the following be appointed as members of the Advisory Committees of the College of Agriculture and the Agricultural Experiment Station for the academic year 1940-1941:

Agricultural Economics

FRANK S. GARWOOD, Stonington
 JOHN P. HANNA, Geneseo
 ERNEST D. LAWRENCE, Normal¹
 G. C. WEBB, Ewing
 HENRY H. PARKE, Genoa

Agricultural Engineering

CARL E. SWENSON, Rockford
 ROYAL OAKES, Bluffs
 R. B. ENDICOTT, Villa Ridge
 B. C. FULLING, Palestine
 R. S. MCCORMICK, Gibson City¹

Agronomy (Farm Crops)

EUGENE FUNK, Bloomington
 C. W. HOLMES, Edelstein
 C. B. SHUMAN, Sullivan
 O. J. SOMMER, Pekin

Agronomy (Soils)

G. A. LAZIER, Rochelle
 W. W. McLAUGHLIN, Decatur
 W. E. RIEGEL, Tolono¹

Animal Husbandry

J. R. FULKERSON, Jerseyville¹
 L. E. MATHERS, Mason City
 J. W. FRAZIER, Charleston
 LYMAN BUNTING, Ellery
 E. A. JENKINS, Shelbyville

Dairy Husbandry

ARTHUR STATES, Elwood
 ALBERT C. KOLMER, Waterloo
 HARRY M. WOOD, Delavan¹
 W. D. DOTERRER, Chicago
 JOASH STUTZMAN, Carlock

Floriculture

LEONARD H. VAUGHAN, Chicago¹
 WM. G. LOVERIDGE, Peoria
 JAMES SYKORA, Chicago
 P. A. WASHBURN, Bloomington
 RUDOLPH SCHEFFLER, Wheaton

Forestry

L. A. ABBOTT, Morrison
 JOE BROOKS, Forreston¹
 Mrs. C. PHILLIP MILLER, Chicago

¹On General Advisory Committee.

Horticulture

DAVID B. PERRINE, Centralia
PAUL RINGHAUSEN, Hamburg
G. LESLIE SMITH, Rock Island
A. T. KEITHLEY, Dixon¹
LEO J. HAGEMANN, Peoria¹

General Advisory Committee

ERNEST D. LAWRENCE, Agricultural
Economics
JOE BROOKS, Forestry
HARRY M. WOOD, Dairy Husbandry
LEONARD H. VAUGHAN, Horticulture
W. E. RIEGEL, Agronomy
R. S. McCORMICK, Agricultural
Engineering
J. R. FULKERSON, Animal Husbandry

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

LEAVES OF ABSENCE

(9) A recommendation that leaves of absence be granted the following members of the staff for the reasons and periods and under the conditions indicated in each case:

Dr. Maynard K. Hine, Assistant Professor, Department of Dental Pathology and Therapeutics, and Dr. Frank F. Kanthak, Assistant Professor, Department of Oral Surgery and Oral Pathology—leave without pay November 1-30, 1940, to enable them to conduct a postgraduate seminar for dental practitioners under the auspices of the Tennessee State Dental Association and the Tennessee State Board of Health in that State.

Mr. C. R. Frederick, Director of Student Housing, one year from November 16, without pay, for military service. Mr. Frederick is a reserve officer in the United States Army and has been called into active service.

Dr. S. E. Glenn, Assistant Professor of English, sick leave from November 22, to December 31, 1940, with pay.

Dr. E. M. Lyman, Associate in Physics, Dr. N. F. Ramsey, Jr., Associate in Physics, and Dr. M. H. Kanner, Instructor in Physics—leaves without pay from November 7, 1940, to January 31, 1941, so that they may be released for important research work relating to the national defense which is being carried on at the Massachusetts Institute of Technology.

On motion of Mr. Adams, these leaves were granted as recommended.

RE-EMPLOYMENT OF MISS MABEL L. ARNESON

(10) At its meeting on September 27, 1940 (Minutes, page 43), the Board considered a request from Miss Mabel L. Arneson, formerly employed in the College of Medicine but who resigned in 1933, that she be re-employed in some appropriate capacity. This case was referred to Doctor Meyer and Mrs. Plumb for investigation.

Dean Allen has recommended that Miss Arneson be given employment on a probationary basis for six months with the understanding that if her services are not satisfactory her employment will be terminated and if they are she will be continued. The Department of Laryngology, Rhinology, and Otology has need for an attendant who would be called on to perform a variety of services including some clerical and stenographic work. The Head of this Department is willing to give Miss Arneson a trial.

It will be necessary to supplement the budget of the College of Medicine to provide for Miss Arneson's salary. On the basis of a salary not to exceed \$100 a month, this would amount to approximately \$600 for the probationary period, or \$1,000 for the balance of the current academic year, but thereafter, if she is continued in service, it would result in a permanent addition of \$1,200 a year.

On motion of Mrs. Plumb, the employment of Miss Arneson was authorized as recommended, and the appropriation of \$1,000 was made, by the following vote: Aye, Mr. Adams, Mr. Jensen, Mr. Karraker, Mrs. Plumb, Mr. Pogue, Mr. Wieland, Mr. Williamson; no, none; absent, Mr. Cleary, Mr. Mayer, Dr. Meyer, Mr. Stelle.

¹New appointment.

DEATH OF DR. CHARLES EDWARD HUMISTON

(11) A report of the death on November 4 of Dr. Charles Edward Humiston, Professor of Surgery, *Emeritus*. Doctor Humiston was in the active service of the University on the Clinical Faculty of the College of Medicine from 1902 until his retirement in 1935.

This report was received for record.

GRADUATE STUDY IN EDUCATION

(12) The University Senate recommends that the College of Education be authorized to sponsor a new program of work leading to the degrees of Master of Education (Ed.M.) and Doctor of Education (Ed.D.).

The program leading to the degree of Ph.D. will be continued for those graduate students who wish to prepare themselves primarily for research and college teaching. The new degrees are intended to meet the needs of that large group of school employees who have no responsibility and little opportunity for research but who should have broad, fundamental, and practical preparation and ability to utilize professionally the contributions of research and of philosophy.

Specifications for the new degrees as recommended by the College of Education, the Executive Faculty of the Graduate School, and the University Senate are:

Admission and degree requirements for the degree of Master of Education.—The degree of Master of Education (Ed.M.) is designed for teachers, supervisors, administrative officers, and others engaged in educational work demanding broad, fundamental, and practical preparation and the ability to utilize professionally the contributions of research and of philosophy.

A minimum of two years of approved professional experience and the completion of the requirements for the degree of Master of Arts or Master of Science, or the equivalent, shall be required for admission to the curriculum leading to the degree of Master of Education. In addition, the candidate must be recommended by the college committee on admissions and guidance as showing promise of superior professional competence. In case the first year of graduate study does not include a major in Education, the candidate shall be required to take such courses in Education as may be desirable for admission to the graduate courses specified in the following paragraph. In addition, the student's general education shall be reviewed, and appropriate courses may be required to correct any deficiencies.

A minimum of one year of graduate study (8 units) in addition to the requirements stated above shall be required for the Ed.M. degree. This year of graduate study shall be planned as a whole in consultation with the student's advisory committee and shall include the seminar in Education and the *Individual*,¹ the seminar in The School and Society,⁴ and a seminar in the field of specialization. The advisory committee, consisting of three members, including the student's adviser as chairman, shall be appointed by the head of the department of Education in consultation with the student's adviser. The student's electives, depending upon the field of specialization, may be chosen from offerings of departments other than Education. In addition to meeting other requirements, the candidate must pass a final examination administered by a college committee of at least three members.

Admission and degree requirements for the degree of Doctor of Education.—The purpose of the Doctor of Education (Ed.D.) degree is to continue the type of preparation indicated for the Master of Education (Ed.M.) degree and, in addition, to develop in the candidate further ability for scholarly study of professional problems. A candidate for the degree of Doctor of Education must have completed the requirements for the degree of Master of Education, or the equivalent. Toward the end of his second year or, by special permission, at the beginning of his third year of graduate study, a student who wishes to become a candidate for the degree of Doctor of Education must submit to preliminary examinations conducted by a committee appointed by the Dean of the Graduate School. The Graduate faculty of the college will advise a student not to attempt

¹These titles are descriptive only and are subject to final determination.

the preliminary examination if the evidence available to them does not indicate promise of outstanding professional competence.

The preliminary examinations shall include three examinations conducted by the college: (1) an examination intended to test the student's ability to think critically concerning professional problems and practices in the field of his specialization, (2) an examination in the general field of Education, (3) such other examinations as the student's advisory committee may wish to require, and an examination conducted by a committee appointed by the Dean of the Graduate School. A student who is not successful in his preliminary examinations shall not be recommended to the Dean of the Graduate School for candidacy for the degree of Doctor of Education.

The candidate for the degree of Doctor of Education, having completed the requirements for the degree of Master of Education, or the equivalent, and having passed the required preliminary examinations, must satisfy the residence requirements for the degree as stated below and must conduct a field study or other type of professional investigation, the report of which shall constitute the thesis for the degree. This study shall consist of a scholarly investigation of a significant professional problem.

The topic of the study, selected in consultation with the student's advisory committee, must be announced before the third year of graduate residence may begin. The study must have the approval of the graduate faculty of the College of Education and of the executive faculty of the Graduate School.

In a typical case, the candidate who is employed in professional work during the school year shall be required to devote a minimum of three summer sessions and two academic years to the field study or the professional investigation. He shall begin his residence by registering for an eight-week summer session. He shall be permitted to take no courses except a special seminar for candidates for the Doctor of Education degree, but he may be required or permitted by his adviser to attend one or more classes as an auditor. He shall, however, devote practically his entire time to reading directed toward preparation for his thesis study. At the close of this summer session, he shall be expected to present to his advisory committee in satisfactory form the plan to be followed in the first year of his study.

The candidate shall begin the first academic year of his study immediately after the completion of the first summer session. He shall register during both semesters in a special seminar for candidates for the degree of Doctor of Education. This seminar shall require a minimum of three days each semester at the University of Illinois. The candidate shall be expected to demonstrate continued progress in the organization, planning, and the execution of the study.

For the second year of the study the requirements shall be similar to those of the first year and shall include an eight-week summer session, devoted primarily to reading directed by the candidate's adviser and followed by work in the field during the succeeding academic year. The third summer session in residence shall be devoted primarily to the completion of the written report of the study which shall constitute the thesis for the degree of Doctor of Education.

The procedure which has been outlined is intended to represent the basic requirement for the degree. Additional residence or other requirements may be prescribed by the student's advisory committee whenever this is necessary to insure the adequacy and the maturity of the student's treatment of his special problem.

In general, the requirements for the degree of Doctor of Education shall include (1) graduate residence equivalent to two full years beyond the Master of Arts or Master of Science degree (one full year beyond the Master of Education degree), (2) a field study or other type of professional investigation. Throughout the conduct of the study the student shall be registered at the University of Illinois.

Candidates for the degree of Doctor of Education who already hold the degree of Ph.D. from a recognized university shall be regarded as special cases. They shall be required to take the prescribed seminars in Education and the Individual and in The School and Society and such other courses as the advisory

committee may require. They shall also take the preliminary examinations and conduct a field study or other type of professional investigation.

At least two weeks before the time when the degree is to be conferred, the candidate must submit to a final examination given by a committee appointed by the Dean of the Graduate School. This examination shall deal primarily with the report of the thesis study, but shall not be confined to that. It shall be so conducted as to determine whether the candidate has a thorough and mature understanding of the field of Education as a whole. The student may, in addition, be required to take any other examination, oral or written, that is thought proper by the various departments in which he has studied. The final examination may not be divided, but must be taken all at one time, even though this may require several sessions.

Two typewritten copies of the complete thesis in final form, the original on thesis paper and the first carbon on plain paper of approximately the same weight, must be deposited in the office of the Dean of the Graduate School for presentation to the examining committee not later than two weeks prior to the final examination and not less than four weeks before the time when the degree is to be conferred. With respect to form and to all other requirements, the regulations of the Graduate School covering theses for the Ph.D. degree shall apply also to the report of the study for the Ed.D. degree.

I recommend approval of this program to be inaugurated in the summer of 1941. If this program is approved it should be contingent on the condition (which has been accepted by the Dean of the College of Education) that the College of Education must face having to initiate this program within the limits of its present budget or whatever budget can finally be set up for that division for the years 1941-1942 and 1942-1943.

On motion of Mr. Jensen, this program was approved as recommended.

USE OF GYMNASIUM ON SUNDAY

(13) The Director of the School of Physical Education requests that the George Huff Gymnasium be open for use on Sunday afternoons for student recreational purposes. As he points out, recreational facilities during the late fall, winter, and early spring months are limited and opening Huff Gymnasium on Sunday afternoons will help meet that situation. Since the Skating Rink, tennis courts, and golf course are open on Sunday afternoons in season there appears to be no good reason why the Huff Gymnasium should not be open also for student use. I recommend approval on condition that adequate supervision will be given the recreational programs at all times.

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

PURCHASES AUTHORIZED

(14) A report of the following purchases authorized by the President of the University in accordance with the University Statutes:

1. Two Dee tanks for use in connection with the cyclotron from the Alpha Tank and Sheet Metal Manufacturing Company, the lowest bidder, at a maximum cost of \$1,479.25.

2. Acids for the General Chemical Stores as follows:

- 1250 pounds acetic acid, reagent
- 4800 pounds hydrochloric acid, reagent
- 3150 pounds nitric acid, reagent
- 6300 pounds sulfuric acid, reagent
- 1000 pounds ammonium hydroxide, reagent
- 1240 pounds hydrochloric acid, commercial
- 9000 pounds sulfuric acid, commercial

from Merck and Company, Rahway, New Jersey, the lowest bidder, at a cost of \$1,718.42, f.o.b. Urbana.

On motion of Mr. Wieland, the action of the President in authorizing these purchases was approved and confirmed.

REPORT OF DEATH BENEFITS PAID

(15) 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:

E. A. Thompson, Laborer in the Department of Physical Education for Men—\$722.15. Mr. Thompson was in the active service of the University from October 28, 1922, until the date of his death, October 13, 1940.

A. V. Houghton, Assistant in Sociology—\$350. Mr. Houghton was in the active service of the University from February 5, 1930, until the date of his death, October 19, 1940.

This report was received for record.

COMPTROLLER'S REPORT OF CONTRACTS

(16) A report of minor contracts executed under general regulations of the Board of Trustees:

CONTRACTS EXECUTED BY THE COMPTROLLER

SEPTEMBER 18 TO OCTOBER 14, 1940

<i>With Whom</i>	<i>For</i>	<i>Amount to be paid by the University</i>	<i>Date</i>
Illinois Central Railroad Company	Maintenance of track to New Power Plant	\$45 per year	June 21, 1940

This report was received for record.

DEPOSIT OF FEDERAL FUNDS

(17) On October 21, 1940 (Minutes, page 106), the Board was advised that the United States Department of Agriculture has called on the University to place Federal funds in a separate bank account on the ground that this is required by the Comptroller General. The President of the University was authorized to arrange for conferences with the Secretary of Agriculture and the Comptroller General on this matter.

The new Comptroller General has only recently taken office and therefore may not be inclined to make decisions on matters of this kind in the near future. Under the circumstances it seems advisable to defer securing a conference with him.¹

This report was received for record.

WAGES OF ELECTRICAL WORKERS

(18) The Director of the Physical Plant Department reports that his Department has been advised by the International Brotherhood of Electrical Workers, Local No. 601, that "all work figured after November 1, 1940, should be figured at \$1.50 an hour."

The rate now paid by the University is \$1.25 an hour. It is not known whether the increased rate has been accepted by the local contractors or otherwise has gone into effect. In accordance with the practice of local labor organizations, it is expected that in the event this increased rate goes into effect it will not be applicable to the University until the beginning of the next fiscal biennium, July 1, 1941.

Based on past expenditures for wages of electricians the additional cost to the University, if the rate is increased, will be approximately \$13,700 a year.

This report was received for record.

APPROPRIATION TO THE BUSINESS OFFICE

(19) The Comptroller has requested an addition to the budget of the Business Office to provide (1) additional personnel needed to take care of the increase in the routine work of that office, and (2) for additional service in the auditing division.

The additional auditing service (2) is needed to meet the following recommendation made by Arthur Andersen and Company in their audit report of the University's accounts for the fiscal year ended June 30, 1940:

¹As amended January 22, 1941 (Minutes, page 158).

"In our opinion the scope of the audit tests conducted by the internal auditors of the University is less extensive than it should be, due partly to inadequate staff and partly to the time required of the internal auditors in working on budget and other special matters. At present there is only one full time auditor, with two graduate students devoting part time to internal auditing and certain less competent student help. It is suggested that the internal auditing program be strengthened and the work set apart more completely from the other activities of the comptroller's department of the University under the supervision of an auditor reporting direct to the comptroller and not having other responsibilities. Special accounting matters should be taken care of in the accounting department or by the assistant comptroller."

The above will require the following additions to the budget of the Business Office:

- (1) Additional personnel to provide for routine work of the Business Office:

One stenographer on full time at.....	\$1 200	
One stenographer on half time at.....	600	\$1 800
- (2) Additional auditing service:
 - (a) Partial provision to meet recommendations of Arthur Andersen and Company:

Accountant at.....	\$1 800	
Stenographer, one-half time, at.....	600	2 400
		\$4 200
 - (b) Future reorganization of auditing staff, additional (\$2 500 to \$4 000)

To provide for the immediate need of the Business Office, the Comptroller recommends an addition of \$4,200 to its budget as follows:

From the General Reserve Fund.....	\$2 700
From Student Loan Funds income (for services in administering these funds).....	1 500
	<u>\$4 200</u>

It should be noted that this makes only partial provision for the additional auditing service recommended and that ultimately it may be necessary to add from \$2,500 to \$4,000 more to the budget of the Business Office for this purpose. Until additional office space is available a complete reorganization is not practicable but the provisions recommended here will fit into any such future program.

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

APPOINTMENTS MADE BY THE PRESIDENT

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

ALMQUIST, CARL OSCAR G., Associate in Surgery, in the College of Medicine (assigned to Anatomy part time), for eight months beginning October 1, 1940, without salary (this supersedes his previous appointment). (October 30, 1940)¹

ANSLEY, Mrs. KATHARINE MCFARLAND, Food Service Manager of the Illini Union Building, and Assistant Professor of Home Economics, in the College of Agriculture, for one year beginning September 1, 1940, at a cash compensation of four thousand five hundred dollars (\$4,500) (this supersedes her previous appointment). (October 29, 1940)

BALDWIN, GEORGE CURRIDEN, Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of one hundred

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

five dollars (\$105) a month (this supersedes his previous appointment). (November 7, 1940)

BEDINGER, PAUL LINCOLN, Instructor in Medicine, in the College of Medicine, on $\frac{23}{100}$ time, beginning October 1, 1940, and continuing through March 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Instructor in Medicine, on $\frac{17}{100}$ time). (October 22, 1940)

CHRISTIANSON, GEORGE, Special Research Assistant in Dairy Husbandry, in the Agricultural Experiment Station, on one-third time, beginning October 15, 1940, and continuing until further notice, at a cash compensation at the rate of sixty dollars (\$60) a month. (October 23, 1940)

COGGESHALL, NORMAN DAVID, Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 7, 1940)

COLTMAN, JOHN WESLEY, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Fellow in Physics). (November 7, 1940)

COX, EDNA ELIZABETH, Typist for the Appointments Committee, for nine months beginning December 1, 1940, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of eighty-five dollars (\$85) a month. (November 14, 1940)

FUZAK, JOHN ALEXANDER, Instructor in Industrial Education, on three-fourths time, and Teacher in the University High School, on one-fourth time, beginning November 4, 1940, and continuing through June 30, 1941, at a cash compensation at the rate of one hundred eighty dollars (\$180) a month (this supersedes his previous appointment). (November 1, 1940)

GIESEKING, JOHN ELDON, Assistant Chief in Soil Physics and Soil Survey, in the Department of Agronomy, in the Agricultural Experiment Station, beginning October 15, 1940, and continuing through August 31, 1941, at a cash compensation at the rate of two thousand eight hundred dollars (\$2,800) a year (this supersedes his previous appointment). (October 26, 1940)

GOOD, WILLIAM EARL, Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 7, 1940)

GRATZINGER, MAX, Assistant in Pathology and Therapeutics, in the College of Dentistry, three half-days each week, beginning October 15, 1940, and continuing through August 31, 1941, without salary. (October 23, 1940)

HUMBLE, MILFORD KEITH, Assistant Professor of Industrial Education, on one-third time, beginning November 4, 1940, and continuing through June 30, 1941, at a cash compensation at the rate of one thousand two hundred dollars (\$1,200) a year, and on full time, from July 1, 1941, and continuing through August 31, 1941, at a cash compensation at the rate of three thousand two hundred dollars (\$3,200) a year (this supersedes his previous appointment). (November 1, 1940)

JONES, MORRIS THOMPSON, Assistant in Animal Pathology and Hygiene, in the Department of Animal Husbandry, in the Agricultural Experiment Station, on one-half time, beginning October 15, 1940, and continuing through August 31, 1941, at a cash compensation at the rate of sixty dollars (\$60) a month. (October 22, 1940)

LONG, ALICE MAE, Cataloger in the Library, for ten months beginning November 1, 1940, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of one thousand four hundred dollars (\$1,400) a year. (October 22, 1940)

LOW, ABRAHAM ADOLPH, Associate Professor of Psychiatry, in the College of Medicine, on one-half time, beginning November 1, 1940, and continuing until the new head of the Department of Psychiatry takes office, at a cash

compensation at the rate of one thousand nine hundred dollars (\$1,900) a year, in addition to one thousand eight hundred dollars (\$1,800) a year paid by the State Department of Public Welfare for which the University assumes no responsibility (this supersedes his previous appointment). (November 1, 1940)

LUEBKE, EMMETH AUGUST, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Fellow in Physics). November 7, 1940)

LUETH, HAROLD CHARLES, Assistant Professor of Medicine, in the College of Medicine, on one-tenth time, beginning October 1, 1940, and continuing through March 31, 1941, at a cash compensation at the rate of twenty-three dollars (\$23) a month (this supersedes his previous appointment). (October 22, 1940)

MCCUNE, ROBERT FRANKLIN, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Fellow in Physics). (November 7, 1940)

MONTGOMERY, MAX MALCOLM, Instructor in Medicine, in the College of Medicine, on $3\frac{1}{100}$ time, beginning October 1, 1940, and continuing through March 31, 1941, at a cash compensation at the rate of fifty dollars (\$50) a month. (October 22, 1940)

MOONEY, VALETTE ADELE, Clerk in the Catalog Department of the Library, for ten months beginning November 1, 1940, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of seventy-five dollars (\$75) a month. (October 22, 1940)

MUEHLHAUSE, CARL OLIVER, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month. (November 7, 1940)

NYE, HERBERT ARNOLD, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Fellow in Physics). (November 7, 1940)

O'NEAL, RUSSELL DEWITT, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Fellow in Physics). (November 7, 1940)

PRIBBLE, JOHN H., Assistant in Anatomy, in the College of Medicine, for eight months beginning October 1, 1940, without salary. (October 30, 1940)

RAWCLIFFE, ROBERT DOUGLAS, Assistant in Physics, in the College of Engineering, on one-fourth time, beginning November 1, 1940, and continuing through January 31, 1941, at a cash compensation at the rate of thirty-five dollars (\$35) a month (this is in addition to his appointment as Fellow in Physics). (November 7, 1940)

SEXTON, HASKELL ORLANDO, Assistant in Band and Orchestra, on three-tenths time, for ten months beginning September 1, 1940, at a cash compensation at the rate of thirty-five dollars (\$35) a month. (October 30, 1940)

SHALLA, LEON STANLEY, Assistant in Anatomy, in the College of Medicine, for eight months beginning October 1, 1940, without salary. (October 30, 1940)

SORENSEN, RAYMOND ELMER, Assistant in Surgery, in the College of Medicine, beginning November 1, 1940, and continuing through August 31, 1941, without salary. (November 1, 1940)

VAN HOLLAND, CHARLES, Assistant Mechanician in the Department of Physics, in the College of Engineering, beginning October 1, 1940, and continuing through August 31, 1941, subject to the rules of the Civil Service Commission, at a cash compensation at the rate of one thousand nine hundred dollars (\$1,900) a year (this supersedes his previous appointment). (October 28, 1940)

DECLINATIONS, RESIGNATIONS, AND CANCELLATIONS

The secretary presented also for record the following list of declinations, resignations, and cancellations.

ADAMS, JAMES WILLIAM, Research Assistant in Orthodontia, in the College of Dentistry—resignation effective October 7, 1940.

ALBAN, ARTHUR LOUIS, Instructor in Oral Surgery, in the College of Dentistry—resignation effective October 15, 1940.

BEAGLE, CHAUNCEY M., Fellow in Business Organization and Operation and Accountancy—resignation effective October 31, 1940.

BEAGLE, Mrs. JANE HENDERSON, Stenographer in the President's Office—resignation effective November 4, 1940.

CONDIT, CHARLES C., Cooperating Teacher in the College of Education—cancellation effective September 1, 1940.

FINK, SOPHIE LOUISE, Stenographer in the Accounting Division of the Business Office—resignation effective November 6, 1940.

GWILLIM, RAY C., Cooperating Teacher in the College of Education—declination effective September 1, 1940.

JAFFE, Mrs. JEANNETTE, Senior Stenographer in the Department of Operative Dentistry, in the College of Dentistry—resignation effective October 23, 1940.

JONES, LOIS JEAN, Stenographer in the Extension Service in Agriculture and Home Economics—resignation effective November 12, 1940.

KRUEGER, PAUL FREDERICK, Instructor in Bacteriology and Public Health, in the Department of Pathology, Bacteriology, and Public Health, in the College of Medicine—declination effective September 1, 1940.

LANDECK, IRVIN W., Bookkeeper in the Accounting Division of the Business Office—resignation effective October 20, 1940.

LYON, STUART WELLINGTON, Special Research Assistant in Engineering Materials, in the Engineering Experiment Station—resignation effective November 22, 1940.

MALSBURY, MARSHALL, Cooperating Teacher in the College of Education—cancellation effective September 1, 1940.

PAINTER, FRED ARNOL, Farm Adviser at Large and Associate in Agricultural Extension, in the Extension Service in Agriculture and Home Economics—resignation effective November 6, 1940.

PALUMBO, CARL FRANK, Instructor in Medicine, in the College of Medicine—declination effective September 1, 1940.

PRESTON, MIRIAM, Stenographer in the Graduate School—resignation effective November 11, 1940.

REQUARTH, WILLIAM HENRY, Assistant in Anatomy, in the College of Medicine—declination effective October 1, 1940.

SVOBODA, ARTHUR FRANK, Laboratory Helper in the Department of Roentgenology, in the College of Medicine—resignation effective October 1, 1940.

The Board adjourned.

H. E. CUNNINGHAM

Secretary

HAROLD POGUE

President