

# **MEETING OF THE BOARD OF TRUSTEES**

**OF THE**

# **UNIVERSITY OF ILLINOIS**

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**December 16, 1941**

**With Adjourned Session of  
December 30, 1941**



The December meeting of the Board of Trustees of the University of Illinois was held at the Chicago Illini Union Building, in Chicago, at 10:30 a.m. on Tuesday, December 16, 1941. The following members were present: President Cleary, Mr. Davis, Mr. Forno, Mrs. Grigsby, Mr. Jensen, Mr. Karraker, Mr. Livingston, Dr. Meyer.

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Mr. H. E. Cunningham, Secretary, Mr. Lloyd Morey, Comptroller, Judge Sveinbjorn Johnson, Counsel, Mr. C. S. Havens, Director of the Physical Plant Department, and Mr. J. F. Wright, Director of Public Information.

## **MINUTES APPROVED**

The Secretary presented the minutes of the meeting of November 18, 1941.

On motion of Mr. Jensen, the minutes were approved as printed on pages 691 to 712 above.

**MATTERS PRESENTED BY PRESIDENT WILLARD**

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

**APPOINTMENT OF PROFESSOR THEODORE C. PEASE AS  
HEAD OF THE DEPARTMENT OF HISTORY**

(1) Since the retirement from active service on September 1, 1941, of Professor W. S. Robertson as Head of the Department of History, the Department has been administered by an Executive Committee with Professor Theodore C. Pease as Chairman. The Dean of the College of Liberal Arts and Sciences recommends that Professor Pease be appointed Professor and Head of the Department of History on indefinite tenure beginning September 1, 1942, at an annual salary of \$6,500.

In accordance with the provision in the University of Illinois Statutes relating to such appointments I have consulted the Dean of the College and all members of the Department of professorial rank concerning both the appointment of Professor Pease and the proposed change in the departmental organization. The majority definitely favor the change to the headship organization and the appointment of Professor Pease.

I concur in this recommendation.

On motion of Dr. Meyer, this appointment was made as recommended.

**APPOINTMENT OF MEDICAL DIRECTOR AND MEDICAL EXAMINERS  
OF UNIVERSITY RETIREMENT SYSTEM**

(2) The Board of Trustees of the University Retirement System of Illinois has appointed Dr. J. Howard Beard, University Health Officer, as Medical Director of the Retirement System and as Medical Examiner for the Urbana Departments, and Dr. W. W. Dalitsch as Medical Examiner for the Chicago Colleges. These appointments carry no salaries for the present, as it is impossible to tell at this time how much time will be required for this service. In the case of the Examiner the work can doubtless be done as a part of the institutional duties without much, if any, additional burden. In the case of the Medical Director it may be necessary for the Retirement Board to provide additional help to relieve him and his staff of any undue burden which might result from such an arrangement or, with the approval of the University, additional compensation may be paid to cover the added responsibilities.

I recommend that the Board of Trustees authorize Doctor Beard to serve as Medical Director of the Retirement System and Medical Examiner for the Urbana Departments (with the understanding that he may call on members of his staff for such assistance in examinations as may be necessary), and that Doctor Dalitsch be authorized to serve as Medical Examiner for the Chicago Departments, both cases being until further notice.

On motion of Mrs. Grigsby, this authority was granted as recommended.

**SABBATICAL LEAVE OF ABSENCE FOR  
JUDGE SVEINBJORN JOHNSON**

(3) On February 27, 1937 (Minutes, page 173), the Board granted Judge Sveinbjorn Johnson, University Counsel and Professor of Law, a sabbatical leave of absence with full pay for the second semester of 1937-1938 for the purpose of study and travel abroad. He did not take advantage of this grant because of illness in his family and other circumstances, but requested that he be permitted to forego his leave of absence until a future time. This request for deferment of leave was approved by the Board on September 27, 1937 (Minutes, page 483). Judge Johnson now requests that he be granted sabbatical leave of absence for the second semester of 1941-1942 or for six months from February 1, 1942, with full pay, so that he may devote the time to finishing a work begun several years ago on the translation of the Old Icelandic Lawbook, *Gragas*, into English. It will be a work in two volumes, including the original text and the translation facing each other on opposite pages, with full notes

relating the legal doctrines to other Scandinavian laws, to Anglo-American law, and to Roman law. His work on this will include studies in the libraries of Chicago and at Northwestern and Cornell Universities. Arrangements have been made by the College of Law to provide for his teaching without additional expense to the University and he will be available for other services when necessary.

I recommend approval of this request.

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

#### LEAVES OF ABSENCE

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

D. G. Bourgin, Assistant Professor of Mathematics, sick leave with full pay from November 5 to December 20, 1941.

Vera H. Leaf, Assistant in Dermatology, leave from December 1, 1941, through August 31, 1942, without pay, to do advanced work in Dermatology at the Vanderbilt Clinic in New York City.

J. D. Jefferson, Janitor in the Physical Plant Department, sick leave with full pay for August 23, 1941, and the period, September 2 to November 1, and November 12 and 13, 1941.

Pauline E. Changnon, Teacher in the University High School, extension of leave of absence with full pay, on account of illness, November 22 to December 14, inclusive.

William Wlodarski, Laborer in the Physical Plant Department in Chicago, sick leave without pay from noon September 23 to December 21, 1941.

#### *Leave of Absence for Military Service*

James Moran, Laborer in the Chicago Physical Plant Department, one year from December 4, 1941, without pay.

#### *Extension of Leave of Absence for Military Service*

J. B. Corns, Assistant Professor of Vegetable Crops Extension, Department of Horticulture, one year from January 20, 1942, without pay.

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

#### UNIVERSITY HEALTH OFFICER

(5) There is no provision in the University of Illinois Statutes defining the functions and responsibilities of the University Health Officer. When the present incumbent was appointed on July 21, 1916, the Board action directed that he be given such duties as may be assigned to him by the President of the University. It seems to me, however, that there should be a formal provision, and I therefore recommend that the University of Illinois Statutes, as adopted by the Board of Trustees on March 10, 1936, be amended by the addition of the following section:

Section 20½. (a) The University Health Officer shall be appointed by the Board of Trustees, on the recommendation of the President.

(b) It is his duty to use to the extent practicable the established methods of preventive medicine and sanitation in order to promote the general health and the mental and physical welfare of students, faculty, and staff. He shall have power to go anywhere on University property that may be necessary in the performance of his duties, and to seek any information from students, University officers, or employees which he may require in order to reduce accidents, prevent the spread of communicable disease, or cooperate with local or state officials in controlling epidemics.

(c) He shall report to the President any conditions which constitute a menace to the health and well-being of students, faculty members, and employees, and, with his approval, take whatever steps may be necessary to remove such menace.

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

#### USE OF FUNDS RECEIVED FROM ILLINOIS UNION, INCORPORATED

(6) As previously reported to the Board of Trustees, the Illinois Union Corporation has transferred its assets and liabilities to the University of Illinois Foundation with the understanding that the cash assets will be used for further improvements in the Illini Union Building.

The Illini Union Board recommends that the funds received from the Illinois Union amounting to \$20,000 be used:

1. To complete the construction in the fourteen rooms in the center section, and, until funds can be provided for the purchase of the furnishings, that these rooms be available for small meetings; this will mean that, until a specific gift is received for furnishings in this area, the guest facilities will not be available to the alumni;

2. To finish and equip the third floor (west wing) for the development of a student work shop.

The Illini Union Board further recommends that the original plan of providing guest rooms on the fourth floor be continued and that when funds are available this entire floor be finished and made available in addition to the rooms in the center section.

I concur in these recommendations subject to the condition that the cost of the proposed changes will not exceed the amount of funds received by the University of Illinois Foundation from the University of Illinois Union, Incorporated, for these purposes.

On motion of Mr. Jensen, these recommendations were adopted.

#### UNIVERSITY CIVIL SERVICE RULES

(7) It will be necessary for the Board of Trustees to adopt rules for the administration of the University's Civil Service System prior to January 22, 1942, which is the deadline specified in the act of the General Assembly authorizing the Board to establish a classified service in the University. The Board has appointed a University Civil Service Committee and has authorized it to draft such rules for consideration by the Board (Minutes, October 21, 1941, pages 672-673).

These rules have been sent to members of the Board and are presented herewith. The Committee is also working on classifications and rates of compensation for submission to the Board, but these will not be ready until the January meeting.

If these rules are adopted it is further recommended that the following committee be appointed to conduct the hearings on discharge and demotion and to report the evidence to the Board of Trustees for a decision:

*Standing Committee:* Professor W. C. Robb, *Chairman*, Professor R. N. Sullivan, Professor H. W. Bailey, Director H. E. Cunningham, *Secretary*.

*Alternates* (to serve as substitutes when the hearing does not involve an employee under their supervision): Dean H. P. Rusk, Director C. S. Havens.

Professor W. C. Robb and Mr. C. A. Webber, Bursar, commented on the proposed rules.

On request of Mr. Davis, provision for preference for veterans was incorporated in the rules.

On motion of Dr. Meyer, the following resolution was adopted.

*Whereas*, the Sixty-Second General Assembly of the State of Illinois empowered the Board of Trustees of the University to classify by rules for that purpose all non-academic positions and employments in the University of Illinois with certain exceptions therein stated, for the purpose of establishing grades, salary scales, and standards of examination therefor,

*Now, therefore be it resolved* that the Board of Trustees of the University of Illinois hereby adopts and puts into effect from this date the attached rules of the classified civil service of the University of Illinois (see page 736);

*Be it further resolved* that the Secretary of the Board of Trustees of the University, or an agent duly deputized by him, be and he is hereby authorized and directed to sign on behalf of the Board of Trustees of the University any

and all forms or documents relating to the classified civil service of the University which require execution by the Board of Trustees of the University or which may be necessary in order to effectuate the objects and purposes of the rules of the classified civil service of the University, and

*Be it further resolved* that Lloyd Morey, Comptroller, or an agent duly deputized by him, be and he is hereby designated as Appointing Officer with full power to act as such, in the administration of Amendment 36a to the State Civil Service Law in its relation to the University, including the power to sign any and all civil service forms or documents which require execution by the Appointing Officer, and

*Be it further resolved* that the authorization of the Board of Trustees of the University approved March 29, 1937 (Minutes, pages 216 and 217), designating Lloyd Morey, Comptroller, and C. A. Webber, Bursar, to serve jointly and severally as Appointing Officers with full power to act, is hereby rescinded.

On motion of Mr. Fornof, the standing committee to conduct hearings in cases involving discharge and demotion and to report the evidence to the Board was appointed as recommended.

#### ADMINISTRATION OF SCHOOL OF PHYSICAL EDUCATION AND INTERCOLLEGIATE ATHLETICS

(8) At its meeting on July 22 the Board of Trustees referred to the University Senate the following recommendation from the Committee on Athletic Activities of the Board:

"That consideration be given to again placing the School of Physical Education under the Athletic Director to the end that there should be a close and understanding cooperation, that the Athletic Director and major coaches shall actively teach in the School of Physical Education, including summer school sessions, and that coaches as well as the Athletic Director shall spend the major portion of each year, among other duties at the University, in closer contact with alumni, high school and public bodies."

On July 23 I referred the request of the Board to the University Senate Committee on Educational Policy for study and report to the Senate. At the meeting of the Senate on December 1 the Committee presented the following statement, summarizing the facts and opinions obtained by the Committee:

"Agencies *administering*—executing—athletic policies at the University as distinguished from the policy-making bodies:

"The administration of athletics at the University is primarily in the Board of Directors of the Athletic Association which administers intercollegiate athletics and intramural sports. The executive agent of the Board of Directors of the Athletic Association is the Director of Intercollegiate Athletics, appointed by the Board of Trustees of the University on recommendation of the Board of Directors of the Athletic Association and the President of the University. The Board of Directors has a Director of Intramural Sports as its executive agent in the execution of its powers in that particular field. In addition, and properly listed as a part of the administrative machinery, is the University representative on the Intercollegiate Conference of Faculty Representatives, who is appointed by the President of the University.

"The School of Physical Education at the University of Illinois is organized with a Director and an Executive Committee. It appears that the University of Illinois is the only member of the Intercollegiate Conference which has a School of Physical Education. The other institutions have departments or divisions. Many members of the coaching staff of the University of Illinois are members of and teach in the School of Physical Education.

"In evaluating this dual arrangement, your committee obtained information from the Director of the School of Physical Education and from the files in the offices of the Registrar and the Comptroller relative to the financial and administrative organization of athletics and physical education in all the universities which are members of the Intercollegiate Conference.

"In addition to obtaining these factual and statistical data, the committee as a whole has interviewed at different times the Director of the School of

Physical Education, members of the athletic coaching staff of the University, members of the teaching staff of the School of Physical Education, the Director of Intramural Sports, and members and former members of the Board of Directors of the Athletic Association. Individual members of your committee have had personal conferences with the Acting Director of Intercollegiate Athletics, the Director of the School of Physical Education, the Chairman of the Senate Committee on Athletics, the Business Manager of the Athletic Association, and other members of the teaching and coaching staffs. Besides the evidence obtained from personal interviews, a number of letters are in the files of the committee in which the views of members of the teaching and coaching staffs are expressed.

"The Director of the School of Physical Education is concerned with the health education and recreation of students. This is accomplished through (a) giving medical examinations, teaching hygiene, teaching physical education, and (b) training professional workers, including athletic coaches, in the general field of physical education.

"The Director of Athletics is concerned primarily with organizing and developing a program of intercollegiate athletics and with the administration of the activities of the Athletic Association.

"The persons interviewed by the committee, both from the School of Physical Education and from the department of Intercollegiate Athletics, all favored the continuation of the two separate organizations and were opposed to their union under one head. The successful administration of both these units by the person at the head of one of them is impracticable, if not impossible, because of the volume of work and the difference in objective and in the point of view of each organization. Even under Mr. Huff a much larger division of function obtained than is commonly supposed.

"Some criticism has been voiced over the apparent failure of the School of Physical Education to place football coaches in the high schools of the state. This situation has been attributed to a lack of emphasis on courses in coaching. However, there are more coaching courses offered at the University of Illinois at the present time than at most universities which are held up as examples of successful coaching schools. Furthermore, the placing of a smaller number of football coaches than of basketball coaches in Illinois is due partly to the fact that football is played in a smaller number of schools than is basketball. Compared with the approximately 910 high schools in Illinois which play interscholastic basketball, there are only 346 which play regular football and 43 which play six-man football. Less than one-third of the high schools in the United States play regular interscholastic football. Your committee heard only complimentary statements from members of both staffs about the present administration of the School of Physical Education and the department of Intercollegiate Athletics, with high praise for the administrators.

"The University Senate has concurred in the judgment of its Committee on Educational Policy that placing the School of Physical Education under the administration of the Director of Athletics is unwise and would not be in the best interests of the University."

I concur in the judgment of the Senate.

This report was referred to the Committee on Athletic Activities for consideration and report.

#### **APPROPRIATION TO UNIVERSITY RETIREMENT BOARD**

(9) The General Assembly of Illinois made an appropriation of \$200,000 to the University for its share of the costs of the new University Retirement System of Illinois during the current biennium. These funds are to be paid to the Board of Trustees of the University Retirement System of Illinois on the basis of an apportionment among the various institutions and funds (Federal, State, and Trust Funds), in accordance with actuarial procedures.

The actuarial studies to determine the total charges against this fund for the current year have not been completed. The Board has authorized an advance of \$5,000 to meet death claims from which \$4,985 has been paid.

The Retirement Board now requests an additional assignment of \$10,000 for the payment of death benefits and other proper charges against this fund.

On motion of Mr. Jensen, this appropriation was made, by the following vote: Aye, Mr. Cleary, Mr. Davis, Mr. Fornof, Mrs. Grigsby, Mr. Jensen, Mr. Karraker, Mr. Livingston, Dr. Meyer; no, none; absent, Mr. Adams, Mr. Green, Mr. Wieland.

#### **SPECIAL APPROPRIATIONS AND NON-RECURRING EXPENDITURES**

(10) A recommendation that an assignment of \$300 be made from the General Reserve Fund for the construction of an exhaust and muffling system for motors in the Military Department.

On motion of Mr. Livingston, this appropriation was made, by the following vote: Aye, Mr. Cleary, Mr. Davis, Mr. Fornof, Mrs. Grigsby, Mr. Jensen, Mr. Karraker, Mr. Livingston, Dr. Meyer; no, none; absent, Mr. Adams, Mr. Green, Mr. Wieland.

#### **PURCHASES RECOMMENDED**

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

Instruments for the Student Supply Store of the College of Dentistry for resale to students, as follows:

51 Sets Black's Scalers	8 Only Bates Scaler No. 1
50 Sets Towner Files	200 Cone Socket Handles
1 Only Black's Scaler	66 Long Handle Explorer
54 Sets Bates Scalers	60 Long Handle Explorer
20 Only Bates Scaler No. 1	108 Long Handle Explorer

from the Fara Manufacturing Company at their quoted price of \$1,227.20. This is a non-competitive item as the Fara Manufacturing Company is the only one equipped to execute the order.

On motion of Mr. Jensen, these purchases were authorized.

#### **PURCHASES AUTHORIZED**

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

1. Air conditioning equipment for the atmospheric environment research (Cold Laboratory) in the College of Medicine, from the Vilter Sales Construction Company, the lowest bidder, at its price of \$4,994.

2. Insect screens for Men's Residence Hall, from the Burrowes Corporation, Portland, Maine, at its bid price of \$3,486. A bid lower by \$15.62 was received from the Kane Manufacturing Company, Kane, Pennsylvania, but that company requires a priority, which would be very difficult to obtain, whereas the Burrowes Corporation can guarantee delivery.

On motion of Mrs. Grigsby, the action of the President of the University in authorizing these purchases was approved and confirmed.

#### **CONTRACTS EXECUTED BY THE COMPTROLLER NOVEMBER 11 TO DECEMBER 6, 1941**

(13) The Comptroller's report of contracts executed.

Lease executed under general regulations of the Board of Trustees:

<i>With Whom</i>	<i>Property</i>	<i>Amount to be received by the University</i>	<i>Date</i>
Mr. and Mrs. Wm. R. Castor	Premises at 1204 West Springfield Avenue, Urbana, Illinois, for 10 months from November 1, 1941	\$400 00	November 10, 1941

Minor contract executed under general regulations of the Board of Trustees:

R.E.A. Cooperatives and Illinois State Board for Vocational Education	Safety education and job training	November 11, 1941
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This report was received for record.

### LOIS SHEPHERD GREEN SCHOLARSHIP FUND

(14) Mr. Frederick Green, Professor of Law, *Emeritus*, has given the University \$1,500, to establish a scholarship fund in memory of his late wife, a former member of the faculty of the Department of Philosophy at the University, under the following conditions:

1. The trust fund shall be known as "The Lois Shepherd Green Scholarship Fund."

2. The income, but no part of the principal, may be used for scholarships to be awarded from time to time but not necessarily annually to promising undergraduate students at the University who are studying or intend to study philosophy.

3. The awards shall be made on recommendation of the faculty of the Department of Philosophy.

4. In making awards the need of a student for financial aid shall be taken into consideration and regarded as an important factor in his or her favor.

Pursuant to the authority granted the President of the University in the University of Illinois Statutes, I have accepted this gift under the conditions above stated with a formal expression of appreciation on behalf of the Board of Trustees and the University. Professor Green states that the gift is in lieu of a contingent bequest to the Board of Trustees in a will he made several years ago. If the gift is accepted it is his intention to supplement it next year.

I request confirmation of my action in accepting this.

On motion of Mr. Davis, the action of the President of the University in accepting this gift was approved and confirmed.

### GIFT OF MR. AND MRS. MERLE J. TREES

(15) Pursuant to the terms of the resolution of the Executive Committee adopted December 18, 1937 (Minutes, page 587), Mr. and Mrs. Merle J. Trees offer as their gift for 1941, to be added to the "Emily Nichols Trees (Class of 1905) and Merle Jay Trees (Class of 1907) Collection," which was started by them in 1937, the following paintings:

Given by Mrs. Trees:		<i>Artist and Painting</i>	<i>Value</i>
		George Innes, "Landscape".....	\$6 500
		C. F. Daubigny, "Landscape".....	2 200
Given by Mr. Trees:			
		James Francis Murphy, "Landscape".....	500
		Pieter de Hooch, "Interior".....	6 500
Given jointly by Mr. and Mrs. Trees:			
		Théodule Ribot, "Still Life".....	2 400

Certificates of appraisal from the Art Institute of Chicago showing the value of these paintings are deposited with the Secretary of the Board.

On motion of Mrs. Grigsby, this gift was received, and the President of the University was requested to express to Mr. and Mrs. Trees the great appreciation of the Board.

### GIFTS TO THE UNIVERSITY AND GRANTS OF FUNDS FOR VARIOUS PURPOSES

(16) A report of the following gifts and grants of funds for various purposes received by the University since the last report:

#### *Gifts*

1. Dr. and Mrs. H. B. Thomas (Doctor Thomas is Professor of Orthopaedics and Head of the Department), \$1,000 to be added to the emergency loan fund of the College of Medicine to assist needy and deserving medical students who require such financial aid.

2. Class of 1941, \$928.92 to be used as a scholarship fund for needy students, to be administered by the Committee on Special Undergraduate Scholarships.

3. Dr. Francis L. Lederer, Professor and Head of the Department of



Laryngology, Rhinology, and Otolaryngology, \$40 to supplement a previous contribution of \$500 as a special fund for departmental purposes.

4. Mr. Frederic Taubes, Carnegie Visiting Professor of Art for 1941-1942, a painting, "The Violin Player," to the Department of Art.

5. Illinois State Board for Vocational Education, \$29.68 for the National Defense Training Program used by the Agricultural Engineering Department.

6. Friends and members of the faculty of Dr. Frederick B. Noyes (former Dean of the College of Dentistry and now retired), \$589.86 to perpetuate the \$50 annual seminar prizes which Doctor Noyes awarded during the time he was Dean of the College of Dentistry, to be set up as an expendable trust fund.

7. Westinghouse Electric and Manufacturing Company, six 460 volt AC capacitors, or condensers, to the Department of Electrical Engineering. The value of these condensers is approximately \$120.

8. International Harvester Company, a Model 300 power unit to the Department of Agricultural Engineering where it is being used as a part of their electric dynamometer. It is valued at approximately \$500.

9. Hillel Foundation, a leaf from a sixteenth century Spanish Manuscript Antiphonarium inscribed on vellum and used in the Cathedral of Jaen, to the School of Music as a gift of appreciation for the use of Recital Hall for the Yom Kippur services.

10. Mrs. Archer Huntington (Anna Hyatt), a study of an elephant in bronze, fifteen inches long and eleven inches high, to the College of Fine and Applied Arts. Mrs. Huntington has made a specialty of animal studies and is represented in most of the museums of this country and also abroad.

#### *Grants for Research*

1. Mr. M. B. Vick, \$500, Mr. W. A. Singer, \$1,500, Dr. B. Z. Rappaport, \$300, and Mr. Clinton O. Dicken, \$500 (total of \$2,800) for research work on the chemistry and immunology of allergins, to be set up under the name of Allergy Antigens Research (College of Medicine).

2. General Foods Corporation, \$700 for the purpose of conducting a study under the direction of Professor W. C. Rose of the Department of Chemistry of the tolerance and metabolic fate of hydroxyacetic acid.

This report was received for record.

#### **REGULATIONS FOR THE ADMINISTRATION OF COUNTY SCHOLARSHIPS**

(17) Under State law a scholarship is available in each county of Illinois to the candidate who passes with the highest grade a competitive examination conducted by the County Superintendent of Schools on the first Saturday in June of each year. The competition is open only to high-school graduates. The University prepares the examination questions and is authorized to prescribe such rules as may be necessary for the administration of these scholarships.

Heretofore the law has provided that the examinations shall be graded by the County Superintendents of Schools and the results reported to the University. The 62nd General Assembly amended the law to provide that the University shall grade the papers. The Registrar, who represents the President of the University in the administration of the County Scholarship law, recommends that to facilitate this grading and to provide a more satisfactory type of examination the following objective type examinations which can be secured from the American Council on Education be authorized.

#### *Morning Examination (9:00-11:00)*

Cooperative English usage, spelling, and vocabulary test.

#### *Afternoon Examination (1:30-4:30)*

Choice of two of the following three cooperative general achievement tests: (1) general proficiency in the field of social studies; (2) general proficiency in the field of natural sciences; (3) general proficiency in the field of mathematics. These tests are for students of twelfth-grade level.

He further recommends that the County Scholarship regulations be amended

to read as follows, all proposed changes being in italics; paragraphs 3, 6, 7, and 8 of these regulations remain unchanged:

1. *The examination will be upon English and one or more of the other fields of high school study. All examinations will be of the objective type.*

2. The examination shall be held at the courthouse in each county, from 9:00 to 11:00 a.m., and from 1:30 to 4:30 p.m., on the first Saturday in June. The question papers, with all necessary directions and blanks, will be prepared at the University, and sent in advance to the County Superintendents. *Candidates should provide themselves with lead pencils.*

3. A candidate must, in all cases, attend the examination in the county in which he actually resides, and shall let his County Superintendent know beforehand that he will take the examination. In no case can any change of place or date be permitted.

4. The County Superintendent shall, *immediately on the close of the examination, forward to the Registrar of the University, all application blanks and examination papers handed in by each candidate, and any remaining examination questions and supplies.*

5. *In accordance with the statute the examination papers will be graded by the University. The University will announce the scholarship awards and will notify each candidate of his standing in the examination.* No person can receive a county scholarship in the University who does not pass the examination as outlined in this circular *with an average of at least 70%.* Even if there be but one candidate, so that there is no competition, he must comply with all requirements.

6. Passing the scholarship examination does not, however, insure admission to the University. The candidate must also satisfy in full the entrance requirements as stated in the University catalog; that is, he must present a certificate of graduation from an accredited high school, covering the completion of fifteen acceptable units of entrance credit, including prescribed subjects, so as to be able to enter without "conditions;" or, in lieu of such certificate of graduation, must pass entrance examinations as required by the University regulations. Passing a subject in the scholarship examination does not give University entrance credit in that subject.

7. In case a candidate who stands highest in the examination in his county shall fail to satisfy the requirements of the University for admission to the freshman class, or shall fail to enter the University regularly in September thereafter, he shall forfeit his claim to a scholarship, and the vacancy may be filled as provided in Section 172 of the statute.

8. In making appointments to vacancies under Section 172 of the statute, the President will appoint no one who did not attain in the examination an average standing of 70%.

I concur in these recommendations.

On motion of Mr. Livingston, these regulations were adopted.

#### UNIVERSITY LIBRARY BINDING CONTRACT

(18) The matter of the contract for binding for the Library was referred to a special committee of the Board on November 18, 1941 (Minutes, page 699). The officers of the University renew their recommendation made at that time.

Action on this matter was deferred (see page 727).

#### LEAVES OF ABSENCE FOR MEMBERS OF HOME ECONOMICS EXTENSION STAFF

(19) A recommendation that the following members of the Home Economics Extension Staff be given leaves of absence during the academic year 1942-1943 on the terms and for the period indicated in each case:

Erma Cottingham, Associate in Home Economics Extension, and 4-H Club Adviser, one year from September 1, 1942, on one-half pay, for advanced study of general home economics with emphasis on foods and nutrition, at the University of Chicago.

Mrs. Mary Stansifer Ligon, Home Adviser at Large and Instructor in Home Economics Extension, one year from September 1, 1942, on one-half pay,

for advanced study of economics, agricultural economics, and home management, at the University of Illinois.

The salaries of these members of the staff are paid in full from funds received by the University from the Federal government for the extension program in agriculture and home economics. The total amount of salaries to be paid while on leave is \$2,380.

Their applications for leaves have been approved by the Federal government in accordance with its program of granting members of extension staffs leaves on one-half pay for purposes of advanced study to improve themselves professionally.

On motion of Mrs. Grigsby, these leaves were granted as recommended.

#### CONTRACT FOR PURCHASE OF COAL

(20) At its meeting on November 18 the Board was informed that the Governor had returned, without his approval, a contract for the purchase of coal from the Globe Coal Company, the lowest bidder, for the current year. The Comptroller was instructed to confer with the Governor concerning this matter and in the event the contract was not approved to have the Purchasing Agent advertise for new bids. This contract has now been approved by the Governor, and it is therefore not necessary to readvertise for bids and to make a new award.

This report was received for record.

#### NATIONAL DEFENSE RESEARCH PROJECTS

(21) Pursuant to the authorization of the Board of Trustees, I have authorized the execution by the Secretary and Comptroller of the Board of Trustees of contracts with the National Defense Research Committee covering three research projects to be carried on in the Department of Chemistry. The total amount of money which the Government has agreed to pay covering the cost of these investigations is \$25,900 and the contracts are designated as follows:

<i>With Whom</i>	<i>For</i>	<i>Amount to be received by the University</i>	<i>Date</i>
United States Office of Emergency Management	Confidential Contract O.E.M. 102	\$5 000	November 4, 1941
United States Office of Emergency Management	Confidential Contract O.E.M. 108	13 150	November 4, 1941
United States Office of Emergency Management	Confidential Contract O.E.M. 109	7 750	November 4, 1941

This report was received for record.

#### SEVENTY-FIFTH ANNIVERSARY CELEBRATION

(22) A Committee of the faculty, appointed several weeks ago, has been working on the general plans for the observance of the 75th anniversary of the University on March 2, 1943. The Committee has just submitted a report with estimates of the cost of various types of programs ranging from \$30,000 to \$50,000. The programs in each case would include convocations at Urbana and Chicago on March 2, 1943, educational conferences, open houses, or exhibits showing achievements of various divisions, motion pictures illustrating University activities, publications including a history of the University, radio broadcasts, and addresses by University representatives in various parts of the State.

Under normal conditions it would be appropriate, in my judgment, to observe the 75th anniversary of the University with a program, or series of programs, of the type indicated by the Committee. To carry out any program it will be necessary to begin making definite plans now. In view of the economic readjustments necessitated by the war and those which will follow its close, it is my judgment that the University should abandon any plans previously conceived for such a celebration because of the expense involved, and I so recommend. The observance of the 75th anniversary may well be confined to a very modest program, purely local in character, simply noting the event without the academic ostentation which occasionally characterizes such affairs.

Action on this matter was deferred.

**REPORT OF EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES**

Mr. Cleary, Chairman of the Executive Committee, made and filed the following report in behalf of the Committee:

**MEETING OF THE EXECUTIVE COMMITTEE**

December 12, 1941

A meeting of the Executive Committee of the Board of Trustees of the University of Illinois was held at the University Club, 76 East Monroe Street, Chicago, on Friday, December 12, 1941, at 4:00 p.m.

Present: Mr. Cleary, Chairman, Mr. Davis, Mr. Jensen.

Mr. Davis moved the adoption of the following resolution:

1. *Whereas*, the Board of Trustees of the University of Illinois was a lessee under a lease dated July 1, 1938, in which the University of Illinois Union, Inc., was the lessor of the premises hereinafter described, of which on the said date the University of Illinois Union, Inc., hereinafter called the Union, was the owner in fee:

*Parcel A*

The South Third of the Northeast Quarter (NE $\frac{1}{4}$ ) of Block Twelve (12) of J. S. Wright's Addition to the City of Champaign, being a part of the Northeast Quarter (NE $\frac{1}{4}$ ) of the Northwest Quarter (NW $\frac{1}{4}$ ) of Section Eighteen (18) in Township Nine (9) East of the Third Principal Meridian in Champaign County;

*Parcel B*

The East sixty-four and twenty-five hundredths (64.25) feet of the South forty-five (45) feet of the Northwest Quarter (NW $\frac{1}{4}$ ) of Block Twelve (12) of J. S. Wright's Addition to Champaign, being a part of the Northeast Quarter (NE $\frac{1}{4}$ ) of the Northwest Quarter (NW $\frac{1}{4}$ ) of Section Eighteen (18) in Township Nine (9) East of the Third Principal Meridian in Champaign County, Illinois, together with and including all right, title and interest of the mortgagors in and to an easement of right-of-way over the North ten (10) feet of the South fifty-five (55) feet of the Northwest Quarter (NW $\frac{1}{4}$ ) of said Block Twelve (12), as shown by warranty deed dated June 26, 1908, and recorded in Book 140 of Warranty Deeds at page 314 thereof in the Recorder's Office in Champaign County, Illinois, situated in Champaign County, Illinois;

*Parcel C*

The Southeast Quarter (SE $\frac{1}{4}$ ) of Block Twelve (12) of J. S. Wright's Addition to the City of Champaign, being a part of the Northeast Quarter (NE $\frac{1}{4}$ ) of the Northwest Quarter (NW $\frac{1}{4}$ ) of Section Eighteen (18) in Township Nine (9) East of the Third Principal Meridian in Champaign County, Illinois; and

2. *Whereas*, the Union did on November 28, 1941, convey the premises above described to the University of Illinois Foundation, a non-profit corporation of the State of Illinois, hereinafter called the Foundation, in fee simple, with the consent and approval of the Board of Trustees of the University of Illinois; and

3. *Whereas*, there were on November 28, 1941, outstanding certain obligations secured by mortgages of the premises hereinbefore in this resolution described which it was and still is the desire of the Foundation and the Board of Trustees of the University of Illinois, hereinafter called the Board, to refinance through bonds issued by the Foundation at a lower rate of interest; and

4. *Whereas*, in order to facilitate and complete the refinancing operations above described the Board stated its willingness to cancel the lease above mentioned and to release the Union from any and all obligations thereunder; and

5. *Whereas*, in order to complete the refinancing operations aforesaid, to issue the bonds and to secure them adequately so as to make the same readily

marketable it is necessary for the Foundation to execute an indenture of mortgage to the Continental Illinois National Bank and Trust Company to secure the bond issue aforesaid in the amount of \$130,000, which indenture of mortgage is and will be upon its face as of December 15, 1941, a first lien upon the premises hereinbefore described, commonly known as the Student Center and Arcade Buildings in Champaign, Illinois; and

6. *Whereas*, in order to complete the refinancing operations aforesaid and to insure to the Foundation income adequate to pay the interest on and principal of the bond issue aforesaid it is necessary for the Board of Trustees to enter into a lease agreement with the Foundation whereby and whereunder the Foundation as lessor leases to the Board as lessee the Student Center and Arcade Buildings above mentioned and the premises hereinbefore described and on which the indenture of mortgage aforesaid as of December 15, 1941, is a lien; and

7. *Whereas*, the Board has heretofore indicated its approval of the refinancing operations aforesaid and expressed its willingness and desire to cooperate fully in all steps necessary thereunto;

*Now, therefore, be it resolved* by the Executive Committee of the Board of Trustees of the University of Illinois that the officers of the Board, to wit, the President and the Secretary, be authorized, empowered, and directed to execute a lease of the Student Center and Arcade Buildings and of the premises described in paragraph 1 of this resolution and whereunder the Board becomes a lessee and the Foundation the lessor of said premises, such lease to be executed as of December 15, 1941, which lease is now before this committee and the contents of which are familiar to it.

*Be it further resolved* that paragraphs numbered 1 to 7 hereof shall be regarded as a part of this resolution.

On vote this resolution was adopted.

Mr. Jensen moved that the action of the Executive Committee as evidenced by the foregoing Minutes and Resolution be in all things ratified, approved, and adopted; that the action of the Committee in authorizing the execution of the lease therein described, from the University of Illinois Foundation to the Board of Trustees of the University of Illinois, be ratified and approved; and that the cancellation of the lease from the Illinois Union, Inc. to the Board of Trustees, described in said Resolution, be and the same is hereby approved and affirmed.

On this motion the following members voted "Aye": Mr. Cleary, Mr. Davis, Mr. Fornof, Mrs. Grigsby, Mr. Jensen, Mr. Karraker, Mr. Livingston, Dr. Meyer.

A quorum being present and the vote being unanimous, the motion was declared adopted.

#### OATH OF ALLEGIANCE REQUIRED

Mr. Jensen, for the Committee on General Policy, presented the following report:

The Committee on General Policy recommends that the oath of allegiance required of members of the staff who are paid from Federal Funds be required of all members of the staff.

FRANK A. JENSEN  
Dr. KARL A. MEYER  
CHESTER R. DAVIS

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

**ILLINI UNION SERVICE CHARGE**

Mr. Jensen, also for the Committee on General Policy, presented the following report.

The Committee on General Policy recommends that members of the University Staff who have contributed \$50 or more to the fund for furnishing the Illini Union Building be given the privileges of the building for the year 1941-1942.

FRANK A. JENSEN  
Dr. KARL A. MEYER  
CHESTER R. DAVIS

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

**INVESTMENT OF STUDENT LOAN FUNDS**

Mr. Karraker, for the Finance Committee, presented the following report.

The Comptroller reported to the Finance Committee that a substantial surplus exists in Student Loan Funds in excess of demands for loans. Total loan funds now amount to \$369,795. Outstanding notes total \$262,826, leaving an unloaned balance of \$106,969. Of the latter amount the sum of \$40,147 is invested, mostly in U. S. Treasury bonds, leaving a present cash balance of over \$65,000. It is desirable that this investment be kept in a reasonably liquid form.

The Comptroller secured recommendations from our Investment Counsel, the First National Bank of Chicago, and after consideration of those recommendations, the Finance Committee authorized as an emergency action the purchase of the following items:

\$20,000 U. S. Savings bonds (bringing the total of this fund invested in these bonds to \$50,000; the other holdings are in different U. S. bonds). If these bonds can be held to maturity (12 years), they will yield 2½%, but if they had to be disposed of during that time, the yield would be at various amounts ranging from zero up. The yield on a two-year basis would be 0.61%.

\$25,000 Reconstruction Finance Corporation 1½% due July 15, 1943, @ about 100.21, to yield 0.73%.

O. M. KARRAKER  
*Chairman*

On motion of Mr. Karraker, this report was received for record and the action of the Finance Committee was approved and confirmed.

**BUDGETARY SITUATION AS AFFECTED BY THE WAR**

On request of the President of the University, the Board gave some time to a discussion of the effects of the entry of the United States into the World Wide War on the budgetary and educational program of the University. Mr. Morey, Director Havens, and Dean Allen made statements on the situation.

**EXECUTIVE SESSION**

At this point, President Cleary stated that on request of a member, the Board would go into executive session in committee of the whole.

When the committee rose, the following actions were reported to the Secretary.

**REPORT OF FINANCE COMMITTEE**

Mr. Karraker, for the Finance Committee, presented the following report.

Some months ago the Board of Trustees referred to the Finance Committee the question as to whether there should be a survey made of the business operations of the University with a view of determining the efficiency and economy of administration and procedure of administration. This is in keeping with the

practice of many industrial concerns, schools, institutions, and agencies of the Federal Government.

The Committee has given much attention to this question and held a meeting on December 4th for final consideration of the subject, at which meeting was present Mr. Booz, of Booz, Fry, Allen, and Hamilton, to explain the methods of such work, and also there were present all members of the Finance Committee, President of the Board of Trustees, President of the University, the Comptroller, and the head of the Physical Plant Department.

There was a full discussion of all the matters pertaining to this question and the Committee, therefore, now desires to make the following report.

It is recommended that the President of the University be instructed to employ a competent firm to make such survey of the business operations of the University at a cost not to exceed \$20,000, such firm to be Booz, Fry, Allen, and Hamilton.

Respectfully submitted:

KARL A. MEYER  
CHESTER R. DAVIS  
O. M. KARRAKER

On motion of Mr. Karraker, this recommendation was adopted, by the following vote: Aye, Mr. Cleary, Mr. Davis, Mr. Fornof, Mrs. Grigsby, Mr. Karraker, Mr. Livingston, Dr. Meyer; no, Mr. Jensen; absent, Mr. Adams, Mr. Green, Mr. Wieland.

#### REPORT OF SPECIAL COMMITTEE ON LIBRARY BINDING

Mr. Jensen, for the Special Committee on Library Binding, appointed by the Board of Trustees on November 18, 1941, presented the following report.

This committee, consisting of Mr. Homer Mat Adams (Chairman), Mr. John R. Fornof, and Mr. Frank A. Jensen, met at the University Club in Chicago on November 20, 1941, with all members present. Director White, Comptroller Morey, and Purchasing Agent Edwards presented to the committee information concerning the specifications for binding and the procedure followed in securing bids under date of November 7, 1941. Representatives of all five binding concerns who had been invited to bid on that occasion were present. The committee listened to a lengthy discussion of protests on behalf of two of these concerns to the form of the specifications.

It is the opinion of the undersigned that, although in certain minor details the specifications might have been slightly more clear, in general, they are satisfactory and were suitable as a basis for bidding. If in any respect there was lack of clearness, the way was open for bidders to secure further information from University officials. These opinions were confirmed by the statements from three out of the five parties invited to submit bids and who were present at the committee meeting.

The undersigned members of the committee recommend that the recommendation of the President submitted to the Board of Trustees on November 18, 1941, be approved. This recommendation is that the contract for library binding for the remainder of the biennium ending June 30, 1943, be awarded to Ernst Hertzberg and Sons on the basis of unit prices submitted by them under date of November 7, 1941, which prices were lowest on the basis of the entire quantity of work to be done.

It is our understanding that Mr. Adams does not concur in this recommendation and that he will submit a separate report expressing his opinion.

FRANK A. JENSEN  
JOHN R. FORNOF

On motion of Mr. Jensen, this contract was awarded as recommended, by unanimous vote of the members present.

**APPOINTMENTS MADE BY THE PRESIDENT**

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

ARNETT, HENRY DILGARDT, Assistant in Physics, in the College of Engineering, on three-fourths time, for eight months beginning November 1, 1941, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 24, 1941)<sup>1</sup>

BAIR, ROBERTA M., Key Punch Operator in the Tabulating Division of the Business Office, for eight months beginning January 1, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes her previous appointment). (December 13, 1941)

BEDINGER, PAUL LINCOLN, Instructor in Medicine, in the College of Medicine, on 35/100 time, beginning December 1, 1941, and continuing through August 31, 1942, at a salary at the rate of seventy dollars (\$70) a month. (December 12, 1941)

BOCKOVEN, HAROLD D., First Year Resident in the Department of Ophthalmology, in the College of Medicine, beginning January 1, 1942, and continuing through June 30, 1942, with a vacation allowance on the basis of two weeks per year, at a salary at the rate of fifty dollars (\$50) a month; for the convenience of the University he will also be provided with maintenance (including room, board, and laundry). (December 3, 1941)

BRADLEY, EUGENE F., Assistant in Spanish, on one-fourth time, beginning December 1, 1941, and continuing through January 31, 1942, at a salary at the rate of thirty dollars (\$30) a month. (December 12, 1941)

BUSWELL, ARTHUR MOSES, Professor of Chemistry, on two-fifths time, on indefinite tenure, beginning November 1, 1941, at a salary of two thousand six hundred dollars (\$2,600) a year, in addition to three thousand nine hundred dollars (\$3,900) a year, paid by the State Water Survey, for which the University assumes no responsibility (this supersedes his previous appointment). (November 25, 1941)

COEN, HARDIN EDWARD, Assistant in Medicine, in the College of Medicine, for ten months beginning November 1, 1941, without salary. (November 24, 1941)

CROSS, FOWLER BORDER, Assistant in Library Science, on one-half time, for six months beginning January 1, 1942, at a salary at the rate of seventy dollars (\$70) a month. (December 12, 1941)

CULLEN, ARTHUR JAMES, Assistant in Spanish, on three-fourths time, for two months beginning December 1, 1941, at a salary at the rate of ninety dollars (\$90) a month, and on one-half time, for five months beginning February 1, 1942, at a salary at the rate of sixty dollars (\$60) a month (this supersedes his previous appointment). (December 3, 1941)

DAVIDSON, BETTY LU, Assistant Typist in the Accounting Division of the Business Office, for eight months beginning January 1, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of ninety dollars (\$90) a month. (December 13, 1941)

FORT, DONALD M., Assistant in Economics, on one-half time, for seven months beginning December 1, 1941, at a salary at the rate of seventy dollars (\$70) a month. (November 29, 1941)

HARDING, HAROLD, Personnel Secretary in the Bursar's Division of the Business Office, beginning November 3, 1941, and continuing through August 31, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of two hundred dollars (\$200) a month. (November 25, 1941)

HEISLER, FRIEDY B., Assistant in Psychiatry, in the College of Medicine, for nine months beginning December 1, 1941, without salary. (December 12, 1941)

HICK, FORD KIMMEL, Assistant Professor of Medicine, in the College of Medicine, on one-tenth time, beginning December 1, 1941, and continuing through August 31, 1942, at a salary at the rate of thirty dollars (\$30) a month (this supersedes his previous appointment). (December 12, 1941)

KELLEY, MARY RUTH, Junior Proofreader in the Print Shop, for eight

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



months beginning January 1, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of one hundred dollars (\$100) a month. (December 12, 1941)

KIMPEL, ALICE B., Assistant Stenographer, on four-fifths time, in the Division of the University Extension, and on one-fifth time, for the Director of the Summer Session, beginning November 24, 1941, and continuing through August 31, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of eighty-five dollars (\$85) a month. (December 12, 1941)

KJELLSTRAND, AMELITA MAE, Typist and Key Punch Operator in the Tabulating Division of the Business Office, for eight months beginning January 1, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes her previous appointment). (December 13, 1941)

KLEIN, ERNEST S., Assistant in Psychiatry, in the College of Medicine, for nine months beginning December 1, 1941, without salary. (November 24, 1941)

LEE, RICHARD WAYNE, Assistant in Physics, in the College of Engineering, on one-fourth time, for eight months beginning November 1, 1941, at a salary at the rate of thirty-five dollars (\$35) a month (this supersedes his previous appointment). (November 24, 1941)

LOGAN, ALETA ELEANOR, Assistant in Institution Management, in the Department of Home Economics, in the College of Agriculture, for five months beginning February 1, 1942, at a salary at the rate one hundred fifty dollars (\$150) a month (this supersedes her previous appointment). (November 25, 1941)

McKENDRY, RUTH, Social Worker in the Department of Psychiatry, in the College of Medicine, beginning January 5, 1942, and continuing through August 31, 1942, at a salary at the rate of two thousand dollars (\$2,000) a year. (November 18, 1941)

MONTGOMERY, MAX MALCOLM, Instructor in Medicine, in the College of Medicine, on two-fifths time, beginning December 1, 1941, and continuing through August 31, 1942, at a salary at the rate of sixty-five dollars (\$65) a month. (December 12, 1941)

NOBLE, JANE H., Assistant in the Hospital Laboratory, in the College of Medicine, for nine months beginning December 1, 1941, at a salary at the rate of one hundred fifteen dollars (\$115) a month. (November 24, 1941)

NOVICK, RUDOLPH G., Assistant in Psychiatry, in the College of Medicine, for nine months beginning December 1, 1941, without salary. (December 12, 1941)

OSGOOD, MRS. ALBERTINE WALTHER, Assistant in Spanish, on full time, for two months beginning December 1, 1941, at a salary at the rate of one hundred twenty dollars (\$120) a month, and on one-half time, for five months beginning February 1, 1942, at a salary at the rate of sixty dollars (\$60) a month (this supersedes her previous appointment). (December 3, 1941)

OSTERDOCK, MRS. LOROLIVE, Copyholder in the Print Shop, for eight months beginning January 1, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of eighty-seven dollars (\$87) a month. (December 12, 1941)

PALUMBO, CARL FRANK, Instructor in Medicine, in the College of Medicine, for nine months beginning December 1, 1941, without salary. (November 24, 1941)

REED, CORDELIA, Assistant in French, on one-half time, and Assistant in Spanish, on one-half time, for two months beginning December 1, 1941, at a salary at the rate of one hundred thirty dollars (\$130) a month, and Assistant in French, on one-half time, and Assistant in Spanish, on one-fourth time, for five months beginning February 1, 1942, at a salary at the rate of one hundred dollars (\$100) a month (this supersedes her previous appointment). (December 3, 1941)

SHAPIRO, ISADORE M., Instructor in Oral and Plastic Surgery, in the College of Dentistry, three half days each week, beginning December 1, 1941, and continuing through August 31, 1942, without salary. (December 3, 1941)

SHIVE, BILLIE, Instructor in Chemistry, for five months beginning February 1, 1942, at a salary at the rate of two hundred dollars (\$200) a month. (December 12, 1941)

SOMERS, BETTY ANN, Key Punch Operator in the Tabulating Division of the

Business Office, for eight months beginning January 1, 1942, subject to the rules of the Civil Service Commission, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes her previous appointment). (December 13, 1941)

TARLOW, VIRGINIA, Assistant in Psychiatry, in the College of Medicine, beginning December 1, 1941, and continuing through August 31, 1942, without salary. (December 3, 1941)

WESSELS, MARIE, Assistant in Medicine, in the College of Medicine, for ten months beginning November 1, 1941, without salary. (November 24, 1941)

WORTHINGTON, MAJOR HENRY, Superintendent of the Dispensary, in the College of Medicine, and Superintendent of the Research and Educational Hospital, for one year beginning September 1, 1941, at a salary of five thousand three hundred dollars (\$5,300) (this supersedes his previous appointment). (November 17, 1941)

#### DECLINATIONS AND RESIGNATIONS

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

AUSTIN, MARGARET H., Assistant Professor of Medicine (Rush), in the College of Medicine—declination effective September 1, 1941.

BERGQUIST, ARTHUR VALENTINE, Assistant in Anatomy, in the College of Medicine—declination effective October 1, 1941.

BRIGGS, FRANCES A., Instructor in Physiological Chemistry, in the College of Medicine—resignation effective December 1, 1941.

COOK, VIRGINIA GRACE, Continuity Writer in the Radio Station—resignation effective December 1, 1941.

CORBETT, WILLARD JASON, First Assistant in Dairy Husbandry, in the Agricultural Experiment Station—resignation effective January 1, 1942.

HENRY, VELMA LUCILLE, Assistant in Spanish—resignation effective December 1, 1941.

KARABIN, JOHN EDWARD, Assistant in Surgery, in the College of Medicine—declination effective September 1, 1941.

KRIEG, AMELIA, Assistant Director of the Library School and Assistant Professor of Library Science—resignation effective January 10, 1942.

KUHNS, RALPH HENRY, Instructor in Psychiatry, in the College of Medicine—declination effective September 1, 1941.

NEIMAN, IRWIN SAMUEL, Instructor in Bacteriology and Public Health, in the Department of Pathology, Bacteriology, and Public Health, in the College of Medicine—resignation effective November 17, 1941.

OXTORY, FRED B., Assistant in Library Science in the Library School—resignation effective December 17, 1941.

POSTON, CHARLES FRANCIS, Assistant in Economics—resignation effective December 1, 1941.

STUART, CARROLL W., Instructor in Bacteriology and Public Health, in the Department of Pathology, Bacteriology, and Public Health, in the College of Medicine—declination effective September 1, 1941.

TARLOW, VIRGINIA, First Year Resident in the Department of Psychiatry, in the College of Medicine—resignation effective December 1, 1941.

UNDERWOOD, HELEN ELIZABETH, Assistant in Institution Management, in the Department of Home Economics, in the College of Agriculture—resignation effective February 1, 1942.

WAGER, RALPH WALDO, Assistant Professor of Vegetable Crops Extension, in the Department of Horticulture, in the Extension Service in Agriculture and Home Economics—resignation effective at the close of business November 8, 1941.

The Board adjourned, to meet at the Chicago Illini Union Building at 9:30 a.m. on Tuesday, December 30, 1941.

H. E. CUNNINGHAM  
*Secretary*

JAMES M. CLEARY  
*President*

**ADJOURNED SESSION, DECEMBER 30, 1941**

When the Board of Trustees of the University of Illinois met, pursuant to adjournment, at the Chicago Illini Union Building, in Chicago, at 9:30 a.m. on Tuesday, December 30, 1941, the following members were present: President Cleary, Mr. Adams, Mr. Davis, Mr. Fornof, Mr. Jensen, Dr. Meyer.

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Mr. H. E. Cunningham, Secretary, Mr. Lloyd Morey, Comptroller, Judge Sveinbjorn Johnson, Counsel, Mr. E. L. Stouffer, Architect, and Mr. J. F. Wright, Director of Public Information.

**MATTERS PRESENTED BY PRESIDENT WILLARD**

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

**CANCELLATION OF LEAVE OF ABSENCE GRANTED  
MISS ERMA COTTINGHAM**

(1) On December 16 the Board granted Miss Erma Cottingham, Associate in Home Economics Extension and 4-H Club Adviser, a leave of absence on one-half pay for one year from September 1, 1942, for the purpose of advanced study, in accordance with the policy of the United States Department of Agriculture in granting extension workers leaves for such purposes.

Miss Cottingham has requested that her leave be cancelled because of the war, and I so recommend.

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

**EMERITUS RANK FOR PROFESSOR GUY A. TAWNEY**

(2) Professor Guy A. Tawney was appointed to serve as Professor of Philosophy on one-half time from September 1, 1930, until he retired on September 1, 1939. Due to his age at the time he joined the University faculty he waived any right to receive a retiring allowance under the system then in effect.

At the time he retired from active service Professor Tawney was not given the rank of Professor *Emeritus*, this oversight being due to the fact that he was not placed on a retiring allowance. I recommend that he be given the rank of Professor of Philosophy, *Emeritus*.

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

**SHORT COURSE FOR WATER TREATMENT PLANT OPERATORS**

(3) The University has been requested to offer a short course for Water Treatment Plant Operators during the second semester of the current year. It is proposed to charge a registration fee of \$7.50 to cover the expenses. I recommend authorization of the course and of the fee, the income to be placed in a special account against which the expenses of the course shall be charged, and any surplus remaining to lapse into general University funds.

On motion of Mr. Jensen, these recommendations were adopted.

**DEGREES AND CREDIT IN COURSES FOR STUDENTS  
WITHDRAWING TO ENTER MILITARY, NAVAL,  
OR OTHER NATIONAL DEFENSE SERVICE**

(4) Last year the University Senate adopted regulations providing that students withdrawing from the University for military or naval service may receive partial credit for the work completed up to the time of withdrawal. That action was for the year 1940-1941. Following the declaration of war the University Senate Committee on Educational Policy was asked to study this matter anew, particularly the question of granting degrees to seniors who withdraw for military or naval service before completing the requirements for graduation.

The report of the Committee was submitted to the University Senate at a special meeting held for this purpose on December 18, and the following regulations were adopted, applicable to the undergraduate, graduate, and professional divisions at Urbana:

REGULATIONS GOVERNING WITHDRAWAL OF STUDENTS  
AT URBANA FOR SERVICES PERTAINING TO  
THE NATIONAL DEFENSE

I. UNDERGRADUATE AND PROFESSIONAL STUDENTS

*A. Credit in Courses*

1. An undergraduate or professional student at Urbana who, after completing the seventh week and before completing the twelfth week of the semester, withdraws from the University and enters the military or naval service, or other service pertaining to the National defense which is approved by a committee to be appointed by the President of the University, shall be entitled to receive, without examination, credit for one-half of each course in which he has attained a standing of C or better at the time of his withdrawal. The grade reported shall be that attained in the course up to the time of withdrawal.

2. Where such withdrawal occurs upon completion of the twelfth week of the semester, or later, such student shall be entitled to receive full credit upon like conditions.

3. A student, irrespective of his grade in any course in which he is then registered, who withdraws from the University at any time for any of the above-mentioned reasons shall be entitled at his discretion to take an examination for credit in the course or for credit for only the first half thereof. The grade shall be reported as A, B, C, D, or E.

*B. Graduation*

A student who has been in residence at the University for not less than two full semesters, who has met all requirements for graduation (including minimum scholarship requirements) except those which he would fulfill by completing the courses for which he is registered at the time he withdraws for military or naval service may be recommended for his degree provided he has completed the seventh week of that semester, and provided he has a standing in the courses for which he is registered which if maintained to the end of the semester would satisfy the requirements for his graduation. If the withdrawal occurs before the completion of the seventh week of such semester the student may be recommended for his degree upon passing examinations covering the first half of the subject matter of the courses in which he is then registered.

II. GRADUATE STUDENTS

A graduate student who withdraws from the University at any time and enters the military or naval service, or other service pertaining to the National defense as determined by a committee to be appointed by the President of the University, shall be entitled to receive such credit for work theretofore done by him as the Professor in charge of his major work and the Dean of the Graduate School deem proper, these officers being guided by policies comparable to those which apply to undergraduate students who withdraw from the University to enter the military, naval, or other service pertaining to the National defense.

I recommend approval by the Board of Trustees of the regulation relating to graduation. The other actions of the Senate do not require approval by the Board but are reported as a matter of information and interest.

On motion of Dr. Meyer, this recommendation was adopted and the report was received for record.

**SEVENTY-FIFTH ANNIVERSARY CELEBRATION**

(5) At the meeting of the Board on December 16, 1941 (Minutes, page 723), the advisability of abandoning plans for the observance of the 75th anniversary of the University on March 2, 1943, was discussed briefly, but action was deferred.

Because of the economic readjustments necessitated by the war and those which will follow its close, I strongly recommend that the University abandon any plans previously conceived (with the exception of the history of the University) for such a celebration because of the expense involved. I make an exception in the case of the history because that is something which we shall

want eventually, and its preparation can go on even though actual publication may have to be delayed because of lack of funds.

This matter was referred to the Committee on Alumni.

#### **PURCHASES RECOMMENDED AND AUTHORIZED**

(6) A recommendation that the following purchase be authorized:

One GMC 131 $\frac{1}{8}$ " wheelbase cab-over-engine truck with dump body, to replace International truck purchased in 1936, from Dillavou Bros., the lowest bidder, at a net cost (after trade-in allowance on old truck) of \$1,228.44. The old truck would require extensive repairs to keep it in serviceable condition, and it is more economical to trade it in for a new one.

A report of the following purchase authorized by the President of the University as an emergency in accordance with the University Statutes:

6,365 feet 4/c #00 A.W.G. Lead Covered Cable

1,000 feet 4/c #4 A.W.G. Lead Covered Cable

for use in construction of electric load center (No. 6), from the General Cable Company, Chicago, Illinois, one of the three lowest bidders, at their price of \$8,307.60. Eight bids were received, two others being the same as the General Cable Company, but the latter promises delivery in 35 days whereas the other two will require much longer periods.

On motion of Mr. Fornof, the purchase of a truck was authorized as recommended and the action of the President of the University in authorizing the purchase of cable was approved and confirmed.

#### **PURCHASE OF PROPERTY IN CHICAGO**

(7) The Board at its meeting on September 26, 1941 (Minutes, page 631), authorized the Physical Plant Department to purchase property in Chicago on the basis of appraisals by the Chicago Real Estate Board. The Director is under the impression that the Board intended to approve the employment of an agent in securing this property but the minutes of the meeting do not so indicate. Therefore, the matter is being presented to the Board for further instructions.

On motion of Mr. Davis, the Physical Plant Department was authorized to employ Mr. Farr, or such other agent as may seem desirable, to purchase such of these properties as may be available within the appraisal of the Chicago Real Estate Board.

#### **CHANGES IN EDUCATIONAL, PHYSICAL PLANT OPERATION AND MAINTENANCE, AND OTHER PROGRAMS NECESSITATED BY THE WAR, AND ADJUSTMENTS IN FINANCIAL OPERATIONS**

(8) A meeting of the University Council was held on December 19 on call of the President to consider the effects of the war on the University's educational, research, and other programs, and the adjustments which would need to be made in the budget due to reduced enrollments, with consequent decrease in income from student fees, and increasing operating costs. The Council was informed that the Board of Trustees expects the President of the University to submit specific recommendations of steps to be taken dealing with these war problems.

Following the presentation of estimates of future enrollments and other pertinent data by the Comptroller, the Director of the Bureau of Institutional Research, and the Director of the Physical Plant Department, there was a general discussion of these problems. At the conclusion of the discussion the President stated that he would call on the Bureau of Institutional Research and its Advisory Committee to prepare recommendations for submission to him and to the Board of Trustees. This Committee has functioned as an agency of the Council in the preparation of annual and biennial budgets.

The report of the Advisory Committee is submitted herewith. It should be noted that there has not been sufficient time to present this report to the University Council for its consideration, but I accept the report and concur in its findings.

There are also submitted letters from the Executive Dean of the Chicago Colleges (with supporting letters from the Deans of the Colleges of Medicine, Dentistry, and Pharmacy) confirming and amplifying his recommendations, presented orally at the meeting of the Board on December 16. These relate to changes in the educational program of the Colleges to accelerate the training of their students and to the need for additional hospital facilities.

I recommend that the Board of Trustees formally request the Governor and the General Assembly of Illinois for a special appropriation of not less than \$100,000 to supplement the funds appropriated for the current biennium to meet the increased operating costs and to offset the decrease in income from student fees.

I further recommend that consideration be given to requesting the following special appropriations:

1. Additional funds for alteration and rehabilitation of Research and Educational Hospitals, and equipment..... \$216 000
2. Construction of a new addition, accommodating 100 patients, for the Research and Educational Hospitals to provide facilities for emergency hospital service..... 782 000

On motion of Mr. Adams, the President of the University was authorized to request the introduction of legislation to secure the transfer of funds already appropriated from capital items to operation.

On motion of Mr. Adams, the President of the University was authorized to request a special appropriation or assignment of \$100,000 as recommended.

On motion of Dr. Meyer, the President of the University was authorized to request additional funds to the amount of \$216,000 for alteration and rehabilitation of the Research and Educational Hospitals, and equipment.

#### **ADDITIONAL HOUSING FACILITIES FOR STATE WATER SURVEY**

(9) The State Water Survey has been asked by the Governor to submit an estimate of the cost of making an intensive investigation of the State water resources, especially in connection with munition industries, and a bill has been introduced in the General Assembly making an appropriation of \$100,000 for this work.

The Chief of the State Water Survey Department has informed me that if this investigation is undertaken additional office and garage space will be needed. Space is available in the Old Agriculture Building for offices but it will have to be remodeled. There is no garage space available, so that this will require either a new garage or an addition to one of the present garages.

This report was received for record.

#### **PURCHASES RECOMMENDED—SUPPLEMENTARY**

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

1. Rag bond paper (25%)
 

150 reams 22 x 34, 40 lb.	26 reams 24 x 38, 39 lb.
100 reams 22 x 34, 32 lb.	24 reams 24 x 38, 49 lb.
80 reams 22 x 34, 26 lb.	

from the Dwight Brothers Paper Company, the lowest bidder, at a price of \$15.25 cwt., or a total cost of approximately \$2,127.40.

2. Switchgear unit for use in connection with the construction of electric load center (Chemistry Load Center), from the Allis-Chalmers Manufacturing Company, at a price of \$5,134 f.o.b. Urbana. This is a duplicate of a switchgear unit purchased in 1930 for the Power Plant. The Company has all engineering data and drawings to furnish this equipment.

On motion of Mr. Forno, these purchases were authorized.

**REPORT FROM THE COMPTROLLER ON THE SETTLEMENT OF THE ESTATE OF MARY S. PARSONS**

(11) The will of the late Mary S. Parsons (Minutes, July 14, 1939, page 376, and November 24, 1939, page 662) bequeathed to the University an undivided one-half interest in 80 acres of land in Clay County, Illinois, for the purpose of creating a scholarship.

The land has now been disposed of by the executor, and the Comptroller has received in settlement four notes in the amount of \$250 each bearing interest at the rate of 5% per annum, each signed by Roger F. and Julia B. Little, to whom the land was sold by the executor. There has also been received in cash \$25 covering interest on these notes to September 27, 1941. The notes mature in March of 1942, 1943, 1944, and 1945. The notes have been transmitted to the First National Bank of Chicago as investments of the scholarship fund.

This report was received for record.

**REPORT ON SALE OF PROPERTY IN URBANA**

(12) A report from the Physical Plant Department.

*President A. C. Willard*  
*355 Administration Building (W)*

December 26, 1941

DEAR PRESIDENT WILLARD:

As suggested by you, we had a representative present last Saturday at the public sale of the property at 208 South Mathews.

The property was sold to Edward Chapin at a price of \$7,100 (\$5,000 for the residence, and \$2,100 for the barber shop).

We feel it is unfortunate that the University was not in a position to acquire this property as we have had few pieces of property offered to us that were more attractive. The buildings are in a fine state of maintenance. The house qualifies for Class A student housing. The property is now rented for a gross income of \$90.00 per month and, most important, is located in an area at the head of the list of property considered desirable for the University to acquire.

You would, perhaps, be interested in knowing that a real estate agent offered this property to us several months ago for \$9,000; although he suggested at that time that we probably could acquire it for \$8,500.

Yours very truly,

Physical Plant Department  
By ERNEST L. STOUFFER

This report was received for record.

**RESIGNATION OF COACH ZUPPKE**

At this point, Mr. Davis, for the Committee on Athletic Activities, presented a recommendation that the resignation of Mr. Robert C. Zuppke as football coach be accepted as of November 22, 1941, that Mr. Zuppke be continued on the staff for the current academic year at a salary of \$6,500 for the period from September 1, 1941, to August 31, 1942, and that he be retired on September 1, 1942, with the title of Professor of Physical Education and Head Football Coach, *Emeritus*, with a retiring allowance of \$4,000 a year (\$3,000 from the Athletic Association; \$1,000 from the University), to continue until further notice.

On motion of Mr. Davis, these recommendations were adopted.

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

H. E. CUNNINGHAM  
*Secretary*

JAMES M. CLEARY  
*President*

## RULES OF THE CLASSIFIED CIVIL SERVICE OF THE UNIVERSITY OF ILLINOIS

(Adopted by the Board of Trustees December 16, 1941, Minutes, page 716)

### I. Rules and Definitions

*"The Board shall make and publish rules, which it may change from time to time, to carry out the purpose of this section, and for examination, appointments, transfers, and removals and for maintaining adequate records as herein required. Such rules shall be distributed by the Board and it shall give notice of the places where such rules may be obtained by publication in one or more daily newspapers published in each of the seven largest cities in the state according to the last general census published by the United States. Copies of all said rules and of all changes therein certified by the Board shall be sent to the County Clerk of each county in the state where they shall be open to inspection by the public at all reasonable hours."*<sup>1</sup>

The following are the rules which the Board is required to make and publish.

#### Definitions

1. The term "Board" means the Board of Trustees of the University of Illinois.
2. The term "University" means the University of Illinois.
3. The term "State" means the State of Illinois.
4. The term "Position" means any specific office or employment, either vacant or occupied, calling for the performance of certain duties by an individual employee.
5. The term "Class" means a recognized kind of employment represented by a group of positions sufficiently alike in duties and requirements to justify a common title and common treatment in selection, employment processes, and for all personnel purposes.
6. The term "Grade" means one or more classes of positions, similar in relative importance, education and experience requirements, difficulty of performance of duties, and responsibility.
7. The term "Register" means a list of eligibles established under these rules, listing persons for employment, re-employment, or promotion.
8. The term "Eligible" means a person whose name appears on an Eligible Register for a given class or grade.
9. The term "Probationary Period" means a trial period not exceeding six months constituting a part of the examination of a new employee, who by actual performance of duties is given an opportunity to demonstrate his ability to fill the position to which he was appointed.
10. The term "Appointing Officer" means the person or persons authorized by the Board to appoint non-academic employees of the University in the classified civil service of the University.

### II. Classification Plan

*"The Board of Trustees of the University of Illinois shall, as soon as possible, and within six months after the effective date of this amendatory act, and as often thereafter as may be necessary because of new positions, classify by rules adopted for that purpose all non-academic positions and employments in the University of Illinois, except the President of the University, the officers of the Board, administrative officers and professional and scientific positions, with reference to the duties thereof for the purpose of establishing grades, salary scales, and standards of examinations therefor. Such positions and employments shall constitute the classified civil service of the state in relation to the University of Illinois and no appointments shall be made except in accordance with the provisions of such rules."*

*"All persons who are employees of the University of Illinois and subject to civil service regulations in force when this amendment goes into effect shall*

<sup>1</sup>All sections in quotation marks are from "An Act to Amend Section 11 of 'An Act to Regulate the Civil Service of the State of Illinois' Approved May 11, 1905, as amended, and to add Section 36A thereto." Approved July 22, 1941.



*be classified by the Board of Trustees of the University of Illinois without additional examinations, and shall continue to be civil service employees of the University subject to rules and regulations lawfully adopted by said Board.*

*"The Board shall prescribe the duties of each employment or office and place it in the classified service under the provisions of this section, and designate by rule the grade of each position."*

The Board shall prepare classifications and written specifications for each, which may include a description of the general nature of the work required in the classification; and a statement of qualifications on such matters as training, experience, knowledge, skills, physical characteristics, and personal attributes which a person should possess to enable him to perform the duties of a position of the class.

The Board may abolish or change classifications or establish new classifications when for the good of the classified service, provided that no such change is for the purpose of separating an employee from the service.

(Written specifications for any classification may be obtained by written request to the Executive Secretary of the University Civil Service Committee, Administration Building, Urbana, Illinois.)

### III. Compensation Plan

*"For the purpose of establishing uniformity in the same grades, the Board shall prescribe the maximum and minimum pay for each grade and the title thereof."*

The maximum and minimum pay for any employment under this service may be modified when employment conditions warrant and when in the opinion of the Board such change is for the good of the service. No employment under this classified service will be approved by the Board unless such employment is within the salary or wage range approved for the particular classification or grade into which the employment properly falls. All rates approved by the Board are the standard rates of compensation for full-time employment as defined in the University statutes.

When perquisites (such as full or part maintenance, including house or room, laundry, light, power, provisions for a garden plot or the keeping of a certain number of domestic animals) are provided in lieu of money, and not merely for the convenience of the University, such compensation in kind shall be considered part payment, to be deducted from the approved cash compensation to the extent of the value of the perquisites as determined by the Board.

### IV. Application and Examination

*"The Board shall prescribe standards of efficiency for each grade and for examination of candidates for appointment thereto.*

*"All applicants for the classified service under the provisions of this section shall be subjected to examination which shall be fair and competitive, open to all citizens resident in the State of Illinois who can qualify for this classified service, under the rules of the Board concerning residence, age, sex, health, personal habits and appearance, moral character, training, education, and qualifications to perform the duties of the positions to be filled. In examinations for technical positions, residence may be waived. Such examination shall be practical, relate to the classification for which the examination is given, and shall fairly test the relative capacities of the persons examined to discharge the duties of the positions to which they seek appointment. No question in any examination shall relate to political or religious affiliations or racial origins of the examinee.*

*"The Board shall conduct such examinations and control the same, and may delegate the duty of preparing questions and grading answers to duly qualified and disinterested members of its faculty or staff for which work no additional compensation shall be paid. Notice of the time and place of such examinations, with a statement of the scope thereof, shall be published at least two weeks before such examination in one or more daily newspapers of general circulation published in each one of the seven largest cities of the state according to the last general census published by the United States. Written or printed notice*

*of every examination shall also be sent to the County Clerk of every county in the state, who shall post the same promptly in a conspicuous place in the courthouse of each county."*

Applications will be received only within the period prescribed in the announcement of examination and upon forms furnished by the Board. The Board may refuse to accept an application, to examine an applicant, or after examination to certify an eligible, who is found to lack any of the requirements for the classification applied for; who after examination by the University Health Officer is found unfit to perform the duties of the position to which he seeks appointment; who is addicted to the use of habit-forming drugs or intoxicating beverages; who has committed an offense which in the judgment of the Board disqualifies the applicant for employment by the University; who has made a false statement of any material fact in his application, examination, or any other record submitted to the Board; or who directly or indirectly shall give, render, or pay, or promise to give, render, or pay, any money, service or other valuable thing to any person for or on account of, or in connection with, his examination, appointment, or proposed appointment; or who practiced, or attempted to practice any deception or fraud in his application, his examination, or in securing his eligibility or appointment; or who refuses to furnish any information, bearing on his fitness or qualifications, requested by or on authority from the Board.

Examinations may be written, oral, by statement of education and experience, in the form of tests of knowledge, skill, capacity, intelligence, or aptitude; or by any other method which in the judgment of the Board is reasonable and practical for any particular classification. Only persons whose applications have been accepted by the Board will be examined. Each examinee completing an examination for position on a register will be given written notice of his rating and of his relative standing on the register or of his failure to attain a place on the register.

#### V. Registers

*"From the results of such examinations, the Board shall prepare and keep a register for each class or grade of positions in the classified civil service under the provisions of this section, of those persons who have become eligible through such examinations for such positions, and such persons shall take rank upon said register in the order of their relative excellence as determined by said examinations."*

Registers shall be of three kinds: (1) original entrance registers from which original appointments shall be made; (2) promotion registers from which promotions shall be made; (3) reemployment registers from which laid off employees, and employees and former employees whose names have been restored to the register by action of the Board, may be appointed.

*Original entrance registers* shall be lists of persons who have successfully completed examinations for original appointments to positions in specific classifications. All persons who have served in the armed forces of the United States during any war in which the United States was involved and who were honorably discharged therefrom, on passing the examination, shall be placed at the head of the original entrance register in that classification in the order of their relative excellence.

*Promotion registers* shall be lists of persons who have successfully completed examinations under this classified service for promotions to positions in specific classifications.

*Reemployment registers* shall be lists of persons who have been laid off and placed on this list in accordance with Section XV of these rules and employees and former employees who have been restored to eligibility for employment by action of the Board.

Certification shall be made from registers in the following order: (1) reemployment registers; (2) promotion registers; (3) original entrance registers.

Eligibility shall be effective from the date of approval of the register by the

Board, and shall continue for a period of one year from said date. This period may be extended by the Board for not more than one year for all eligibles on the register when the conditions of good administration render it inexpedient to hold a new examination.

When the name of any eligible has been submitted for at least three different positions and he has waived three such offers the name will not be submitted again until all other eligibles ranking below him in order of relative excellence have been submitted for at least three different positions and have waived three such offers in connection with that particular register.

#### VI. Appointment and Certification

*"Whenever a position in the classified civil service under the provisions of this section is to be filled the Board shall certify to the appointing officer the names and addresses of the three persons standing highest upon the register for the class or grade to which said position belongs. Sex shall be disregarded except when the nature of the position requires otherwise."*

The appointing officer shall appoint on probation one of the three persons certified to him to fill such position.

#### VII. Provisional Appointment

*"When there is no eligible list the Board may make temporary appointments to remain in force only until regular appointments under the provisions of this section can be made. Examination for such appointments must be given within six months from the date of such temporary appointments and an eligible list established within a reasonable time thereafter."*

If an employee under provisional appointment passes the examination to which he is subjected, and if he is one of the three highest in relative excellence on the register established from this examination, he may be retained in the position to which he has been assigned. The period of service under provisional appointment may be included in the probationary period.

#### VIII. Temporary Appointment

*"For positions which are temporary or of an emergency nature the Board may make temporary appointments for a period not exceeding thirty days."*

Such employees may be reappointed by the Board.

#### IX. Probationary Period

*"Appointments shall be on probation for a period of not more than six months, to be fixed by said rules, and persons so appointed may be discharged at any time during the period of probation, if, in the opinion of the Board, they have not shown sufficient aptitude to continue."*

The probationary period under this classified service shall be six months. If by the end of the probationary period, the appointing officer fails to notify the Board in writing that the employee has not shown sufficient aptitude to continue, he will be deemed to have successfully completed his period of probation and will become a permanent employee under this classified service subject to continued satisfactory work and conduct.

#### X. Promotion

*"The Board shall, by its rules, provide for promotions, whether to fill vacancies or otherwise, solely on the basis of ascertained merit. To that end, it shall fix lines of promotion wherever practicable."*

Any change of a classified employee from a position of one class to a position of another class requiring an increase in compensation, an increase in duties or responsibility, or a combination of both, shall be deemed a promotion. Promotions shall be made from promotional registers and determined on merit and ability, to be ascertained by examinations in which the employee's service rating, education, personal qualifications, seniority, and personnel history are all considered.

## XI. Suspension

The appointing officer may suspend for cause an employee in the classified service for any reasonable period not to exceed thirty days. If the suspension is made pending an investigation of written charges seeking the removal or discharge of the employee, the Board may extend such suspension until the investigation has been completed. All suspensions shall be without pay and the employee shall be furnished with a statement in writing setting forth the reasons for such suspension.

## XII. Discharge and Demotion

*"No officer or employee in the classified civil service under the provisions of this section shall be removed or discharged, except for just cause, upon written charges, and after an opportunity to be heard in his own defense. Such charges shall be investigated and heard by or before said Board. The finding and decision of such Board shall be certified to the appointing officer and shall be forthwith enforced by such officer. In the course of an investigation of charges, each member of the Board and the Secretary shall have the power to administer oaths and shall have power to secure by subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to such investigation.*

*"In all removal proceedings any member of the Board and its Secretary may administer oaths."*

Written charges made against any officer or employee in this classified service seeking his removal or discharge shall be signed by the appointing officer, shall state specifically the facts alleged to constitute just cause for removal or discharge, and shall be filed with the Board by the appointing officer. A true copy of the charges filed shall be served personally or by registered mail on the officer or employee so charged. The written charges shall contain a statement advising the employee that he may, within seven days after receipt of notice, request a hearing, by filing such request with the Secretary of the hearing committee.

A hearing committee appointed by the Board and composed of three members of the University civil service committee with the Secretary of the Board serving as Secretary of this committee, shall arrange the time and place of the hearing, conduct it, and record the evidence. The appointing officer shall make such investigation as is necessary to determine the facts. In presenting these facts before the hearing committee, the appointing officer may be represented by the Attorney General or his duly appointed representative. A written record of the facts, together with a recommendation, shall be transmitted by the hearing committee to the Board for a decision. If a hearing is not requested by the employee against whom charges have been filed, the hearing committee shall nevertheless take testimony and make a report and recommendation to the Board for a decision. The production of testimony or proof before the hearing committee shall, in so far as practicable, be governed by the rules of evidence as applied by the courts of record in this State.

The finding and decision of the Board shall be certified in writing to the employee and to the appointing officer and shall be forthwith enforced by such officer. In case the Board finds the accused employee not guilty of the charges made against him, it shall reinstate him under such conditions as it deems fair and proper.

Any change of a classified employee requiring a decrease in compensation and classification shall be deemed a demotion except when reductions are general in this classified service. The appointing officer may give notice of request for demotion to a classified employee for any one of the following reasons: (a) that the employee is not rendering satisfactory service in the position he holds but is considered worthy of an opportunity to render satisfactory service in a position of a lower classification; (b) that the position occupied by the employee has been, or is soon to be discontinued, by reason of reallocation of the position to a different classification, or by reason of lack of work or funds,

whether resulting from reorganization or otherwise, and it is desired to retain the employee by offering him employment in a lower position or classification; (c) that the employee voluntarily requests demotion.

When demotion is requested the appointing officer shall notify the employee by registered mail and the Board in writing thirty days prior to the effective date of the demotion setting forth the reasons. Such employee may make written request, within seven days after receipt of notice, to the Secretary of the hearing committee appointed by the Board and composed of three members of the University civil service committee with the Secretary of the Board serving as Secretary of the committee, for a hearing which the committee shall arrange as to time and place, conduct it and record the evidence. The appointing officer shall make such investigation as is necessary to determine the facts. In presenting these facts before the hearing committee the appointing officer may be represented by the Attorney General or his duly appointed representative. A written record of the facts together with a recommendation shall be transmitted by the hearing committee to the Board for a decision. The decision of the Board shall be certified in writing to the employee and to the appointing officer for enforcement.

### **XIII. Resignation**

An employee in good standing in the classified service may resign by presenting his resignation, upon a form approved by the Board, to the appointing officer except that it shall be deemed good business practice to give two weeks notice in the presentation of all resignations under the classified service. The absence without leave of an employee for a period of three successive days or longer, and without actual notice to his superior officer of the reason for such absence or of his intention to return to duty, shall be considered resignation except when failure to give notice was caused by circumstances beyond the control of the employee.

Any certified officer or employee in the classified service who resigns in good standing, may, on written request of the appointing officer and approval of the Board, be restored to the register at any time within one year from the date of his resignation.

### **XIV. Transfer**

Transfers may be made without reduction in salary from one position to another position in the same class within the classified service when approved by the heads of departments, Deans, or Directors of the departments, schools, or colleges concerned and when approved by the appointing officer. No such transfer shall be made unless the examination on which the appointment of the employee was based, was of a character and standard to test the general fitness of the employee for the position to which it is proposed to transfer him.

### **XV. Layoff and Reinstatement**

*"When it is necessary to reduce the number of employees, persons last appointed shall be first laid off, and their names shall be placed on a reinstatement list for reemployment in the order in which they were laid off, such reemployment to take precedence over any register of eligibles in existence at the time of the layoff. All temporary employees shall be laid off first."*

If there is difficulty in determining seniority because employees are laid off at the same time and are considered for reemployment, that employee shall be first reemployed who had the highest grade on the original examination, and so in this order if more than one person be concerned. In every case of layoff of a certified officer or employee, the appointing officer shall give written notice to the employee and to the Board setting forth the reasons therefor.

When an officer or employee is laid off, his name shall be placed on a reemployment register in the classification in which he was certified in the order necessary to retain seniority, such reemployment to take precedence over any other register in that classification in existence at the time of the layoff.

**XVI. Leave of Absence**

All leaves of absence, including vacations, granted to employees in the classified service are to be in accordance with the statutes of the University approved by the Board. All such leaves are to be granted with the right to return to the position held at the time the leave was granted. The unexcused failure of an employee to return to his duties at the expiration of his leave of absence shall be deemed a resignation.

**XVII. Service Ratings**

*"The Board shall standardize employment in each grade and make and keep a record of the relative efficiency of employees in the classified civil service."*

A service rating shall be a part of the personnel record of each employee in this classified service. A report of such service ratings shall be available to the chief administrative officers, deans, and directors of the University for budget and administrative purposes.

**XVIII. Employee Training**

The Board acting through the appointing officer and administrative officers of the University may institute and conduct employee training programs to the end that the quality and quantity of non-academic services rendered to the University may be constantly improved and that employees may be aided to obtain advancement by merit.