

**MEETING OF THE BOARD OF TRUSTEES**  
**OF THE**  
**UNIVERSITY OF ILLINOIS**

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**November 27, 1942**



The November meeting of the Board of Trustees of the University of Illinois was held at the Chicago Illini Union Building, 715 South Wood Street, Chicago, at 12 o'clock noon on Friday, November 27, 1942.

The following members were present: President Meyer, Mr. Adams, Mr. Cleary, Mr. Davis, Mr. Fornof, Mrs. Grigsby, Mr. Jensen, Mr. Karraker, Mr. Livingston. Mr. F. H. McKelvey, member-elect was present on the invitation of the Board.

President Willard was present; also Mr. A. J. Janata, Assistant to the President, Mr. H. E. Cunningham, Secretary, Professor Lloyd Morey, Comptroller, Dean A. J. Harno, Provost, Professor C. R. Griffith, Director of the Bureau of Institutional Research, Mr. C. S. Havens, Director of the Physical Plant Department, Mr. J. F. Wright, Director of Public Information. Mr. Deneen Watson, President of the Alumni Association, and Professor Roger Adams were present during part of the day.

For the General Advisory Committee, the following were present: Mr. Benjamin F. Affleck, Mrs. Glenn E. Plumb, Mr. Ronald M. Kimball, Major Lenox R. Lohr, Mr. Otto G. Beich.

For the American Council on Education: Dr. Raymond A. Kent, President of the University of Louisville, Chairman of the Commission, and Dr. John W. Taylor, Director of the Bureau of Educational Research, Louisiana State University, Secretary of the Commission, were present during the presentation of the report of Booz, Fry, Allen, and Hamilton.

**MINUTES APPROVED**

The Secretary presented the minutes of the meeting of October 17, 1942.

On motion of Mr. Jensen, the minutes were approved as printed on pages 97 to 162 above.

**MATTERS PRESENTED BY PRESIDENT WILLARD**

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

**ADVISORY COMMITTEES IN AGRICULTURE**

(1) A recommendation for the appointment of the following Advisory Committees for the College of Agriculture and the Agricultural Experiment Station for the year 1942-1943:

*Agricultural Economics*

FRANK S. GARWOOD, Stonington  
JOHN P. HANNA, Geneseo  
ERNEST D. LAWRENCE, Normal<sup>1</sup>  
HENRY H. PARKE, Genoa

*Agricultural Engineering*

R. B. ENDICOTT, Villa Ridge  
MARION FILE, Pocahontas<sup>2</sup>  
R. S. MCCORMICK, Gibson City<sup>1</sup>  
ROYAL OAKES, Bluffs  
CARL E. SWENSON, Rockford

*Agronomy (Farm Crops)*

EUGENE FUNK, Bloomington  
C. W. HOLMES, Edelstein  
C. B. SHUMAN, Sullivan

*Agronomy (Soils)*

ROY BURRUS, Arenzville<sup>2</sup>  
G. A. LAZIER, Rochelle  
W. W. McLAUGHLIN, Decatur  
W. E. RIEGEL, Tolono<sup>1</sup>

*Animal Husbandry*

LYMAN BUNTING, Ellery  
J. W. FRAZIER, Charleston  
J. R. FULKERSON, Jerseyville<sup>1</sup>  
ARLEY HOHENBOKEN, Geneseo<sup>2</sup>  
L. E. MATHERS, Mason City

*Animal Pathology and Hygiene*

C. E. DILLE, Cairo  
L. J. DRAKE, Plano  
J. F. HARMON, Lebanon<sup>1</sup>  
E. A. JENKINS, Shelbyville  
C. VANDERWARF, Chicago Heights

*Dairy Husbandry*

W. D. DOTTERRER, Chicago  
G. H. EKHOF, Chicago<sup>2</sup>  
ALBERT C. KOLMER, Waterloo  
C. H. SNOW, Bloomington<sup>2</sup>  
HARRY M. WOOD, Delavan<sup>1</sup>

*Floriculture*

W. G. LOVERIDGE, Peoria  
RUDOLPH SCHEFFLER, Wheaton<sup>1</sup>  
JAMES SYKORA, Chicago  
LEONARD H. VAUGHAN, Chicago<sup>1</sup>  
P. A. WASHBURN, Bloomington

*Forestry*

L. A. ABBOTT, Morrison<sup>1</sup>  
MRS. C. P. MILLER, Chicago  
RICHMOND ROBISON, Delavan<sup>2</sup>

*Horticulture*

L. J. HAGEMANN, Peoria  
A. T. KEITHLEY, Dixon  
DAVID B. PERRINE, Centralia  
PAUL RINGHAUSEN, Hamburg  
LEMUEL M. SMITH, Ozark<sup>2, 4</sup>

*General Committee*

ERNEST D. LAWRENCE, Agricultural Economics  
R. S. MCCORMICK, Agricultural Engineering  
W. E. RIEGEL, Agronomy  
J. R. FULKERSON, Animal Husbandry  
J. F. HARMON, Animal Pathology and Hygiene  
HARRY WOOD, Dairy Husbandry  
LEONARD H. VAUGHAN, Floriculture  
L. A. ABBOTT, Forestry

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

**LEAVES OF ABSENCE**

(2) 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:

MARY M. SCOTT, Statistical Clerk in the Bureau of Institutional Research, leave without pay from October 1 through December 31, 1942, because of the illness of her father.

M. T. McCLURE, Dean of the College of Liberal Arts and Sciences, sick leave with full pay from October 5 through November 10, 1942.

MRS. MARY HAMILTON FLETCHER, Supervisor of the Surgery Wards, Research and Educational Hospitals, leave without pay for ninety days from November 1, 1942, for the purpose of rest.

<sup>1</sup>On General Committee.

<sup>2</sup>New appointment.

<sup>3</sup>Deceased December 8, 1942.

<sup>4</sup>Declined.

FLORENCE L. WHITE, Junior Statistician, Bureau of Economic and Business Research, sick leave with full pay from September 15 through October 27, 1942.

IRENE D. PIERSON, Social Director of the Illini Union Building, sick leave with full pay from June 18 through August 31, 1942.

MILDRED BONNELL, House Manager in the Men's Residence Hall, leave with pay from July 1 through August 31, 1942, to complete her graduate work at Columbia University, and leave without pay from September 1, 1942, for an indefinite period pending her return to good health.

H. A. RUEHE, Professor of Dairy Husbandry, leave without pay from February 1 to August 31, 1943, to act as Executive Secretary for the American Butter Institute, to assist the dairy industry in its wartime responsibilities.

*Leaves of Absence for War Service<sup>1</sup>*

(The leave in each case is without pay.)

HELEN LONCHAR, Staff Nurse, Research and Educational Hospitals, from August 10, 1942, through August 31, 1943.

EDMUND WALSH, Instructor in Dermatology, for one year from September 1, 1942.

ARTHUR E. DIGGS, Associate in Surgery (Rush), for one year from September 1, 1942.

WALTER W. TOBIN, Associate in Dermatology (Rush), for one year from September 1, 1942.

DENNIS HILL, Certified Painter, Physical Plant Department, from September 14, 1942, through August 31, 1943.

M. CURTIS HOWD, Assistant Principal, University High School, from September 17, 1942, through June 30, 1943.

JAROSLAV TETREV, Instructor in Medicine (Rush), from October 1, 1942, through August 31, 1943.

HAROLD SHELOW, Associate in Dermatology, from October 1, 1942, through August 31, 1943.

EUGENE I. FALSTEIN, Assistant Professor of Criminology, from October 1, 1942, through August 31, 1943.

RUDOLPH HECHT, Instructor in Dermatology, from October 1, 1942, through August 31, 1943.

FRANK ALEXANDER DeTRANA, Instructor in Medicine, from October 1, 1942, through August 31, 1943.

JACOB S. FISEMAN, Instructor in Medicine (Rush), from October 1, 1942, through August 31, 1943.

ARTHUR DIMSCHULTZ, Assistant Clerk, Superintendent's Office, Research and Educational Hospitals, from October 1, 1942, through August 31, 1943.

DAVID KLEIMAN, Assistant in Medicine, from October 1, 1942, through August 31, 1943.

WILLIAM EICKHORST, Assistant in German, from October 5, 1942, through June 30, 1943.

JEROME J. LUBIN, Assistant in Medicine, from October 6, 1942, through August 31, 1943.

PETER R. VERKON, Junior Architectural Draftsman, Physical Plant Department, from October 7, 1942, through August 31, 1943.

KATHERINE L. STIEGEMEYER, Senior Clerk-Stenographer, Department of Animal Pathology and Hygiene, from October 8, 1942, through August 31, 1943.

B. C. BERESFORD, Assistant in Vegetable Crops, from October 12, 1942, through August 31, 1943.

HERBERT E. McDANIELS, Assistant Professor of Bacteriology and Public Health, from October 15, 1942, through August 31, 1943.

RAYMOND GREEN, Associate in Surgery, from October 15, 1942, through August 31, 1943.

LAWRENCE BRESLOW, Assistant in Pediatrics, from October 16, 1942, through August 31, 1943.

<sup>1</sup>These are all new leaves, not extensions. Under the rules of the Board, these staff members will be eligible to return to their positions on the expiration of their leaves.

GEORGE FRANKLIN LUDVIK, Special Research Assistant in the Agricultural Experiment Station and the State Natural History Survey, from October 16, 1942, through August 31, 1943.

JOHN A. HENSEL, Junior Clerk-Typist in the Hospital Pharmacy, College of Pharmacy, from October 18, 1942, through August 31, 1943.

KENNETH D. BENNE, Assistant Professor of Education, from October 19, 1942, through August 31, 1943.

CHARLES R. KNAPP, Junior Library Assistant in the Law Library, from October 21, 1942, through August 31, 1943.

JOHN M. SPENCE, Instructor in Histology, from October 25, 1942, through August 31, 1943.

THEODORE DUNN, Steam Distribution Operator, Physical Plant Department, from October 28, 1942, through August 31, 1943.

ABE LOUIS AARONSON, Associate in Medicine, from October 30, 1942, through August 31, 1943.

HAROLD D. BOCKOVEN, Assistant in Ophthalmology, from November 1, 1942, through June 30, 1943.

HERMAN JOFFE, Assistant in Orthopaedics, from November 1, 1942, through June 30, 1943.

BRUCE H. MAINOUS, Assistant in Spanish, from November 1, 1942, through June 30, 1943.

SAMUEL JULIUS TURNER, Instructor in Obstetrics and Gynecology (Rush), from November 1, 1942, through August 31, 1943.

C. W. WILKINSON, Instructor in English, from November 1, 1942, through June 30, 1943.

MELVIN F. BLAUROCK, Associate in Psychiatry, from November 1, 1942, through August 31, 1943.

EUGENE ELLIS DOWNING, Assistant in Crop Production (Agronomy), from November 1, 1942, through August 31, 1943.

LOUIS FEINBERG, Instructor in Laryngology, Rhinology, and Otology, from November 1, 1942, through August 31, 1943.

BEN GOLDFELLER, Junior Laboratory Assistant in Pathology, from November 1, 1942, through August 31, 1943.

HAROLD A. GRIMM, Instructor in Pathology, from November 1, 1942, through August 31, 1943.

WILLIAM ROBERT SLADEK, Instructor in Medicine, from November 1, 1942, through August 31, 1943.

J. H. BONE, Supervisor of Animal Hospital, College of Medicine, from November 1, 1942, through August 31, 1943.

GEORGE C. TURNER, Associate in Medicine (Rush), from November 5, 1942, through August 31, 1943.

ALFRED J. GOLDYNE, Assistant in Medicine, from November 6, 1942, through August 31, 1943.

EMIL MATT, Junior Laboratory Assistant in Histology, from November 6, 1942, through August 31, 1943.

JOHN D. SINGER, Instructor in Medicine, from November 9, 1942, through August 31, 1943.

GLEYN GOODWINE, Alumni Recorder, from November 15, 1942, through August 31, 1943.

LAWRENCE FREDERICK MARRIOTT, Assistant in Soil Experiment Fields (Agronomy), from November 19, 1942, through August 31, 1943.

JOHN EDWARD TYSELL, Instructor in Medicine (Rush), from September 1, 1942, through August 31, 1943.

CYRIL VINCENT CRANE, Instructor in Ophthalmology (Rush), for one year from September 1, 1942.

EVAN MANSFIELD BARTON, Associate in Medicine (Rush), from November 1, 1942, through August 31, 1943.

EVANS WILLIAM PERNOKIS, Associate Professor of Medicine (Rush), from November 1, 1942, through August 31, 1943.

ROBERT MOORE JONES, Associate in Medicine, from November 1, 1942, through August 31, 1943.

JOSEPH CHARLES EHRLICH, Instructor in Medicine, from November 1, 1942, through August 31, 1943.

ALBERT H. ANDREWS, JR., Instructor in Laryngology, Rhinology, and Otolarygology, from November 5, 1942, through August 31, 1943.

J. C. MACE, JR., Instructor in Electrical Engineering, from November 7, 1942, through June 30, 1943.

JOHN O. HANSON, Assistant in Surgery, for one year from September 1, 1942.

WILLIAM P. KLEITSCH, Instructor in Surgery, from October 15, 1942, through August 31, 1943.

HENRIETTA PEARL TERRY, Teacher of Mathematics, University High School, from November 9, 1942, through June 30, 1943.

JOHN D. KOUCKY, Associate Professor of Surgery, from November 15, 1942, through August 31, 1943.

SAMUEL H. KRAINES, Associate in Psychiatry, from November 16, 1942, through August 31, 1943.

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

#### MEDICAL ADVISORY COMMITTEE OF THE DIVISION OF SERVICES FOR CRIPPLED CHILDREN

(3) The Board of Trustees at its meeting on October 21, 1941 (Minutes, pages 677-678), approved the appointment of a Medical Advisory Committee to the Division of Services for Crippled Children, the function of which is to work with the Superintendent of the Division and the University of Illinois in providing the necessary contacts between the University and all professional interests of the Division concerned with the problem of the physically handicapped child.

On recommendation of the Director of the Division of Services for Crippled Children, Mr. Lawrence J. Linck, and the Executive Dean of the Chicago Colleges, Dr. Raymond B. Allen, I submit the following nominations for appointment to the Medical Advisory Committee for one year beginning November 1, 1942.

#### *Reappointed Members*

BLACK, ROBERT A., M.D., Pediatrician, Del Prado Hotel, Chicago.

CAMP, HAROLD, M.D., Secretary of State Medical Society, Monmouth.

CLINE, GERALD M., M.D., Pediatrician, Bloomington.

COMPERE, EDWARD L., M.D., Orthopedic Surgeon, 116 South Michigan, Chicago.

CRAWFORD, WOODRUFF L., M.D., Pediatrician, Rockford.

CROSS, ROLAND R., M.D., Director of State Department of Public Health, Springfield.

GREELEY, PAUL W., M.D., Plastic Surgeon, Chicago.

HESS, JULIUS H., M.D., Pediatrician, 104 S. Michigan, Chicago.

LEWIN, PHILIP, M.D., Orthopedist, 55 E. Washington, Chicago.

LOGAN, WILLIAM H. G., D.D.S., Oral Surgeon; Dean of College of Dentistry, Loyola University, Chicago.

NELSON, SEVERINA E., Ph.D., Assistant Professor of Speech, Urbana.

OLDBERG, ERIC, M.D., Neurologist and Neurosurgeon, Chicago.

RYERSON, EDWIN W., M.D., Orthopedist, 122 S. Michigan, Chicago.

THOMAS, HENRY B., M.D., Orthopedist; Director of Illinois Surgical Institute for Children, Chicago.

#### *New Appointments*

CARSON, MAUDE, P.H.N., Chief of Division of Public Health Nursing, Illinois Department of Public Health.

MOORE, BEVERIDGE H., M.D., Orthopedic Surgeon, Director of Shriners' Hospital for Crippled Children.

NORRIS, FRANK A., M.D., Surgeon, Jacksonville.

On motion of Mr. Jensen, this committee was appointed as recommended.

#### CHANGES IN ACADEMIC CALENDAR FOR DEPARTMENTS AT URBANA

(4) The University Senate recommends the following changes in the academic calendar as a wartime measure, in further acceleration of the University's educational program for departments at Urbana. The effect of these changes is to set up the academic year on the basis of three 16-week terms, each equivalent in the amount of instruction and credit to the present semester:

1. Beginning in June, 1943, and for the duration of the war, the basic operation of the Urbana departments of the University shall be with three equal terms, each term to be sixteen weeks in length (including final examinations), and with a week's interval between terms and a week's vacation at Christmas, the summer term to begin about the middle of June, a time which will make it possible for high school students from Chicago as well as from other areas to enter.

2. A summer session of eight weeks shall be offered at Urbana to run concurrently with the first half of the summer term.

3. In University divisions or departments where the operation of a full 16-week summer term would seem to be unwise or impracticable, Schools and Colleges at Urbana may recommend to the University War Committee that instruction in specified subjects be offered only in the 8-week summer session. The University War Committee shall have the authority to determine procedure in these cases, in the light of local conditions and of such requirements as may be imposed by the Army and the Navy.

4. Service in the summer term and summer session at Urbana shall receive additional compensation.

I concur in this recommendation.

On motion of Mr. Jensen, these changes were approved as recommended.

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

#### PHYSICAL EDUCATION PROGRAM AT URBANA

(5) The University Senate recommends the following changes in the physical education requirements as a wartime measure providing a physical fitness program for the benefit of male students at Urbana:

- I. For the first semester of 1942-1943: Registrations will be accepted from all male students who are not now enrolled in physical education courses and who may wish to take such work as the Department of Physical Education for Men may prescribe. This work shall be given for two one-hour periods a week, and shall carry one-half hour of credit, which may be applied toward graduation, provided this work is begun by December 1. Candidates for graduate and professional degrees shall receive no credit.

- II. For subsequent semesters: All full-time male students (i.e., those taking more than 8 credit hours) who are under 30 years of age and who do not have the baccalaureate degree shall be required to take such work as the Department of Physical Education for Men may prescribe. This work shall be given for three one-hour periods per week (or in some cases for two periods of 1½ hours) and shall carry one hour of credit toward graduation, which credit shall be included within the present total of hours required for graduation. All male students beyond the baccalaureate degree shall be urged to elect this work, but shall receive no credit.

#### ADMINISTRATION

1. Arrangements for physical examinations and registrations shall be made by the Registrar's Office, in consultation with the Health Service and the Department of Physical Education for Men.

2. The University Disciplinary Committee, in consultation with the Director of the School of Physical Education, shall formulate and administer rules governing attendance in this work.

3. There shall be no exemptions from the physical education requirement other than those granted by the University Health Officer, except that in cases where adjustments of this requirement to a student's schedule of required study

or to his other necessary obligations present a critical problem, the several Deans and Directors shall have authority to exempt.

4. The requirement of physical education herein stated cannot be satisfied by proficiency examinations.

#### BUDGET FOR EXPANDED PHYSICAL EDUCATION PROGRAM

The Director of the School of Physical Education and the Comptroller submit the following proposed budget for the expanded Physical Education program for the second semester of 1942-1943:

##### *Estimated Expenditures*

##### Recurring:

Instruction.....	\$8 000
Clerical help (motor fitness tests, locker rooms, and registration clerks).....	400
Stenographic help.....	500
Laundry.....	1 000
Office supplies.....	300
<i>Sub-total</i> .....	<u>\$10 200</u>

##### Non-recurring:

Towels.....	1 000
Equipment.....	1 500
Furniture.....	200
<i>Sub-total</i> .....	<u>2 700</u>

*Total Estimated Expenditures*..... \$12 900

*Estimated Income from Fees*..... \$ 2 200

It will be necessary to employ additional staff members to operate this expanded program. New people qualified to teach Physical Education are very difficult to get, and in many cases it will be necessary to use present members of the faculty in both the Department of Physical Education and other academic departments who are already on full-time appointments. Where such proposed assignments of Physical Education classes would be in addition to full-time teaching schedules, additional compensation should be authorized.

I recommend:

1. Approval of the expanded program as recommended by the University Senate.

2. A gross assignment of \$12,900 from the General Reserve Fund, \$10,200 for operating expenditures (recurring item) and \$2,700 for equipment and supplies (non-recurring). This will be offset to some extent by the estimated increased income of \$2,200 from fees.

3. Authorization of payment of additional compensation to present members of the staff for extra teaching of Physical Education classes.

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

#### APPROPRIATION FOR PHYSICAL EDUCATION AND TRAINING FACILITIES

(6) A recommendation that an assignment of \$3,800 be made from the General Reserve Fund for the following purposes:

	<i>Estimated Cost</i>
Construction of the obstacle course on the Drill Field.....	\$2 700
Construction of two baseball diamonds south of the Huff Gymnasium..	1 000
Improvements in the running track east of the Woman's Gymnasium to provide facilities for the University High School.....	<u>100</u>
<i>Total</i> .....	<u>\$3 800</u>

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

#### APPROPRIATIONS FOR PURCHASE OF LAND AND FOR SCHOLARLY PUBLICATIONS

(7) A recommendation that assignments be made from the General Reserve Fund for the following non-recurring expenditures:

1. Purchase of property south of Military Stables—\$2,550.

This is the only parcel of land not owned by the University west of Mount Hope Cemetery and fronting on Pennsylvania Avenue. After considerable study by the Department of Animal Husbandry, Dr. Graham came to the conclusion, and Dean Rusk concurred, that this should be the site for the new Animal Pathology Laboratory. The price quoted is very reasonable, and since ultimately the University should acquire this property, it should be purchased at this time if funds are available.

2. Scholarly publications—\$25,000.

The plan of procedure for handling the appropriation for scholarly publications is as follows:

(a) The sum of \$25,000 is to be made available for the support during the current fiscal year of book publication through our University Press of substantial important works of a scholarly or scientific character, but only so much of the fund is to be expended as will be required for handling approved manuscripts for which arrangements can be made for printing and publishing.

(b) Publications suitable for this purpose are to be featured as part of the celebration of the Seventy-fifth Anniversary of the University.

(c) The funds made available are to be utilized on requisitions drawn by the Director of the University Press and approved by the Dean of the Graduate School.

(d) The Dean of the Graduate School and the Director of the University Press are to be authorized to determine what books shall be published, after consulting appropriate colleagues selected by them, and in accordance with such other conditions as the President of the University may prescribe.

(e) Printing and publication arrangements are to be handled by the Director of the University Press and the Business Office, and may include arrangements with other University Presses when advisable, in accordance with usual University procedures.

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

#### REPLACEMENT OF NEWTON EXPERIMENT FIELD BARN

(8) As reported to the Board on August 29, 1942 (Minutes, page 79), the barn on the Agricultural Experiment Station field at Newton, in Jasper County, was struck by lightning and destroyed by fire. The barn and the supplies were a complete loss, although some of the machinery can be repaired.

The Dean and Director recommends an assignment of \$5,500 from the unappropriated agricultural income of the Agronomy Department for the replacement of this barn and equipment. There is a balance of \$10,231 in the unappropriated income of the Department, representing receipts of the Department from sales of crops. It is estimated that the appropriation will be expended as follows:

Building replacement.....	\$1 800
Repair and replacement of equipment.....	3 000
Fertilizers and seeds.....	260
Miscellaneous supplies and equipment.....	400
<i>Total</i> .....	<u>\$5 460</u>

I recommend approval.



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

#### **TRANSFER OF UNAPPROPRIATED AGRICULTURAL INCOME**

(9) A recommendation that the Board of Trustees authorize the transfer of up to \$5,000 from unappropriated agricultural income to various departments in the College of Agriculture on the recommendation of the Dean and Director. These transfers will be made from time to time as special non-recurring needs arise for items not amounting originally to more than \$1,000. This will eliminate the necessity of bringing to the Board of Trustees routine items involving expenditures which are clearly within the established policy of the University but for which appropriations must otherwise be made.

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

#### **BUDGET FOR DIVISION OF SERVICES FOR CRIPPLED CHILDREN**

(10) The internal budget for 1942-1943 (Minutes, June 20, 1942, page 1103), contained a preliminary estimate for the Division of Physically Handicapped Children. This is a state-wide activity financed entirely by Federal funds and transferred to the University by the Department of Public Welfare as of July 1, 1941. In the meantime, the title of the Division at the request of the United States Children's Bureau has been changed to "Division of Services for Crippled Children."

The program of work is carried out in accordance with the details approved by the United States Children's Bureau, and the allotment of funds is made only after this detailed program has been approved. A revised budget is now submitted covering the amount finally allotted for the current year. The total sum is \$142,681.74 in place of the preliminary estimate of \$139,219.

I recommend approval of this budget.

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

#### **PURCHASES RECOMMENDED**

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

100 lbs. uranium metal of high purity (99%+), sintered, in one-inch cubes, from the Belmont Smelting and Refining Works, Inc., Brooklyn, New York, at a price of \$50 a pound, f.o.b. New York, or a total cost of \$5,000.

900 reams 25" x 38"—40 lb. English finish book paper, trimmed on four sides to 24½ x 37½" (for use in printing Annual Register), from the Decatur Paper House, the lowest bidder, at a total cost of \$1,818.

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

#### **PURCHASES AUTHORIZED**

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

One special installation of patented Schwartz sectional wood cabinets, for the Hospital Pharmacy, as described on blue print of September 9, 1942, and as specified by Dean Serles, from the Schwartz Sectional System, at a price of \$2,000 f.o.b. Indianapolis.

350 dozen 19" x 38" name-woven gymnasium towels, from Mandel Brothers, the lowest bidder, at a total cost of \$1,410.50.

One 500A-4 crystograph, one 380 power supply, two 180 two-channel amplifiers, one 703-4 calibrator—switch panel, batteries, cables, and relay backs, from Offner Electronics, Inc., Chicago, at a total cost of \$1,624.86.

Approximately 3,000 bushels of No. 4 ear corn, from Carl Forshey, the lowest bidder, at 66½ cents a bushel, or an approximate total cost of \$2,000.

Chemicals, as listed below, from Merck and Company, Rahway, New Jersey, at a total cost of \$2,609.12 f.o.b. Rahway, New Jersey:

- 1000 grams d-lysine monohydrochloride
- 300 grams l-tryptophan
- 2 lbs. l-histidine monohydrochloride
- 1000 grams dl-iso-leucine
- 1000 grams dl-threonine
- 1000 grams dl-valine
- 1000 grams d-arginine monohydrochloride

Wattmeters, voltmeters, and ammeters for use in Engineering, Science, and Management War Training courses, as per schedule of items hereby given to the Secretary of the Board for record, from the W. M. Welch Manufacturing Company, Chicago, at a price of \$1,596 delivered.

A Percheron stallion, three years old, from Mrs. Victoria Dreyfus Brewster, New York, at a price of \$1,000. This, of course, is a non-competitive item, as the prices of such animals are determined by their ancestry and market conditions.

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

#### RELEASE OF PATENTABLE DISCOVERIES

(13) The following scientific discoveries are being reported to the Board with recommendations from the Faculty Committee on Patents that they be released to the discoverers in each case:

1. D. G. Nicholson, Associate, Department of Chemistry, discovery of coordinated metal compounds as improved catalysts in the oxidation and gelation of pigmented drying oils.

2. H. R. Snyder, Assistant Professor, Department of Chemistry, discovery relating to the use of organoboron compounds of the formula  $R_3B$  as catalysts for the polymerization of unsaturated compounds, such as vinyl acetate, methyl methacrylate, and styrene.

In the opinion of the Head of the Department of Chemistry, these discoveries appear to have only nominal commercial value so far as can be determined at this time, and in any case more research work would need to be done to develop the discovery by Doctor Nicholson. It is the judgment of the Faculty Committee on patents that the expense of procuring patents on these discoveries would not be justified under the circumstances, and it recommends that the discoveries be released to Doctors Nicholson and Snyder.

3. Ralph E. Grim, Petrographer in the State Geological Survey, discovery relating to the properties of a limited deposit of material found in Utah which has important applications in the preparation of bonding clays. This discovery grew out of a cooperative research project financed by the Illinois Clay Products Company to which this Company, the University, and the Geological Survey are parties. Under the contract covering this investigation the decision as to whether a patent application is to be filed is with the University. The contract with the Company was executed prior to the adoption by the Board of new regulations governing such investigations, but the Company will agree to an amendment of the contract bringing it within the policy recently adopted by the Board providing that the sponsor of an investigation, on the payment of the entire cost of procuring a patent, is entitled to a free, non-exclusive license.

The Dean of the College of Engineering recommends that the University do not apply for a patent. The Faculty Committee points out that no way exists to exercise practicable control over clay in Utah, the only place where natural clay of this particular quality is available. The Committee therefore recommends that the discovery be released to Doctor Grim in the event the

Illinois Clay Products Company does not deem it of sufficient value to pay for the patent.

I concur in these recommendations.

On motion of Mrs. Grigsby, these patents were released as recommended.

#### QUARTERLY REPORT OF THE COMPTROLLER

(14) In accordance with the provisions of the University Statutes, the Comptroller presents his Quarterly Report for September 30, 1942. Copies have been sent to all members of the Board individually, and a copy will be filed with the Secretary of the Board.

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

On motion of Mr. Adams, this report was referred to the Finance Committee.

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

#### PURCHASES RECOMMENDED (SUPPLEMENTARY)

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

77 Simmons innerspring special-built hospital mattresses, size 39" x 75", for the Research and Educational Hospital, from the Interior Contract Furnishers Company, Chicago, the lowest bidder, at a cost of \$14.50 each, or a total of \$1,116.50.

90.9 milligrams radium in monel tube, for the Department of Physics, from the Radium Chemical Company, Inc., New York City, at a total cost of \$2,164.10, including the monel tube and lead container.

Eleven items of precious metals (dental gold), for the College of Dentistry, for resale to students, from the lowest bidders on the respective items as follows: General Refineries, Inc., \$2,214.94; Thomas J. Dee & Co., \$22; I. Stern & Co., Inc., \$610.

One item of type "C" casting gold (1,000 dwts.), for the Crown and Bridge Division of the Dental Clinic, from General Refineries, Inc., the lowest bidder, at a cost of \$1,480.

Gymnasium and wrestling mats, two inches thick, 18 oz. duck with Ozite filler, for the Department of Physical Education for Men, as follows: four 5' x 10', four 5' x 20', one 20' x 20', two 12' x 24'—from the Atlas Athletic Equipment Company, St. Louis, the lowest bidder, at a total cost of \$1,144.70.

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

#### PURCHASE OF LAND ADJOINING TRELEASE WOODS

(16) A recommendation that an assignment of \$5,500 be made from the General Reserve Fund for the purchase of approximately 22 acres of land adjoining the Trelease Woods.

President Willard asked Mr. Morey to present this item.

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

#### APPROPRIATION FOR UNIVERSITY SPEECH CLINIC

(17) The Department of English and the Provost of the University recommend, as an experiment, in the University Speech Clinic for students with defective voices, a program of speech training for men students in the Advanced Course of the Reserve Officers' Training Corps. This would include a systematic survey of all men in the Advanced Course, and special speech training for all those whose speech is defective or otherwise needs development. It is estimated that from five to eight per cent will need such attention, or a possible maximum of 50 students in the present Advanced Course.

To set up such a program it is estimated that a budget of \$4,000 a year will be required, but as an experiment for the second semester of the current year approximately \$2,800 will be required. Of this amount, \$600 would cover the cost of making the survey of students in the Advanced Course, and \$2,200 will be needed for remedial instruction. While the cost per student is high because of the individual nature of the instruction, the program will be of great experimental value, and it will not be unduly expensive from that point of view. If it is not successful it can be discontinued without any further commitment.

I recommend approval of this as an experimental program and a special appropriation of \$2,800 from the General Reserve Fund to cover the expenses.

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

#### REAPPROPRIATION OF RESIDENCE HALL RESERVE

(18) The first student residence hall at the University of Illinois was the Mary E. Busey Hall for women constructed in 1917-1918 at an original cost of \$180,247, paid from State appropriations. In 1922 the first section of Davenport House was acquired at a cost of \$17,000, and in 1927-1928 an additional section was acquired at a further cost of \$16,500. In 1925-1926 the Laura B. Evans Hall was constructed in part from a State appropriation of \$250,000 and the further sum of \$40,963 from accumulated net earnings of the other halls.

From the beginning of the operation of residence halls it was the policy of the Board of Trustees to permit the net earnings to accumulate, with a view to making use of them for additional halls. From the operation of the three halls above described, there had accumulated at the beginning of 1933, the sum of \$259,904.

In 1932-1933 the State faced a critical financial situation. Tax collections fell off to such a point that it was necessary for the State to borrow money to meet current expenditures. After discussion with State officials, the Board of Trustees voted on March 14, 1933, to use the accumulated balance of residence hall money for current University expenses, thus reducing the amount required for such expenses from State tax funds. (During that biennium the University permitted the sum of \$1,583,543 to lapse unused out of its State tax revenue appropriations for current expenses and the further sum of \$1,365,138 to lapse unused from an appropriation for the erection of one unit of the Medical and Dental Building in Chicago, a grand total of \$2,948,681.)

In 1939 the Board of Trustees requested the General Assembly to make an appropriation of \$250,000 to be used in financing a new men's residence hall, as a replacement of the amount lapsed in 1933. This appropriation was not obtained. However, in 1940 the University succeeded in borrowing the full amount for this hall, a total of \$650,000 at  $4\frac{1}{4}\%$  interest secured by a first mortgage on the new hall and by a pledge of earnings from *all* the residence halls. The unpaid balance on this loan as of June 1, 1943, will be \$620,100, bearing interest at  $4\frac{1}{4}\%$ , payable in serial installments over a period of years ending in 1961. However, a certain portion can be prepaid, and if the sum of \$250,000 can be made available for this purpose during 1943-1945, an interest saving of \$189,000 can be effected on this loan, and the loan will be fully paid by June 1, 1953, instead of 1961. This estimate is based on the assumption that the net earnings from the halls would continue as at present to be applied on debt service until 1953, after which they would no longer be required for this purpose, and could either be available for the general budget of the University or for the further accumulation of funds for residence hall units or the financing of such units.

It is suggested that, in view of the present favorable position of the State's General Revenue Fund, the State be requested to make a special appropriation of \$250,000 for reduction of indebtedness on the Men's Residence Hall.

On request of President Willard, Mr. Morey presented this item. On motion of Mr. Livingston, the President of the University was authorized to present this item to the Department of Finance and the Budgetary Commission for their consideration.

**PROPOSED CHANGES IN FORM OF UNIVERSITY BUDGET AND  
IN METHODS OF DEPOSIT OF UNIVERSITY INCOME  
IN THE STATE TREASURY**

(19) Several proposals involving fundamental changes in the form of the biennial budget of the University and the method of handling University income have been informally placed before the University administration for consideration. Because of the important implications and effects of the proposals if carried out, they are brought to the attention of the Board of Trustees for its information.

*University Income Fund*

The organization act of the University authorizes the Board of Trustees to have a Treasurer who receives and disburses University funds. From 1867 to 1913 all money collected directly by the University was deposited and disbursed from its own treasury, and all sums appropriated to the University by the State were paid over to it and disbursed from its own treasury.

From 1913 to 1933 all sums collected by the University were handled in the same manner, but appropriations from State tax funds were disbursed on itemized vouchers through State channels.

In 1933 the General Assembly passed an amendment to the State Finance Act to the effect that the collections of the University other than from trust funds and federal funds be deposited in the State treasury in a special fund to be known as the University Income Fund, to be used solely for the support, operation, and improvement of the University of Illinois. In the discussion of this matter before legislative committees, it was made clear that it was the intention of the General Assembly at that time essentially to provide for the custodianship of such funds and to leave the University free as to their expenditure. To that end the appropriation bill of the University in each succeeding biennium has appropriated the estimated gross receipts and balances of this fund in a single total. The budget of the University as filed with the Department of Finance has shown the estimated distribution of expenditures from this fund in the same form as for the State appropriations, and the internal budget of the University allocates this income in detail, the same as all other income.

The Department of Finance now proposes that the University Income Fund be discontinued; that receipts supporting our general budget, such as student fees and certain other items (making up in total about two-thirds of the fund), be deposited in the State General Revenue Fund without being earmarked for the support of the University; that other receipts of self-supporting and revolving activities be retained in the University treasury. Appropriations to the University would be made in one budget out of the General Revenue Fund, corresponding to what we now describe in our internal budget as "General Income," as distinguished from "Restricted Income."

This proposal represents a major change in policy and procedure, involving as it does the loss of identity of University income in the State treasury. Since all appropriation balances lapse at the end of each biennium, there would be no possibility of carrying forward any unused balances of this income to take care of uncompleted projects or special reserves as in the past. Failure to segregate our income from student fees would mean that we could get no benefit from increased income from that source over the budget estimate. An unexpected increase in enrollment therefore would result in increased expenses, but we would be deprived of increased income to meet those expenses until and unless added funds were appropriated by the General Assembly.

Retention of receipts of self-supporting and revolving activities in the University treasury would be a distinct advantage and would eliminate the

difficulties now faced in estimating the amounts of these transactions for purposes of the State budget.

### *Form of State Appropriations to the University*

The form of previous appropriations from the Income Fund has also been questioned by the Department of Finance, and it has been pointed out that the present method of appropriating the receipts of the Income Fund in a lump sum has been indicated as unconstitutional by three consecutive attorneys general. The Department of Finance has indicated that it will request some itemization of our Income Fund. One objection advanced to the present form of appropriation is that it provides a lump sum appropriation of approximately 25% of the University's total appropriations. The Department of Finance has indicated that, in requesting an itemization of the appropriation from the Income Fund, it would be willing to provide the elasticity needed by a lump-sum appropriation of an amount considerably below the total amount of the Income Fund.

### *Classification of Expenditures*

The Department is proposing a new classification of expenditures to replace the one now prescribed by the Finance Act. This is not objectionable so far as the general classification is concerned, since the appropriation headings would not exceed in number those now used. However, the detailed classification would place on us a considerable increase in clerical work and would be of no value whatever to us. The proposed plan will result in recording of our transactions in the Department of Finance and is in the direction of greater control by that department over University financial operations.

President Willard asked Mr. Morey to present this item.

On motion of Mr. Livingston, this matter was referred to the Finance Committee for study and report.

### **CONTRACTS EXECUTED BY THE COMPTROLLER OCTOBER 7 TO NOVEMBER 17, 1942**

(20) A report of contracts executed by the Comptroller.

Contracts executed under general regulations of the Board of Trustees:

<i>With Whom</i>	<i>Purpose</i>	<i>Amount to be received by University</i>	<i>Date</i>
United States War Department (Surgeon General)	Training in Neurosurgery for twenty-five students	\$2 500	September 14, 1942
United States War Department (Medical Department)	Training in Thoracic surgery for ten students	1 000	September 14, 1942
United States War Department (Surgeon General)	Training in Anesthesiology	1 000	September 14, 1942
Office of Scientific Research and Development (OEM 227)	Confidential contract	7 880	October 5, 1942
Office of Scientific Research and Development (OEM 469)	Confidential contract	12 000	October 10, 1942
Office of Scientific Research and Development (OEM 241)	Confidential contract	11 000	October 24, 1942
Office of Scientific Research and Development (OEM 234)	Confidential contract	46 080	October 15, 1942
Office of Scientific Research and Development (OEM 102)	Confidential contract	15 000	October 20, 1942
Office of Scientific Research and Development (OEM 318)	Confidential contract (supplement)	40 000	November 6, 1942
Civil Aeronautics administration	Pilot training for not more than twenty trainees	188 (per trainee)	September 1, 1942
Armour and Company	Research agreement covering treatment of pernicious anemia with liver extract	2 200	October 26, 1942
United States Navy	Meals for Signal School	88 320	October 26, 1942
<i>With Whom</i>	<i>Purpose</i>	<i>Amount to be paid by University</i>	<i>Date</i>
Horner-Moyer, Inc.	Appearance of Olin Downes on Lorado Taft Lecture-ship	\$ 300	August 10, 1942
Mid-State Engineering Co.	Ventilating system for Room 303 Woman's Building	5 000	November 15, 1942

Leases executed under general regulations of the Board of Trustees:

<i>With Whom</i>	<i>Property</i>	<i>Annual amount to be received by University</i>	<i>Date</i>
Lawrence Wiemken	Carter Pennell farm	Share in proceeds	September 4, 1942
Mr. and Mrs. William R. Castor	1204 W. Springfield, Urbana	\$480	July 29, 1942
Mrs. Hattimay Cagle	1210 W. Illinois, Urbana	920	October 27, 1942

President Willard asked Mr. Morey to present this report.

This report was received for record.

#### REPORT OF COMMITTEE ON CIVIL SERVICE AND EMPLOYEES

At this point, Mr. Livingston asked Mr. Adams to present the following recommendations of the committee on Civil Service and Employees.

##### TEMPORARY SALARY AND WAGE INCREASES

It is proposed that the salaries and wages of certain staff members and employees of the University of Illinois in lower salary brackets in all divisions of the University, except as otherwise noted, shall be granted a temporary increase in rate of compensation in accordance with the plan hereinafter stated:

1. *Time Effective:* January 1, 1943, to June 30, 1943. This will terminate automatically at that date unless other funds are secured. (The University hopes to continue these temporary increases until August 31, 1943. It expects to ask the General Assembly for funds out of which these increases can be extended into the next biennium and further adjustments made. Such extensions and adjustments will depend on whether funds can be secured for these purposes.)

2. *Staff Members Eligible:* (a) All members of the academic staff employed at an annual full-time rate of not over \$1,800 for the academic year and in service on or before October 1, 1942. (b) All non-academic employees in service on October 1, 1942, at an annual full-time rate of not over \$1,800. (c) The temporary increases shall not apply automatically to persons employed from self-supporting or special funds, but will depend on the availability of those funds to meet such increases.

3. *Amount:* Temporary increases shall be made as follows: (a) \$10 a month to all full-time academic staff members covered. (b) \$10 a month to all non-academic employees in service on or before March 1, 1942. (c) \$5 a month to all non-academic employees employed since March 1, 1942. (d) Part-time employees will be granted increases approximately proportionate to the relation of their time to full time, no increase to be less than \$5 a month. (e) Automatic adjustments under this plan shall not result in an annual full-time salary rate of over \$1,900, and further adjustments may be made in salaries between \$1,800 and \$1,900 for the purpose of equalization, provided no such salary will go above \$1,900.

4. *Adjustments:* This temporary increase shall be omitted in groups which have already received adjustments equal to or exceeding those recognized in the recent statement of the President of the United States regarding salary and wage increases. Administrative officers shall have the authority to omit or reduce the temporary increase in individual cases where such reductions or omissions would be in the best interest of the service.

5. *Federal Approval:* All changes herein recommended are subject to whatever Federal approval may be necessary under the recent order concerning salaries and wages.

On motion of Mr. Adams, this adjustment of salaries and wages was authorized, within the funds available, and an appropriation of \$75,000 was made from lapsed salaries, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mr. Davis, Mr. Fornof, Mrs. Grigsby, Mr. Jensen, Mr. Livingston, Dr. Meyer; no, none; absent, Mr. Green, Mr. Karraker, Mr. Wieland.

#### ALUMNI ASSOCIATION

At this point, President Willard introduced Mr. Deneen Watson, President of the Alumni Association, who commented on the recent reorganization of the Alumni Association and the recommendations of the report of Booz, Fry, Allen, and Hamilton.

On request of President Meyer, the President of the University introduced Dr. Raymond A. Kent and Dr. John W. Taylor, of the American Council on Education, and Mr. Benjamin F. Affleck, Major Lenox R. Lohr, and Mrs. Glenn E. Plumb, of the General Advisory Committee.

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

#### BOOZ, FRY, ALLEN, & HAMILTON SURVEY

The President of the University presented the following statement.

In presenting herewith the "Survey of Business Administration and Organization—University of Illinois," made by Booz, Fry, Allen, and Hamilton, and my review and analysis of this Survey, together with my recommendations, to the Board of Trustees of the University of Illinois, I wish to make the following introductory statement.

As I stated to the Board of Trustees in my preliminary review of this Survey Report, presented at the meeting on August 29, 1942, some of the Booz, Fry, Allen, and Hamilton recommendations are, in my judgment, sound and in keeping with our own policies of development and self-improvement; others are worthy of further consideration; some are good in theory but impractical because of financial limitations; a number are, in my judgment, unsound and should be rejected.

When Booz, Fry, Allen, and Hamilton were employed, they were given specific instructions as to the areas their Survey should cover. These included all of the business organization, operations, and policies; areas which a firm of business analysts and management counsel should be competent to survey. They exceeded their authority and acted contrary to instructions when they undertook to survey and recommend changes in the educational and research organization, operations, and policies. Those are fields which I do not believe this firm is professionally competent to survey. Certainly the personnel of the firm, who did the actual survey work, did not impress me or other University officials with whom they conferred as competent in those fields, regardless of their other qualifications. They demonstrated a lack of appreciation and understanding of the fundamental educational and research functions and responsibilities of the University of Illinois.

The question may be raised why this misdirection of the Survey was not avoided or corrected during its progress, and why I did not discuss the criticisms of the Survey with representatives of Booz, Fry, Allen, and Hamilton. The answer is that, with one exception, I not only *did not know* what the Survey group proposed to recommend, but I was not even given an opportunity to find out what they expected to recommend until the report was handed to me on August 17. The exception was the rough draft of a general organization chart, which I saw twice, and about which I made certain comments, in an effort to explain how university administration must be related closely with departments and faculty. No mention was ever made of the tremendous allocation of authority to the new Vice President of Education and Research which now appears in the final report. We tried to insure proper direction of the survey activities in the initial instructions, which were *specific as to areas to be covered* and also indicated the *areas which were not to be surveyed*. On at least two subsequent occasions and in writing (March 17 and April 11) during the course of the survey, the firm of Booz, Fry, Allen, and Hamilton was asked to transmit any conclusions they had reached, so that we could put into immediate effect any recommendations for changes that the University administration and the Board of Trustees approved. None was received.

I had also made it clear in at least two conferences that we wanted to discuss with those in charge of the survey their probable findings and the bases



for same *before* the formal final report was submitted. I was advised definitely that this would be done. I had in mind the importance of having all the fundamental facts bearing on any given situation brought out, and the correct interpretation of significant data fully considered, both of which are essential to making sound conclusions. I was told that it would not be practicable from the point of view of the firm to do this until its report was more nearly in final form. Consequently, when I was asked to meet with representatives of the firm on August 17, I was told that the conference was for the purpose of discussing the findings before the final report was drafted. I also offered to go to Chicago for the conference, since I was told neither Mr. Booz nor Mr. Fry could be present for a conference at Urbana. I went to Chicago with Comptroller Morey and Director Havens to make it possible for either Mr. Booz or Mr. Fry to attend the conference and discuss the proposed findings in person. Neither of these two gentlemen appeared. Instead, Messrs. Olson and Morgan handed me the final report, stating that they had decided not to have a preliminary conference. I was naturally surprised at such a summary conclusion of the Survey, but since they indicated that they were through and since they had disregarded original instructions and failed to comply with requests for interim reports on our business methods, there was no other course to follow except to analyze the Survey Report and present my review and recommendations to the Board of Trustees.

A copy of the Booz, Fry, Allen, and Hamilton Survey Report, with a detailed analysis thereof (the Administrative Review), including my recommendations for specific action by the Board of Trustees on all sections of the Survey Report, was sent to each member of the Board on November 12 for study in advance of this meeting.

At this point, the President of the University introduced Professor Roger Adams, who addressed the Board and stated that the recommendations of the report of Booz, Fry, Allen, and Hamilton with respect to a vice-president in charge of education and research would result, if adopted, in great injury to the research program of the University.

The President also introduced Provost A. J. Harno, who addressed the Board on the nature and functions of universities as educational institutions, and stated that the program proposed by the report of Booz, Fry, Allen, and Hamilton was unworkable as affecting the educational interests of the University.

The President then presented the full report, with his comments, and suggested that it be taken up page by page by the Board in Committee of the Whole, in open session.

A complete copy of the Report of Booz, Fry, Allen, and Hamilton on "Survey of Business Administration and Organization—University of Illinois," combined with the "Review and Analysis of this Survey together with Recommendations by the President of the University," was given to the Secretary of the Board for record. The two are integrated in one document of two volumes. Following is a summary of the recommendations of the President of the University.

#### SUMMARY OF RECOMMENDATIONS BY PRESIDENT WILLARD

The Administrative Review has shown the extended character of the changes proposed in the top organization of the University by the addition of three new executives. The educational principles which ought to determine action on these proposals have been set forth in the Administration's Review of the Report. The Administration believes that education is not primarily a business, and that the University of Illinois, therefore, must be organized in such a manner that leadership in teaching and research shall remain where it

belongs, *viz.*, in the faculty, subject to administrative guidance, support, and stimulation.

In view of this basic consideration, and in view of the foregoing analysis and review, the Administration has presented certain recommendations. The principal recommendations are here submitted in summary form.

#### A. EDUCATIONAL OFFICERS

The four major items discussed in the Report and in the Administration's Review of the Report are:

##### 1. *Functions of President*

It is proposed to reduce the number of officers, committees, and boards reporting to the President (*Report*, pp. 31-34, 64-75).<sup>1</sup>

*Action:* Authorize and direct the President as provided in the University Statutes, page 3, Section 2, to delegate more responsibility to other principal administrative officers, who shall act for him in such cases (*Review*, pp. 99-102).<sup>1</sup>

##### 2. *New Administrative Officers*

Three new administrative officers are proposed:

(a) *Vice President of Education and Research* (*Report*, p. 65).

*Action:* Continue the Provost as the chief educational officer in charge of courses, curricula, and all general matters related to undergraduate teaching, and assign him such additional duties and responsibilities as the President may direct. Continue the Dean of the Graduate School as the chief research officer in charge of graduate courses, graduate faculty, graduate scholars and fellowships, and all general research projects, grants, and routine cooperative agreements (*Review*, pp. 119-122).

(b) *Business Manager in charge of Business Office and the Physical Plant* (*Report*, p. 65).

The Report recommends that the positions of Comptroller and Superintendent of Buildings and Grounds be made subordinate to a Business Manager. For the reasons stated in the Review, however, the Administration proposes that the position of Comptroller be continued as the chief financial and business officer of the University, responsible to the President. The Comptroller shall be an officer of the Board, functioning as its fiscal and auditing officer.

As in the past, the Comptroller will advise and assist the President in all financial and business matters as the latter may request. Various functions of a business character, more fully described in the Review, which have hitherto been handled by the President, will be assigned to the Comptroller.

The responsibilities and functions of the Comptroller will cover all departments and activities in Urbana and the Chicago divisions (*Review*, pp. 108-109).

(c) *Public Relations Officer* (*Report*, p. 65).

The recommendation in the Report fails to take account of present important public relations activities in Colleges and Schools.

*Action:* In view of reorganization of the Alumni Association with a full time Executive Director who will take office in January, and in view of present plans for improved public relations, action on this office should be deferred (*Review*, pp. 109-118).

##### 3. *Committee System*

Reduce the number of committees of all kinds (*Report*, pp. 34-37).

*Action:* Direct the President to review all general and special committees and take appropriate steps to reduce their number. Also direct all colleges and departments to take similar action (*Review*, p. 99).

##### 4. *Board of Trustees*

Trustee functions include too many administrative details (*Report*, pp. 62-63).

*Action:* Approve the recommendations of the Survey as presented on pages 37, 62, and 63 of the Report, all of which are in line with the functions of the Board as defined in the University of Illinois Statutes, page 3, Section 1 (*Review*, p. 98).

<sup>1</sup>In this summary, references to pages in the Survey Report begin with the word *Report*, and references to pages in the Administrative Review begin with the word *Review*.

## B. SECONDARY ORGANIZATION

The first four of the six items listed in the Report as "Secondary Organization Weaknesses" concern, for the most part, the Business Office and the Physical Plant Department (*Report*, pp. 41-54). The criticisms of over-organization, scattering of similar functions, illogical grouping of related functions and inadequate lines of authority, therefore, hinge on the action regarding these two offices.

(a) *Comptroller—* 1. *Business Office*

In line with the above recommendation regarding the proposed Business Manager, the Administration recommends that the position of Comptroller be continued as the chief financial and business officer of the University, responsible to the President (*Review*, pp. 123-126).

(b) *Subordinate Officers—*

The Review therefore proposes that, in general, the subordinate positions in the Business Office shall be continued as they are, but with a number of minor changes in duties as recommended by the Report (*Report*, pp. 105-128).

The above actions would modify the recommendations of the Report regarding subordinate officers (*Report*, pp. 66-76).

*Action:* In view of the changes in responsibility noted above, re-examine the functions of subordinate officers in order to achieve the best possible administration of the University (*Review*, pp. 126-134).

2. *Physical Plant Department*

It is recommended by the Report that the operations of this office be subordinated to the Business Manager and that the duties of a variety of subordinate officers be redefined (*Report*, pp. 128-129).

*Action:* In view of the action proposed above regarding the Comptroller, continue the Director of the Physical Plant in his present administrative capacities and effect such changes in subordinate positions and sub-divisions as are warranted by a further study of the services of the division (*Review*, pp. 135-151).

If these recommendations are approved, the Administration believes it can proceed easily and naturally to remedy to the extent necessary the conditions described in the Report as (i) over-organization, (ii) scattering of similar functions, (iii) illogical grouping of related functions, and (iv) inadequate lines of authority.

*Action:* Proceed toward appropriate remedies for the situations described, but within the objective of serving the essential teaching and research activities of the University.

The remaining two organization weaknesses cited by the Report as secondary in character are:

3. *Divisional Organization of the College of Liberal Arts and Sciences*

(Item 5 of *Report*, pp. 55-56)

*Action:* Continue present studies of divisional organization and take such action as the essential purposes of the College may suggest (*Review*, pp. 87-92).

4. *College of Agriculture* (Item 6 of *Report*, pp. 57-61)

*Action:* Study further the appointment of a Vice Director of Extension and otherwise delegate responsibility in the College, the Experiment Station, and Extension as educational and research activities may suggest (*Review*, pp. 93-97).

## C. OPERATING METHODS AND PROCEDURES

1. *Personnel Policies and Practices*(a) *Non-Civil Service—*

The Administration denies that "the University's personnel policies and practices are inadequate and incomplete" (*Report*, p. 175).

*Action:* Continue existing methods of selection of academic personnel according to progressive practice in University circles (*Review*, pp. 161-163).

It is recommended in the Report that the proposed Vice President of Educa-

tion and Research accept supervision over the selection of educational and research personnel (*Report*, p. 179).

*Action:* This proposal is not accepted. This responsibility must remain in the deans, directors, and other administrative officers of the various divisions, subject to review by the President, with such advice from the Faculty as he may find desirable in each case (*Review*, pp. 99-102, 103-108).

It is recommended in the Report that performance standards be established (*Report*, p. 179).

*Action:* Continue progressive policy of appraising research distinction and teaching excellence according to standards necessarily unique to institutions of higher learning (*Review*, pp. 161-163).

It is recommended in the Report that the Civil Service Exempt List be increased (*Report*, p. 180).

If this change is made to the extent recommended, an alteration in the Civil Service law would be necessary. This is a subject that has had careful consideration by the Civil Service Committee and by the Board Committee on Civil Service and Wages in the recent past. The proposed interpretation is more liberal than the judgment of these two committees thus far has dictated.

*Action:* In view of the activities of the University Civil Service Committee, further consideration will be given to this subject as needs require (*Review*, p. 163).

(b) *Civil Service—*

(1) *Selection.* The Report recommends that (i) the Civil Service Act be amended to cover "loose points," (ii) Civil Service employment be centralized, (iii) continuous examinations be introduced, and (iv) physical examinations be given before new employees are placed on the payroll (*Report*, pp. 181-184).

*Action:* Concur in these recommendations, because they are already in effect or under active consideration (*Review*, p. 165).

(2) *Training.* A training program is recommended (*Report*, p. 185).

*Action:* Concur, since this program is already projected (*Review*, p. 165).

(3) *Organization.* Job analysis, supervision, and single authority are recommended (*Report*, p. 186).

*Action:* Since the organization of work for Civil Service employees has already reached a high degree of stability, concur in this recommendation (*Review*, p. 165).

(4) *Performance Standards.* Criteria of achievement are proposed (*Report*, p. 187).

*Action:* Wherever possible, standards are already in effect. Since many Civil Service employees are contributing members to educational processes, formal standards characteristic of a business are not applicable (*Review*, p. 166).

(5) *Compensation.* Establish salary scales in accordance with work done (*Report*, pp. 187-189).

*Action:* The University Civil Service Committee is already establishing salary scales. The remaining criticisms and recommendations doubtless hold true of a business, but the investigators have quite failed to sense the different worth of the educational and administrative services rendered by secretaries to the major administrative officers (*Review*, p. 166).

(6) *Working Conditions.* The chief criticism is that "lighting is faulty in some areas and toilet facilities are not as sanitary in some instances as they should be" (*Report*, p. 190).

*Action:* Proceed as rapidly as possible with the improvements in these areas along the lines already begun (*Review*, p. 168).

(7) *Employee Welfare.* The Report states that the University already "has a good program" (*Report*, p. 192).

*Action:* Continue the program (*Review*, p. 168). It should be observed, however, that the description given of the retirement system (p. 192) is of the old University system. This system was terminated as of September 1, 1941, except for persons already retired. No mention is made of the new state-wide University Retirement System, established by the General Assembly, effective September 1, 1941. Full information concerning the new system was given to the investigators.

(8) *Labor Relations.* The Report states: "There is continuous pressure

brought to bear for still further unionization and even the University's Civil Service employees must affiliate with the union in order to work at the University" (*Report*, p. 192).

In general, the Administration believes that the University has maintained a firm but reasonable *policy* toward organized labor. This fact was recently substantiated by the Assistant Director of the State Department of Labor, Mr. Robert Gordon, when he appeared before the Board of Trustees. Organized labor's endorsement of the University's Employee-Council plan is another evidence of the relationship between the two organizations.

*Action:* Do not concur in the suggestions outlined in the Report, but continue constructive studies of labor relations (*Review*, p. 174).

### 2. Working Cash Fund

It is found that the University's "Working cash fund is too small" (*Report*, p. 195). It is proposed that the fund be increased from \$100,000 to \$250,000.

The need for such a change has been recognized for some time, particularly with the increase in activities in both Urbana and Chicago in the past two years. The matter was reported to the Board at its meeting of July 25, 1942, by the Comptroller, and referred to the Finance Committee for consideration and report. The proposed change could only be accomplished by an act of the General Assembly. The problem already has been mentioned to the Director of Finance, for consideration in connection with the coming biennial budget.

*Action:* Concur in the proposal to increase the working cash fund, and work out the other details in accordance therewith (*Review*, p. 176).

### 3. Coal Purchasing

The Report states that the University's coal purchasing is loose and unbusinesslike. The specific criticisms are that specifications are not based on comprehensive tests of various grades and kinds of Illinois coal, that penalties for failure to meet specifications are inadequate, that there are no weighing scales at the Abbott Power Plant, that there is split authority and responsibility for selecting a vendor, and the like (*Report*, pp. 203-205).

*Action:* Since the Administration has ample evidence that some of these criticisms are not based on fact, and that others are misinterpretations of fact, it cannot concur in all of the recommendations. Some changes, however, can be effected (*Review*, p. 186).

### 4. Long-Time Plans for Maintenance and Operation

The Report recommends a comprehensive and coordinated long-term program for routine operation, maintenance, and modernization of the University's facilities (*Report*, pp. 207-209). The Administration's Review of the Report, however, has shown that correlation does exist, that there are intelligent and logical standards of excellence, that there are plans, that there have been studies of life expectancy, that costs are not high, that the personnel is skilled, that seasonal jobs are hampered by storage facilities, that there is a painting routine within the limits of the budget, and that the small amount of *defective* wood paneling in the Illini Union Building has been replaced.

*Action:* The Administration proposes (*Review*, p. 187): (a) to continue its special studies of operation and maintenance by its own and by outside experts; (b) to continue its special officer for constant studies on room efficiency and the adjustment of space, both as to amount and as to modernization, to educational needs; (c) to continue its highly effective Faculty Building Committee; and (d) to perfect its long-range plans both for the campus as a whole and for modernization within the limits of available budgets.

### 5. Allocation of Office Space

It is charged that "office space in the Administration Building is poorly allocated" (*Report*, p. 209); that in many cases throughout the campus, office space does not permit sufficient privacy, that the Physical Plant Department should be moved from the Administration Building; that a second and third story should be added to the connecting court between the East and West wings of the Administration Building; that the present Service Building be

remodeled to house the entire Physical Plant Department; that an underground chemical stores building be erected near the Chemistry Building; and that the south garage be consolidated with an enlarged north campus garage (*Report*, pp. 213-214).

*Action:* Refer all these matters to the Faculty Building Committee which has already examined most of them and submitted recommendations in accordance with a long-time plan. Completion of action on approved plans has been prevented because of priorities (*Review*, pp. 188-195).

#### 6. Laboratory and Special Fees

It is proposed that the present system of separate laboratory fees for individual courses be replaced by a single laboratory fee (*Report*, p. 215).

This change is *highly desirable*. It has been actively considered by the Committee on Fees and Scholarships for the past three years, but a recommendation has been deferred until certain new fees, such as the Illini Union Building fee, could become stabilized. The Committee will be asked to review this matter again in the near future.

*Action:* When, in the judgment of the Administration and of the Board of Trustees, the time seems propitious, adopt this recommendation (*Review*, p. 196).

#### 7. Student Records

The Report states that "there is an undesirable duplication of student records within the University" (*Report*, p. 215). It is proposed that all records be centralized in the Registrar's Office. It is further proposed that this office shall furnish photographic copies of its records to College offices.

All student records are already centralized in the Registrar's Office. Wherever practicable and economical, copies of these records are supplied to other offices. The question of expanding this service is partly economic and partly advisory. In terms of economy, there is no indication that centralized duplication would actually save money.

*Action:* Continue the present studies of methods of keeping student records, and adjust the methods to changes in the location of College Offices as the conditions may suggest. Also, work in the direction of centralized duplication as fast as its value for advice to students can be demonstrated. (*Review*, pp. 197-198).

#### 8. Time-Keeping and Payrolls

The assertion that the time-keeping and payroll methods are lax and unbusinesslike (*Report*, pp. 219-223) is clearly unjustified and unfair to the University administration, and shows a lack of understanding of the problem. Never to our knowledge has the internal auditing staff or the firm of outside auditors brought to light a case where a payroll payment was made when no service was rendered. For many years, payroll checks for appointees have been delivered promptly on the last day of each month, and only on very rare occasions has a check been drawn incorrectly. Reports of individual earnings have been made to the State Auditor and to the Federal Government as required, and never a word concerning unbusinesslike procedure.

For many years the Board of Trustees has employed a firm of auditors of national reputation to check and review the business transactions of the University, and never have they stated that our procedures were lax and unbusinesslike. Some statements concerning procedure seem elementary and non-constructive. For example, "The time keeper shall install such procedures, methods, and checks as in his opinion are necessary to assure the honesty and accuracy of all payrolls and time records" (*Report*, pp. 222-223). There is no record in this Report or elsewhere that this condition does not now prevail.

*Action:* Continue to study this problem in order to secure a more efficient and businesslike program than the one offered by the Report (*Review*, pp. 199-200).

#### 9. Design, Drafting, and Estimating

(a) The consolidation of two offices is recommended (*Report*, p. 225).

*Action:* Continue the two offices as at present, but study the possibilities for consolidation when new funds are available (*Review*, p. 201).

(b) The use of an outside architectural firm is recommended (*Report*, p. 225).

*Action:* Because of the expense, the loss of contact between the architectural staff and the operating staff, the resulting variety of architectural styles, and the special features of educational buildings, the Administration cannot concur in this recommendation (*Review*, p. 203).

(c) The Report recommends that the budget carry an adequate item for architectural studies (*Report*, p. 225).

*Action:* This recommendation is already in effect (*Review*, p. 203).

#### 10. Hospitalization

The Report proposes that the plan of hospitalization be made compulsory (*Report*, p. 227).

*Action:* Continue to develop and act on similar plans already proposed by the Committee on McKinley Hospital (*Review*, p. 204).

#### 11. Printing and Mailing

(a) It is recommended that the Print Shop of the University Press be moved to the South Garage (*Report*, p. 232).

The proposed change does not offer the kind of possibilities for the development of the University Press comprehended by the faculty committee report and by the special report of Mr. Fornof.

*Action:* Continue studies already inaugurated covering an expansion of the University Press and its location in other quarters (or the erection of a new building), and proceed along these lines as fast as the situation warrants (*Review*, p. 205).

(b) It is recommended that the printing facilities of the Illini Publishing Company be merged with the Print Shop (*Report*, p. 232).

*Action:* Initiate further studies of this recommendation in terms of the educational values involved (*Review*, p. 207).

(c) It is recommended that the desirable printing facilities now used by the College of Engineering and the School of Journalism be transferred to the Press (*Report*, p. 233).

If the Press were to take over this equipment, and continue the instructional work, it would be necessary to house it in a separate room and to provide for the instruction. It is not practicable to admit students to any shop under the conditions of regular production without disturbing and hindering the conduct of the shop.

*Action:* Do not concur in this recommendation because the educational requirements cannot be met (*Review*, p. 208).

(d) It is proposed to centralize the addressograph facilities (*Report*, p. 234).

*Action:* Concur in this recommendation (*Review*, p. 209).

(e) In the Report, the functions of the Information Office and Stenographic Bureau, now under the Director of the University Press, are split between the proposed Business Manager and the proposed Vice-President of Public Relations (*Report*, p. 81).

*Action:* In view of the earlier recommendation not to approve these new officers now, the Information Office and Stenographic Bureau should remain as at present (*Review*, p. 210).

#### D. THE NEXT STEP

The final recommendation of the Report is to the effect that its "concise, comprehensive, integrated program of action" as outlined by the investigators "be adopted in its entirety" and that the Board and the President "get under way at once" (*Report*, pp. 243-244).

It should be obvious from the foregoing recommendations that this recommendation cannot be approved. The reasons are:

1. A large section of the Report deals with extremely complex matters of educational policy which, aside from lying outside the confines of the announced purpose of the Survey, must be studied in terms of the essential character of the University.

2. Many of the specific studies of business and physical plant operations have been isolated from their educational functions, and the recommendations based on them, therefore, are sometimes subject to serious question and sometimes quite impossible to convert into action.

3. A considerable number of findings in the Report and of the recommendations suggested by the findings have been actively under consideration by the Administration. The Administration appreciates, therefore, the confirmation of its own judgment about many of these matters.

4. The Report speaks of "a fully developed plan of organization." It should be obvious, however, that no one could write a fully developed plan for a university which is changing and growing in its relations to students and to the public. The essential character of the institution cannot be confined to any plan, therefore, which is inexorably fixed in its lines of authority. Its organization must meet changing needs and situations. Flexibility in its *developing* rather than in its "fully developed" plan of organization will be absolutely imperative in the post-war period ahead.

*Action:* In view of these considerations, the recommendations for action noted above should be confirmed by the Board of Trustees, and the President of the University should be directed to continue and to intensify, with the aid of other administrative officers and the Bureau of Institutional Research, studies of administrative organization, and report on them from time to time to the Board as he may consider appropriate, looking toward an early realization of the avowed purpose of the Report, viz., the highest possible degree of efficiency in University administration which is compatible with the main functions of the University.

Mr. Fornof presented the following resolution, and moved its adoption.

*Whereas*, President Willard was instructed by the Board of Trustees of the University of Illinois on December 16, 1941, to have a study of the business operations of the University made by Booz, Fry, Allen, and Hamilton;

*And whereas*, this study has been completed and submitted by the President to each member of the Board in advance of this present meeting, together with a detailed analysis of each of the recommendations made by Booz, Fry, Allen, and Hamilton;

*And whereas*, one of the principal recommendations of the report is that the Board of Trustees should "not be burdened with administrative matters or assume responsibility for operating decisions" but, on the other hand, should "select a President, support him with capable key assistants, and entrust to him and require that he assume full responsibility for the administration of the University";

*And whereas*, the President of the University of Illinois has made the following final recommendation concerning action to be taken by the Trustees on the Booz, Fry, Allen, and Hamilton proposals—"Action: In view of these considerations the recommendations for action noted above should be confirmed by the Board of Trustees, and the President of the University should be directed to continue and to intensify, with the aid of other administrative officers and the Bureau of Institutional Research, studies of administrative organization, and report on them from time to time to the Board as he may consider appropriate, looking toward an early realization of the avowed purpose of the Report, viz., the highest possible degree of efficiency in University administration which is compatible with the main functions of the University";

*Now, therefore, be it resolved*, that the Board of Trustees concurs in the foregoing recommendation contained in the Booz, Fry, Allen, and Hamilton report as to the duties of the Board of Trustees, and also concurs in the recommendations of the President of the University as to the future handling of the Booz, Fry, Allen, and Hamilton proposals.

After full discussion, Mr. Fornof's resolution was adopted, by the following vote: Aye, Mr. Adams, Mr. Cleary, Mr. Fornof, Mr. Jensen, Mr. Karraker, Dr. Meyer; no, Mr. Davis, Mrs. Grigsby, Mr. Livingston; absent, Mr. Green, Mr. Wieland.



Mr. Davis offered the following motion which, after discussion, was adopted:

That the President of the University be instructed:

1. To write to the President of the University of Chicago, and to the President of its Board of Trustees, and to the President of Northwestern University, and to the President of its Board of Trustees, to inquire whether the firm of Booz, Fry, Allen, and Hamilton made surveys of those institutions, what was the scope of such surveys, whether the firm made recommendations that were feasible and to what extent they were adopted, and what their opinion was of the competence of the firm of Booz, Fry, Allen, and Hamilton to make such surveys.
2. To request the Director of Finance to have Dean Works give his opinion of the competence and adequacy of the Booz, Fry, Allen, and Hamilton survey of the University of Illinois.
3. To request the appropriate sub-committee of the General Advisory Committee to give their opinion of the competence and adequacy of the survey.
4. To request the Commission of the American Council on Education to give its opinion on the competence and adequacy of the survey, particularly as to the basic recommendations of three vice-presidents with specific duties as outlined in the report.
5. To give the members of the Board of Trustees copies of the correspondence arising from these steps, and of the replies as soon as they are received.
6. To give the members of the Board of Trustees copies of the report of the Commission of the American Council on Education on its investigation of the charges of the Attorney General of the State of Illinois against the Board of Trustees and the administration of the University.

#### REPORT OF FINANCE COMMITTEE

Mr. Karraker presented the following recommendations and reports of the Finance Committee.

##### INVESTMENTS

The Finance Committee recommends:

1. That the following investments of surplus cash of student loan funds be approved:  
\$15,000 Liggett and Myers Tobacco Company 7% debentures due 1944 at about 111.  
\$10,000 Lorillard Company 7% debentures due 1944 at about 111.
2. That the offer of Bethlehem Steel Company to redeem at 181 \$20,000 par 6% bonds due 1998 held at an average book value of about 140 be accepted.
3. That the following investments of endowment funds, to the amounts indicated, be authorized for purchase as funds become available:  
\$10,000 additional Canadian National Railway 5% due 1969 at about 112.  
\$20,000 Canadian Northern Railway 6% debentures due 1946 at about 111.  
\$20,000 U. S. Savings bonds, Series G, 2½%.

##### BABCOCK ENDOWMENT

In 1933 the University received from the late Kendrick C. Babcock \$1,000 of Chicago & West Towns Railway, Incorporated, 5% bonds due 1942, as a part of a gift for a fellowship endowment. In 1937 interest was suspended on these bonds. Within the past year there has been some reorganization of this company, and a small payment of interest was made in January, 1942. As a result of these changes, the price of the bonds has risen from a market of 16 in December, 1941, to the current market of 53½. On recommendation of our investment counsel and after inquiry, the Committee concluded that it would be desirable to sell these bonds at the current market, which has been done.

When the bonds were received they were entered at a book value of \$1,000. The difference between the realization of \$535 and the book value, amounting to \$465, has been charged to the principal account of the Kendrick C. Babcock Fund.

## MCKINLEY ENDOWMENT

On May 16, 1942 (Minutes, page 904), the Board approved a recommendation of the Finance Committee that Franklin County, Illinois, Warrants of a face value of \$2,708.74, acquired through foreclosure of an endowment fund investment, be offered for sale at 50% of their face value. No offer could be obtained on this basis, but a short time ago an offer was received at 40% of face value. The Finance Committee reviewed the situation and concluded that it would be best to accept this offer and gave its authorization as an emergency action. The amount received from the transaction was \$1,083.50, leaving a net loss of \$1,625.24, which was charged against the principal of the McKinley Endowment in Economics and Public Utilities.

## REPORT OF AUDIT

The Finance Committee reports that it has received the audit report of Arthur Andersen & Company on the audit of University accounts and operations for the year ended June 30, 1942. The report submits summary financial statements which are in harmony with those prepared by the Comptroller and indicates that no irregularities were found and makes no suggestions for changes in procedure.

On motion of Mr. Karraker, the reports of the Finance Committee were received for record, and the changes in investments were approved and confirmed.

## EMERGENCY APPROPRIATION FOR CHICAGO BUSINESS OFFICE

The President of the University asked the Comptroller to present the following letter.

November 24, 1942

DEAR PRESIDENT WILLARD:

As I have already indicated to you in discussion, I find it necessary to ask for additional personnel to take care of non-academic problems in the Chicago colleges and offices and to expedite the handling of all payrolls for the Chicago division of the University.

Up to this time we have endeavored to handle these matters through the Urbana offices. This procedure seemed necessary when the University had to work through the State Civil Service Commission. We have tried to continue in this manner under the new University Civil Service System but have found it exceedingly unsatisfactory. As a result of the expansion of University-controlled activities in Chicago, we have approximately 790 Civil Service employees in that division. Present conditions result in an unusual turnover in this group, so that the problem of recruitment becomes a major one. It is no longer possible to handle this in a satisfactory manner in the Urbana offices. There are also many questions with respect to the University Retirement System, for which we need to have someone in Chicago, reasonably well-informed, who can answer questions on the ground. Because so much of our recruitment and examination under the Civil Service System must be carried on in Chicago, it is highly desirable to have a personnel representative in Chicago at all times.

Much the same situation prevails with regard to payrolls of Chicago employees. In the past it has been necessary for us to clear all such payrolls through the Urbana office, although for some time we have been handling invoices to outside vendors directly between the Chicago office and the State Auditor's Office. The delay incident to carrying payrolls through the additional office in Urbana should be eliminated, and we can thereby largely eliminate the complaints which we have from the Chicago employees concerning delays in the delivery of their payroll checks.

On the face of the matter it would seem that this added service and expense in part, at least, could be offset by reductions in the Urbana office. However, we are in the process of development of adequate service in these areas in Urbana, and we have not reached the limit of that development. Present employment conditions are such that an unprecedented load of replacement is

put on the Urbana office, together with all the problems incident to the development of the new Civil Service System and the new employer-employee council plan. On top of these burdens is now to be added the work incident to the 5% Federal Withholding Tax, which we must now apply to every payroll. Consequently, the transfer of work to Chicago will just about offset the growth of work in the Urbana office from various causes beyond that provided by the present organization.

The following annual budget estimate for the new program in Chicago is submitted:

Personnel Assistant.....	\$2 400
Payroll Clerk.....	1 500
Other Expense.....	350
Travel.....	150
<i>Total</i> .....	<u>\$4 400</u>

The travel item is chiefly for expenses of the Chicago employee representative on the University Civil Service Committee to attend meetings at Urbana. The term "Other Expense" is to include printing, postage, telephone, and other office expense.

Approximately half of the present year will have elapsed before the new organization can be established, and consequently, although the appropriation should be for \$4,400 in order to establish the matter on a recurring basis, the sum of \$1,000 can be immediately lapsed back into the General Reserve representing unused portions of the salary items. The full expense budget will be needed even for this year because certain items of equipment are needed to set up the work which will not recur next year but which will be offset by the full year's operating expenses.

I call your attention to the fact that the item of Personnel Assistant is included in the budget for next biennium as it now stands and that the items of expense can be taken care of within that budget if that budget is approved. The Payroll Clerk item is a clear addition and would be necessary either here or in Chicago as a result of the added burden of federal deductions.

I urgently request that this additional budgetary provision for the personnel and payroll work be made as promptly as possible.

Cordially yours,

LOYD MOREY, *Comptroller*

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

#### SECRETARY'S REPORT OF CONTRACTS

The Secretary presented for record the following documents signed by the President and the Secretary of the Board and deposited with the Secretary since the last report.

<i>Name</i>	<i>Date</i>	<i>Amount</i>	<i>Purpose</i>
Kroeschell Engineering Co.	September 1, 1942	\$1,300	Air conditioning General Hospital Room 315
Silver Creek Coal Co.	November 3, 1942	\$4.35 a ton, delivered	Coal for the Chicago Departments, October, 1942, to June 30, 1943

#### SALE OF ROSELAWN CEMETERY LOTS

The Secretary presented also the following report of the sale of lots in Roselawn Cemetery since the last report of such sales.

<i>Date</i>	<i>Description</i>	<i>Purchaser</i>	<i>Sale Price</i>
6- 6-1940	SE $\frac{1}{4}$ Lot 23 Section E	C. C. Wiley and Sina B. Wiley	\$105
6- 3-1942	NE $\frac{1}{4}$ Lot 75 Section G	Mrs. C. J. Foster	105
9-15-1942	SW $\frac{1}{4}$ Lot 114 Section G	Mrs. Geraldine C. Leach	105
9-18-1942	W $\frac{1}{2}$ Lot 105 Section G	C. W. Clabaugh	210
11- 5-1942	NE $\frac{1}{4}$ Lot 105 Section G	Nolan N. Hodges	105

**COOPERATING TEACHERS**

The Secretary presented also for record the following list of school teachers and administrators cooperating with the College of Education, for the first semester of the academic year 1942-1943, appointed by the President of the University on November 2, 1942.

<i>Champaign Public Schools</i>	<i>Salary</i>	<i>Urbana Public Schools (Cont'd)</i>	<i>Salary</i>
VERNON L. NICKELL.....	.....	BERTHA L. GIBSON.....	25 00
CARL W. ALLISON.....	.....	RUTH HARRIS.....	10 00
ELEANOR CHAFFEE.....	.....	MRS. MARY V. McDOUGLE..	3 33
HARRY A. COMBES.....	\$ 50 00	ELIZABETH NAGLE.....	6 67
ELAINE ENGSTROM.....	25 00	BESS M. SADDORIS.....	25 00
CLELIA A. HARLAND.....	20 00	CLARA L. SLACK.....	25 00
FOSTER McCARTY.....	10 00	BELLE V. SOUTH.....	3 33
EDNA MEADOWS.....	25 00	LILLIS L. WEBB.....	25 00
MENDEL L. RILEY.....	45 00	FLOSSIE WILEY.....	3 33
LUCILE A. STANSELL.....	50 00	MARGERY W. WILSON.....	25 00
MRS. HELEN K. STARK.....	25 00	AUSTIN E. GARRELS.....	45 00
BEULAH H. SWIGART.....	25 00	ADA B. SMITH.....	70 00
ROY W. SWINDELL.....	17 50	LEWIS STEPHENS.....	73 34
ARNOLD L. THOMASSON.....	.....		
JAMES L. SISK.....	.....	<i>St. Mary's School</i>	
JAMES A. COTTLE.....	20 00	SISTER ANNA LUCILE DUNN	25 00
MARION K. KENNY.....	25 00		
ALBERT H. MALO.....	25 00	<i>Quincy High School</i>	
LOUISE D. McMATH.....	25 00	ROBERT O. EVANS.....	.....
ROBERT TAYLOR.....	30 00	R. S. BRACKMAN.....	.....
MRS. RUTH H. THOMPSON..	25 00	IRVIN L. BRAKENSIEK.....	50 00
HELEN BESORE.....	25 00		
MRS. RETA CAMPBELL.....	25 00	<i>Philo Community High School</i>	
JOSEPHINE CURVEY.....	31 66	HARMON E. EVELAND.....	.....
ALITA DYAR.....	6 67	MILBOURN F. DEMUNN.....	100 00
AVICE F. LEE.....	31 66		
ETTA NEBLOCK.....	.....	<i>Tolono Community High School</i>	
MRS. ALMA RIGNEY.....	6 67	VICTOR G. JEWELL.....	.....
ROSEMARY D. STEWART.....	6 67		
BARBARA STIEGEMEYER.....	.....	<i>Fisher Community High School</i>	
LESTER R. MOYER.....	20 00	MAURICE E. FOREMAN.....	.....
HARRIETT ROSE.....	36 67	MARSHALL J. SCOTT.....	50 00
<i>Urbana Public Schools</i>		<i>Sadorus Community High School</i>	
THOMAS H. COBB.....	.....	MARY E. IBALL.....	.....
STANLEY B. HADDEN.....	.....	MRS. HAZEL H. HASTY.....	100 00
CLARK E. YOUNG.....	.....		
HELEN L. BERGER.....	75 00	<i>St. Joseph Community High School</i>	
HENRY J. BOTHWELL.....	20 00	GERALD Y. TRIMBLE.....	.....
JAMES C. EASTERBROOK.....	10 00	HELEN E. HERRIOTT.....	100 00
SARAH J. FISHER.....	75 00		
RUTH T. LEE.....	25 00	<i>Joliet Township High School and Junior College</i>	
LOLA D. McCLURG.....	25 00	LEONARD B. WHEAT.....	.....
AARON H. LAUCHNER.....	.....	ELMER W. ROWLEY.....	25 00
SARAH A. MINER.....	10 00		
CLARA E. RENFREW.....	45 00	<i>Monticello Township High School</i>	
A. RICHARD TERWILLIGER...	20 00	WESLEY T. WOOLEY.....	.....
ELSIE WHITTEN.....	15 00	NORMAN J. SMITH.....	50 00
ELSIE B. DAVIS.....	25 00		

**APPOINTMENTS MADE BY THE PRESIDENT**

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

ALLEN, MRS. ELIZABETH KRUSKAL, Assistant in Spanish, on one-half time, beginning November 1, 1942, and continuing through June 30, 1943, at a salary at the rate of sixty dollars (\$60) a month (this supersedes her previous appointment). (November 6, 1942)<sup>1</sup>

ANDREWS, MARY LOUISE, Junior Clerk-Stenographer in the Extension Service in Agriculture and Home Economics, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred dollars (\$100) a month. (October 23, 1942)

AUST, CORNELIA B., Junior Clerk-Stenographer in the Physical Plant Department, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand five hundred dollars (\$1500) a year (this supersedes her previous appointment). (October 30, 1942)

BALL, WILMA, Assistant Clerk in the Registrar's Office, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of eighty-five dollars (\$85) a month. (November 13, 1942)

BERNHARDT, BERNICE J., Senior Clerk-Stenographer in the Dispensary, in the College of Medicine, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand five hundred dollars (\$1500) a year (this supersedes her previous appointment). (October 30, 1942)

BOCK, SARA RUTH, Senior Clerk-Stenographer in the Department of Physiological Chemistry, in the College of Medicine, for one year beginning September 1, 1942, subject to University Civil Service rules, at a salary of one thousand five hundred dollars (\$1500) (this supersedes her previous appointment). (November 6, 1942)

BRANIGAN, DUANE ADAMS, Assistant Professor of Music, and Counselor in the Personnel Bureau, for ten months beginning November 1, 1942, at a salary at the rate of two hundred forty-one dollars sixty-six cents (\$241.66) a month (this supersedes his previous appointment). (November 16, 1942)

BRISTOW, MRS. EVELYN McLAIN, Assistant in Spanish, on three-fourths time, beginning November 1, 1942, and continuing through June 30, 1943, at a salary at the rate of ninety dollars (\$90) a month (this supersedes her previous appointment). (November 6, 1942)

BULLWINKEL, ELIZABETH, Senior Clerk-Stenographer in the Chicago Illini Union Building, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred thirty-five dollars (\$135) a month (this supersedes her previous appointment). (November 13, 1942)

CARLSON, J. RICHARD, Junior Account Clerk in the Accounting Division of the Business Office, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand four hundred forty dollars (\$1440) a year (this supersedes his previous appointment). (November 17, 1942)

CHAPIN, MILDRED RUTH, Instructor in Home Economics, in the College of Agriculture, and Counselor in the Personnel Bureau, for nine months beginning October 1, 1942, at a salary at the rate of two hundred thirty dollars (\$230) a month (this supersedes her previous appointment). (October 23, 1942)

CHAPMAN, CHARLES A., Adjutant in the Military Department, for ten months beginning November 1, 1942, at a salary at the rate of six hundred dollars (\$600) a year. (October 30, 1942)

CLAUSSEN, VERA EMMA, Assistant Dietitian in McKinley Hospital, beginning November 5, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of one hundred fifteen dollars (\$115) a month; for the convenience of the University she will also be provided with room, board, and laundry of uniforms. (October 23, 1942)

CLINE, POLLY FAYE, Senior Clerk-Stenographer in the Department of Pharmacology, Materia Medica, and Therapeutics, in the College of Medicine, for one year beginning September 1, 1942, subject to University Civil Service rules, at a salary of one thousand six hundred twenty dollars (\$1620) (this supersedes her previous appointment). (November 6, 1942)

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

DORNE, RALPH MARVIN, Assistant in Ophthalmology, in the College of Medicine, beginning November 15, 1942, and continuing through August 31, 1943, without salary. (November 17, 1942)

DUNCAN, DOROTHY IRENE, Senior Clerk-Stenographer in the Department of Anatomy, in the College of Medicine, for one year beginning September 1, 1942, subject to University Civil Service rules, at a salary of one thousand five hundred dollars (\$1500) (this supersedes her previous appointment). (November 6, 1942)

FARBER, HERBERT O., Senior Accountant in the Business Office, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of two hundred dollars (\$200) a month (this supersedes his previous appointment). (November 4, 1942)

FIERKE, MISCAL LEON, Associate in Physics, in the Department of Chemistry, in the College of Pharmacy, for eleven months beginning October 1, 1942, at a salary at the rate of two thousand seven hundred dollars (\$2700) a year. (October 20, 1942)

FOSTER, ROBERT HALE, Instructor in the Children's Clinic, in the College of Dentistry, on one-fifth time, beginning November 1, 1942, and continuing until further notice during the school year 1942-1943, at a salary at the rate of forty-three dollars thirty-three cents (\$43.33) a month. (November 11, 1942)

GAGNON, JAMES ALBERT, Instructor in Histology, in the College of Dentistry, on one-half time, beginning November 1, 1942, and continuing until further notice during the school year 1942-1943, at a salary at the rate of one hundred eight dollars thirty-three cents (\$108.33) a month. (October 28, 1942)

GASTON, FREDERICK HAROLD, Supply Officer in the Military Department, for ten months beginning November 1, 1942, at a salary at the rate of six hundred dollars (\$600) a year. (October 30, 1942)

GIRARD, JOHN PAUL, Research Engineer in Physics, in the College of Engineering, beginning November 1, 1942, and continuing until further notice, at a salary at the rate of two thousand two hundred dollars (\$2200) a year (this supersedes his previous appointment). (November 16, 1942)

GOLDBLATT, LUCILLE JEAN, Assistant Cashier in the Chicago Business Office, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand three hundred twenty dollars (\$1320) a year (this supersedes her previous appointment). (October 22, 1942)

GRADWOHL, BEULAH EMILY, House Manager of the Women's Residence Halls, for one year beginning September 1, 1942, subject to University Civil Service rules, at a salary of three thousand two hundred twenty dollars (\$3220); for the convenience of the University she will also be provided with meals and laundering of uniforms while on duty (this supersedes her previous appointment). (October 23, 1942)

HALE, GEORGE, Senior Account Clerk in the Purchasing Division of the Business Office, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand six hundred eighty dollars (\$1680) a year (this supersedes his previous appointment). (November 17, 1942)

HALLAM, RUTH, Senior Clerk-Stenographer in the Nursing Department of the Research and Educational Hospital, for one year beginning September 1, 1942, subject to University Civil Service rules, at a salary of one thousand five hundred dollars (\$1500) (this supersedes her previous appointment). (November 6, 1942)

HAMILTON, CLARA EDDY, Assistant in Zoology, on one-half time, beginning January 1, 1943, and continuing through June 30, 1943, at a salary at the rate of sixty dollars (\$60) a month. (November 6, 1942)

HARWOOD, NANCY LEE, Assistant Clerk-Stenographer in the Department of Forestry, in the Extension Service in Agriculture and Home Economics, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred dollars (\$100) a month (this supersedes her previous appointment). (November 24, 1942)

HELMERICKS, RALPH, Musical Instrument Repair Man in the School of Music, beginning October 26, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of two thousand four hundred dollars (\$2400) a year. (October 30, 1942)

HESSE, ARTHUR LEO, Acting Supervisor of the Animal Hospital, in the College of Medicine, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of two thousand five hundred dollars (\$2500) a year (this supersedes his previous appointment). (November 4, 1942)

HINES, VYNCE ALBERT, Teacher in the University High School on 95/100 time, beginning November 18, 1942, and continuing through June 30, 1943, at a salary at the rate of one hundred eighty dollars fifty cents (\$180.50) a month (this supersedes his previous appointment). (November 24, 1942)

HOLLENDER, ABRAHAM RISEL, Assistant Professor of Laryngology, Rhinology, and Otology, in the College of Medicine, on one-half time, beginning January 1, 1943, and continuing through August 31, 1943, at a salary at the rate of three thousand five hundred dollars (\$3500) a year. (November 9, 1942)

HOVORKA, JOHN, Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1942, and continuing through January 31, 1943, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 11, 1942)

HUBBARD, GENEVA ROSE, Assistant Clerk-Stenographer in the Library School, on one-half time, for ten months beginning November 1, 1942, at a salary at the rate of forty-five dollars (\$45) a month. (November 9, 1942)

IRENEUS, CARL, JR., Assistant in Surgery, in the College of Medicine, on four-fifths time, for ten months beginning November 1, 1942, at a salary at the rate of one hundred ten dollars (\$110) a month (this supersedes his previous appointment). (November 25, 1942)

JANICKI, MURIEL CONSTANCE, Graduate Assistant in Pharmacognosy and Pharmacology, in the College of Pharmacy, on one-half time, for eleven months beginning October 1, 1942, at a salary at the rate of fifty dollars (\$50) a month. (October 22, 1942)

KAHLERT, MERCEDES GUILLERMINA, Assistant in Spanish, on three-fourths time, beginning November 1, 1942, and continuing through June 30, 1943, at a salary at the rate of ninety dollars (\$90) a month (this supersedes her previous appointment). (November 6, 1942)

KASCH, FRED WILLIAM, Recreational Director of the Chicago Illini Union Building, for one year beginning September 1, 1942, subject to University Civil Service rules, at a salary of two thousand two hundred dollars (\$2200) (this supersedes his previous appointment). (November 13, 1942)

KELLER, GARTH VERNON, Assistant in Animal Husbandry, in the College of Agriculture, and in the Agricultural Experiment Station, on three-fourths time, for nine months beginning December 1, 1942, at a salary at the rate of one hundred dollars (\$100) a month. (November 11, 1942)

KILLIAN, MRS. RUTH S., Assistant Clerk-Stenographer in the Department of Home Economics, in the Extension Service in Agriculture and Home Economics, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of ninety dollars (\$90) a month (this supersedes her previous appointment). (November 11, 1942)

KNELL, MRS. DOROTHY DENNE, Assistant Clerk-Stenographer in the College of Agriculture, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred dollars (\$100) a month. (October 27, 1942)

KWICINSKI, WALDEMAR JOSEPH, Assistant in Prosthetic Dentistry, in the College of Dentistry, on one-half time, beginning December 1, 1942, and continuing until further notice during the school year 1942-1943, at a salary at the rate of eighty-one dollars sixty-six cents (\$81.66) a month. (November 16, 1942)

LAMS, LOUIS, Assistant in Neurology, in the Department of Neurology and Neurological Surgery, in the College of Medicine, beginning October 15, 1942, and continuing through August 31, 1943, without salary. (October 22, 1942)

LEE, ROBERT EDWARD, Health Officer of the Chicago Colleges, for ten months beginning November 1, 1942, at a salary at the rate of two thousand five hundred dollars (\$2500) a year. (October 22, 1942)

LEVINE, MILTON, Associate in Bacteriology and Public Health, in the De-

partment of Pathology, Bacteriology, and Public Health, in the College of Medicine, beginning November 15, 1942, and continuing through August 31, 1943, without salary. (November 17, 1942)

LIN, MARGARET H. D., Assistant in Surgery, for one year beginning September 1, 1942, without salary. (July 25, 1942)

MCCOY, MRS. MARJORIE, Social Director of the Women's Residence Halls, for ten months beginning September 1, 1942, subject to University Civil Service rules, at a salary of one thousand three hundred dollars (\$1300) (this supersedes her previous appointment). (October 23, 1942)

MCKINNEY, DORIS JEAN, Assistant Clerk-Typist in the Department of Animal Husbandry, in the Extension Service in Agriculture and Home Economics, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of ninety dollars (\$90) a month. (November 11, 1942)

MICHAUD, MRS. JANE, Assistant in Music, on one-fourth time, beginning November 1, 1942, and continuing through June 30, 1943, at a salary at the rate of thirty dollars (\$30) a month. (November 24, 1942)

MILLER, GEORGE FREDERICK, Assistant Laboratory Mechanic in the Shop Laboratories, in the Department of Mechanical Engineering, in the College of Engineering, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred ten dollars (\$110) a month. (November 13, 1942)

MORA, JACOB MORTON, Assistant Professor of Surgery, in the College of Medicine, on 35/100 time, for ten months beginning November 1, 1942, at a salary at the rate of sixty-two dollars eighty cents (\$62.80) a month (this supersedes his previous appointment). (November 25, 1942)

MUTTI, RALPH JOSEPH, Associate in Fruit and Vegetable Marketing, in the Department of Agricultural Economics, in the Agricultural Experiment Station, for nine months beginning December 1, 1942, at a salary at the rate of two thousand eight hundred dollars (\$2800) a year (this supersedes his previous appointment). (November 21, 1942)

NANNES, CASPAR, Assistant in English, beginning October 16, 1942, and continuing through January 31, 1943, at a salary at the rate of one hundred fifty dollars (\$150) a month. (November 2, 1942)

PIEPER, MRS. NELLE GROOMS, Assistant Clerk in the Department of Agronomy, in the Agricultural Experiment Station, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of ninety dollars (\$90) a month. (November 11, 1942)

PONCHER, HENRY G., Professor of Pediatrics, in the College of Medicine, on indefinite tenure, beginning November 1, 1942, at a salary at the rate of seven thousand five hundred dollars (\$7500) a year (this supersedes his previous appointment). (November 4, 1942)

REESE, DOROTHY ELIZABETH, Assistant Clerk-Stenographer in the Extension Service in Agriculture and Home Economics, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of ninety-five dollars (\$95) a month. (October 27, 1942)

RIPPER, RICHARD FREDERICK, Junior Account Clerk in the Accounting Division of the Business Office, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand four hundred forty dollars (\$1440) a year (this supersedes his previous appointment). (November 17, 1942)

ROGERS, LOIS D., Junior Accountant in the Accounting Division of the Business Office, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand six hundred twenty dollars (\$1620) a year. (November 17, 1942)

SANDERS, MRS. MARTHA J., Junior Clerk-Stenographer in the College of Education, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred fifteen dollars (\$115) a month. (November 13, 1942)

SARGENT, HUGH WILLIAMS, Instructor in English, beginning November 1, 1942, and continuing through June 30, 1943, at a salary at the rate of two hundred dollars (\$200) a month. (November 6, 1942)



SCHLOEMER, HOWARD FREDERICK, Graduate Assistant in Hospital Pharmacy, in the College of Pharmacy, on one-half time, beginning October 12, 1942, and continuing through June 30, 1943, at a salary at the rate of fifty dollars (\$50) a month. (October 22, 1942)

SCHWARTZ, ADA ELIZABETH, Junior Library Assistant in the Journalism Library, on one-half time, beginning November 23, 1942, and continuing through August 31, 1943, at a salary at the rate of seven hundred dollars (\$700) a year. (November 17, 1942)

SCUDERI, CARLO SALVADORE, Assistant Professor of Surgery, in the College of Medicine, on one-fifth time, beginning December 1, 1942, and continuing through August 31, 1943, at a salary at the rate of fifty dollars (\$50) a month (this supersedes his previous appointment). (November 24, 1942)

SEARS, OGLE HESSE, Professor of Soil Biology, in the Department of Agronomy, in the College of Agriculture, and Chief in Soil Biology, in the Agricultural Experiment Station, on indefinite tenure, and Counselor in the Personnel Bureau, for eleven months, beginning October 1, 1942, at a salary at the rate of four thousand five hundred dollars (\$4500) a year (this supersedes his previous appointment). (October 23, 1942)

SINCLAIR, EILEEN MARIE, Research Assistant in Psychiatry, in the College of Medicine, beginning January 1, 1943, and continuing through March 31, 1943, without salary. (November 11, 1942)

SMALL, HELEN D., Junior Clerk-Typist in the Library School, beginning October 15, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of one hundred ten dollars (\$110) a month (this supersedes her previous appointment). (October 23, 1942)

SMITH, LYLE W., Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1942, and continuing through January 31, 1943, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 11, 1942)

SMITH, MRS. MABEL P., Social Director of the Women's Residence Halls, for ten months beginning September 1, 1942, subject to University Civil Service rules, at a salary of one thousand three hundred dollars (\$1300) (this supersedes her previous appointment). (October 23, 1942)

SNYDER, BETTE JANE, Scholar in Bacteriology, beginning December 1, 1942, and continuing through June 30, 1943, at a salary at the rate of thirty dollars (\$30) a month. (November 25, 1942)

STAFFORD, WILFRED FARBER, Instructor in Orthopaedics, in the College of Medicine, on one-half time, beginning November 1, 1942, and continuing through June 30, 1943, at a salary at the rate of eighty-three dollars thirty-three cents (\$83.33) a month (this supersedes his previous appointment). (November 20, 1942)

STRACK, KENNETH HUGHES, Junior Stores Clerk in the Office Supply Store-room, beginning November 12, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of one hundred fifteen dollars (\$115) a month (this supersedes his previous appointment). (November 20, 1942)

SWANSON, ROBERT EARL, Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1942, and continuing through January 31, 1943, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 11, 1942)

THUMAN, MRS. HELEN H., Junior Clerk-Stenographer in the Business Office, for nine months beginning December 1, 1942, subject to University Civil Service rules, at a salary at the rate of one hundred fifteen dollars (\$115) a month. (November 4, 1942)

VAN LOON, MRS. VERNEDA, Assistant Clerk in the Registrar's Office, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of eighty-five dollars (\$85) a month. (November 13, 1942)

WALLACE, GEORGE IRA, Associate Professor of Bacteriology, for ten months beginning November 1, 1942, at a salary at the rate of three thousand five hundred dollars (\$3500) a year, and Chairman of the Sub-Committee on Student Discipline, beginning November 1, 1942, and continuing as long as he

serves as Chairman of the Sub-Committee, at an additional salary at the rate of three hundred dollars (\$300) a year (this supersedes his previous appointment). (November 2, 1942)

WALTERS, CHARLES SEBASTIAN, Project Forester in the Department of Forestry, in the College of Agriculture, beginning October 6, 1942, and continuing through August 31, 1943, without salary (entire salary to be paid by the United States Department of Agriculture) (this supersedes his previous appointment). (October 27, 1942)

WATSON, HELEN LOUISE, Assistant Clerk-Stenographer in the Office of the Dean of the College of Engineering, beginning October 16, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of ninety dollars (\$90) a month. (October 23, 1942)

WEAVER, BRAYTON LADD, Associate in Vegetable Crops, in the Department of Horticulture, in the College of Agriculture, and in the Agricultural Experiment Station, and Counselor in the Personnel Bureau, for eleven months beginning October 1, 1942, at a salary at the rate of three thousand one hundred dollars (\$3100) a year (this supersedes his previous appointment). (October 23, 1942)

WENDT, MILDRED ANNE, Assistant Clerk-Stenographer in the Department of Dairy Husbandry, in the Extension Service in Agriculture and Home Economics, for ten months beginning November 1, 1942, subject to University Civil Service rules, at a salary at the rate of eighty-five dollars (\$85) a month. (November 9, 1942)

WHARMBY, EDMUND, Junior Stores Clerk in the Library, beginning October 15, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of one hundred thirty dollars (\$130) a month (this supersedes his previous appointment). (October 23, 1942)

WHEELER, SAMUEL CRANE, JR., Assistant in Physics, in the College of Engineering, on three-fourths time, beginning November 1, 1942, and continuing through January 31, 1943, at a salary at the rate of one hundred five dollars (\$105) a month (this supersedes his previous appointment). (November 11, 1942)

WILLIAMSON, LELAND WILLIAM, Storekeeper in the Office Supply Storeroom, beginning October 19, 1942, and continuing through August 31, 1943, subject to University Civil Service rules, at a salary at the rate of one thousand eight hundred dollars (\$1800) a year. (October 30, 1942)

WOOD, RAYMOND FRANCIS, Senior Account Clerk in the Business Office, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand seven hundred forty dollars (\$1740) a year (this supersedes his previous appointment). (October 22, 1942)

WOODS, MRS. DOROTHY BURRESS, Junior Clerk-Stenographer in the Physical Plant Department, for eleven months beginning October 1, 1942, subject to University Civil Service rules, at a salary at the rate of one thousand five hundred dollars (\$1500) a year (this supersedes her previous appointment). (October 30, 1942)

#### DECLINATIONS, RESIGNATIONS, AND CANCELLATIONS

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

BAUMANN, THERESA E., Scholar in Bacteriology—resignation effective October 20, 1942.

BAUMGARTNER, F. NEIL, Assistant in Chemistry—resignation effective October 22, 1942.

BRENNER, SHIRLEY, Assistant Cashier in the Chicago Business Office—cancellation effective September 1, 1942.

CHANCE, CHARLES J., Assistant in Physiology—resignation effective October 24, 1942.

COHN, MARIUS, Assistant in Physics, in the College of Engineering—resignation effective September 1, 1942.

DENTON, VIRGINIA M., Assistant Clerk-Stenographer in the Extension Service in Agriculture and Home Economics—resignation effective at noon, October 17, 1942.

DUGAN, WARREN G., Special Research Assistant in Theoretical and Applied Mechanics, in the Engineering Experiment Station—resignation effective November 15, 1942.

EDMUNDSON, MRS. CONSTANCE H., Junior Clerk-Stenographer in the Office of the Dean of the College of Education—resignation effective October 23, 1942.

FOGLE, STEPHEN F., Instructor in English—resignation effective October 16, 1942.

FREISTAT, WILLIAM F., Fellow in History—cancellation effective September 1, 1942.

GAGER, KATHRYN N., Assistant Clerk-Stenographer in the Library School—declination effective September 16, 1942.

GOLDBLATT, LUCILLE JEAN, Assistant Cashier in the Chicago Business Office—resignation effective November 14, 1942.

GRISSOM, ROBERT L., Assistant in Anaesthesia, in the College of Medicine—resignation effective October 13, 1942.

HANSEN, CLARENCE W., Assistant in Dental Pathology and Therapeutics, in the College of Dentistry—cancellation effective September 1, 1942.

HARSHBARGER, MARTHA G., Junior Clerk-Stenographer in the Department of Dairy Husbandry, in the College of Agriculture—resignation effective October 27, 1942.

HOSKINS, JEAN, Assistant Director of Student Housing—resignation effective December 1, 1942.

JAEHNING, TECKLA KATHERINE, Junior Clerk-Stenographer in the College of Law—resignation effective November 1, 1942.

JOHNSON, CAROLYN R., Assistant Clerk-Typist in the Acquisition Department of the Library—resignation effective December 1, 1942.

JOHNSON, HELEN A., Junior Library Assistant in the Journalism Library—resignation effective at the close of business, November 21, 1942.

KLEIN, ERNEST S., Assistant in Psychiatry, in the College of Medicine—resignation effective November 1, 1942.

LEAF, VERA H., Assistant in Dermatology (Rush), in the College of Medicine—cancellation effective September 1, 1942.

MARSH, MRS. MARY H., Junior Clerk-Stenographer in the Library—resignation effective November 6, 1942.

MARTIN, MRS. MARGARET, Assistant Clerk-Stenographer in the Bureau of Economic and Business Research—resignation effective October 21, 1942.

OLSSON, MARJORIE, Junior Clerk-Stenographer in the Chicago Business Office—resignation effective November 1, 1942.

REIS, MRS. JEAN S., Junior Clerk-Stenographer in the College of Pharmacy—resignation effective at the close of business, November 11, 1942.

ROGERS, MARY ELIZABETH, Library Assistant in the Acquisition Department of the Library—resignation effective October 26, 1942.

ROSENTHAL, MORRIS M., Assistant in Psychiatry, in the College of Medicine—resignation effective October 15, 1942.

SHAUGHNESSY, HOWARD J., Associate Professor of Bacteriology and Public Health, in the College of Medicine—cancellation effective September 1, 1942.

SHEEHAN, JANE C., Assistant Clerk-Stenographer in the Office of the Dean of the College of Education—resignation effective November 16, 1942.

SMELTZER, PERCY J., Special Research Assistant in Dairy Husbandry, in the Agricultural Experiment Station—declination effective September 1, 1942.

STEFFEN, HELEN M., Assistant Clerk-Typist in the Extension Service in Agriculture and Home Economics—resignation effective November 17, 1942.

STILLWELL, MRS. MARJORIE D., Junior Clerk-Typist in the Accounting Division of the Business Office—resignation effective November 11, 1942.

STOWELL, GENEVIEVE, Assistant Clerk-Stenographer in the Library School—resignation effective November 5, 1942.

STUMP, ROBERT, Assistant in Physics, in the College of Engineering—resignation effective November 1, 1942.

SURLAND, CHARLES C., Assistant in Physics, in the College of Engineering—resignation effective November 1, 1942.

SUTTER, ALICE ELIZABETH, Senior Clerk-Stenographer in the Department of Agricultural Engineering, in the College of Agriculture, and in the Agricultural Experiment Station—resignation effective November 7, 1942.

TAYLOR, ELIZABETH F., Junior Laboratory Assistant in the Department of Prosthetic Dentistry, in the College of Dentistry—resignation effective at the close of business, November 18, 1942.

WEIR, HOMER F., Research Assistant in Pediatrics, in the College of Medicine—resignation effective November 1, 1942.

WEYL, RUTH, Assistant in Anaesthesia, in the Department of Surgery, in the College of Medicine—resignation effective October 14, 1942.

WHITE, ROBERT H., Junior Accountant in the Auditing Division of the Business Office—resignation effective November 30, 1942.

WILBURN, HOMER V., Assistant in Medicine—declination effective September 1, 1942.

WINDHOLZ, FRANZ, Assistant in Radiology, in the College of Medicine—cancellation effective September 1, 1942.

WISNASKI, JUDITH, Junior Clerk-Stenographer in the Department of Chemistry—resignation effective November 4, 1942.

The Board adjourned.

H. E. CUNNINGHAM

*Secretary*

KARL A. MEYER

*President*