

MEETING OF THE BOARD OF TRUSTEES
OF THE
UNIVERSITY OF ILLINOIS

March 12, 1952



The annual meeting of the Board of Trustees of the University of Illinois was held in the LaSalle Hotel, Chicago, Illinois, on Wednesday, March 12, 1952, beginning at 5:00 p.m. (On February 22, 1952, the Board voted to hold the annual meeting on Wednesday, March 12, 1952, instead of on the second Tuesday of March.)

The following members were present: Mr. John R. Fornof, Mr. Wirt Herrick, Mr. R. Z. Hickman, Mrs. Doris S. Holt, Mr. Wayne A. Johnston, Mr. Park Livingston, Mr. Herbert B. Megran, Mr. Vernon L. Nickell, Mrs. Frances B. Watkins. Mr. Harold E. Grange and Governor Adlai E. Stevenson were absent.

Also present were: President George D. Stoddard, Provost C. R. Griffith, Vice-President A. C. Ivy, Mr. Ralph F. Lesemann, Legal Counsel, Dean Wilbur Schramm, Mr. R. B. Hudson, Director of University Broadcasting, Mr. Frank E. Schooley, Manager of Station W I L L, Mr. J. F. Wright, Director of Public Information; Mr. C. Lincoln Williston, Manager of Public Information, and Mr. H. W. Pearce, Superintendent of Buildings and Grounds, at the Chicago Professional Colleges; Mr. Lloyd Morey, Comptroller, Mr. C. W. Weldon, Treasurer, and Mr. A. J. Janata, Secretary of the Board.

MR. JOHN R. FORNOF ELECTED PRESIDENT PRO TEMPORE

By acclamation, Mr. Fornof was elected President Pro Tempore and took the chair.

MR. PARK LIVINGSTON ELECTED PRESIDENT OF THE BOARD

Mr. Hickman nominated Mr. Park Livingston for the Office of the President of the Board for 1952-1953.

On motion of Mr. Nickell, the nominations were closed and the Secretary was instructed to cast the unanimous vote of the meeting for Mr. Livingston as President. The ballot was cast, and Mr. Livingston was declared elected President of the Board for the year 1952-1953. He took the chair and expressed appreciation of the confidence of the Board in re-electing him to this office.

MR. A. J. JANATA ELECTED SECRETARY

Mr. Johnston nominated Mr. A. J. Janata for the Office of Secretary of the Board.

On motion of Mr. Herrick, seconded by Mr. Nickell, the nominations were closed and Mr. Janata was unanimously elected Secretary of the Board for the year 1952-1953.

MR. LLOYD MOREY ELECTED COMPTROLLER

Mr. Herrick nominated Mr. Morey for the Office of Comptroller.

On motion of Mr. Johnston, seconded by Mr. Nickell, the nominations were closed and the Secretary was instructed to cast the unanimous vote of the meeting for Mr. Morey as Comptroller. The ballot was cast and Mr. Morey was declared elected Comptroller for the year 1952-1953.

EXECUTIVE COMMITTEE ELECTED

Mrs. Holt nominated Mr. Herbert B. Megran and Mrs. Frances B. Watkins to serve with the President of the Board as members of the Executive Committee for 1952-1953.

On motion of Mr. Nickell, the nominations were closed and the Secretary was instructed to cast a unanimous vote of the meeting for Mr. Megran and Mrs. Watkins as members of the Executive Committee. The ballot was cast and Mr. Megran and Mrs. Watkins were declared elected as members of the Executive Committee for the year 1952-1953.

DELEGATION OF SIGNATURES

On motion of Mr. Megran, seconded by Mr. Johnston, the following resolution was adopted.

Resolved, that the President and the Secretary of the Board of Trustees of the University of Illinois are authorized to delegate the signing of their names as President and Secretary, respectively, to vouchers to be presented to the State Auditor, and to warrants drawn on the Treasurer of the University, under the following conditions.

The President of the Board of Trustees is authorized to delegate to C. H. Pratt, to L. M. Dahlenburg, and to W. D. Green in Urbana, and to H. A. Hazleton, to G. H. Pontious, and to H. O. Albers in Chicago, to H. R. Kobes and to Mabel F. Meek in Springfield, authority to sign his name as President of the Board of Trustees to vouchers against the State Auditor; and to C. C. DeLong, to R. W. Zimmer, and to R. F. Wood in Urbana, and to H. A. Hazleton, to G. H. Pontious, and to H. O. Albers in Chicago, authority to sign his name to warrants on the

University Treasurer covering vouchers approved in accordance with regulations approved by the Board.

The Secretary of the Board of Trustees is authorized to delegate to Maude Archdeacon, to Everett G. Smith, and to Helen S. Sutherland in Urbana, and to G. R. Moon, to Ethel Engeljohn, to Helen Wyle, and to Velma M. Davis in Chicago, authority to sign his name as Secretary of the Board of Trustees to vouchers against the State Auditor and to warrants on the University Treasurer, covering vouchers approved in accordance with regulations of the Board. The Secretary of the Board of Trustees is authorized to delegate to Mrs. Freda M. Hicks and to Lean C. Ryan in Springfield, authority to sign his name as Secretary of the Board of Trustees on vouchers against the State Auditor approved in accordance with the regulations of the Board. And be it further

Resolved, that the First National Bank of Chicago as a designated depository of C. W. Weldon, Treasurer of this corporation, be and it (including its correspondent banks) is hereby requested, authorized, and directed to honor checks, drafts, or other orders for the payment of money drawn in this corporation's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures of the two following: Park Livingston, President, and A. J. Janata, Secretary; and the First National Bank of Chicago (including its correspondent banks) shall be entitled to honor and to charge this corporation for all such checks, drafts, or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the First National Bank of Chicago by the Secretary or other officer of this corporation. And be it further

Resolved, that the Auditor of Public Accounts is hereby authorized and directed to honor vouchers bearing facsimile signatures of the President and Secretary of the Board of Trustees of the University of Illinois if such facsimile signatures resemble the facsimile specimens duly certified to or filed with the Auditor of Public Accounts by the Secretary.

STANDING COMMITTEES FOR 1952-1953

President Livingston stated that he is appointing as the standing committees for 1952-1953 the same committees appointed for the year 1951-1952.

Agriculture

WIRT HERRICK, Chairman
MRS. DORIS S. HOLT
HERBERT B. MEGRAN

Alumni

JOHN R. FORNOF, Chairman
HAROLD E. GRANGE
MRS. FRANCES B. WATKINS

Athletic Activities

ROBERT Z. HICKMAN, Chairman
HAROLD E. GRANGE
WIRT HERRICK

Buildings and Grounds

HERBERT B. MEGRAN, Chairman
JOHN R. FORNOF
WIRT HERRICK
MRS. DORIS S. HOLT
MRS. FRANCES B. WATKINS

Chicago Departments

MRS. FRANCES B. WATKINS, Chairman
HAROLD E. GRANGE
HERBERT B. MEGRAN

Finance

JOHN R. FORNOF, Chairman
WAYNE A. JOHNSTON
MRS. FRANCES B. WATKINS

General Policy

WAYNE A. JOHNSTON, Chairman
ROBERT Z. HICKMAN
HERBERT B. MEGRAN

Nonacademic Personnel

HAROLD E. GRANGE, Chairman
ROBERT Z. HICKMAN
MRS. DORIS S. HOLT

Patents

ROBERT Z. HICKMAN, Chairman
WIRT HERRICK
MRS. DORIS S. HOLT

Student Welfare and Activities

MRS. DORIS S. HOLT, Chairman
WAYNE A. JOHNSTON
MRS. FRANCES B. WATKINS

BUSINESS PRESENTED BY THE PRESIDENT OF THE UNIVERSITY

The Board considered the following reports and recommendations from the President of the University.

DEPARTMENT OF MEDICAL SOCIAL WORK IN COLLEGE OF MEDICINE

(1) The Dean of the College of Medicine recommends the establishment of a Department of Medical Social Work for the training of students in the special field of medical social work to be organized and administered according to the following plan:

1. All medical social work in the College of Medicine and in the Research and Educational Hospitals shall be under the direction of this Department so that its activities may be coordinated with the over-all educational program of the College.
2. The personnel of the Department shall consist of
 - a. The Head of the Department who shall have professorial rank and whose duties shall be those specified for department heads in the University of Illinois Statutes.
 - b. An academic staff whose members shall have appropriate rank and academic status in the College of Medicine.
 - c. A nonacademic staff of medical social workers.Present members of the University staff now engaged in teaching and medical social service will be given appropriate academic and nonacademic positions in the new Department.
3. In order to maintain close working relationships with the School of Social Work at Urbana, and to assure that the Department will function effectively in the training of students from the School of Social Work in the specialty of medical social work,
 - a. The Head of the Department of Medical Social Work in the College of Medicine shall also hold an academic appointment in the School of Social Work.
 - b. All appointments to the academic staff of the Department of Medical Social Work shall be subject to the approval of the Director of the School of Social Work.
 - c. The Department of Medical Social Work shall carry such responsibilities for teaching as may be assigned by the School of Social Work.

I concur.

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

**APPOINTMENT OF MARY LOUISE HEMMY AS ASSOCIATE
PROFESSOR AND HEAD OF DEPARTMENT OF
MEDICAL SOCIAL WORK**

(2) The Dean of the College of Medicine and the Director of the School of Social Work recommend the appointment of Miss Mary Louise Hemmy, now Director of the Social Service Department of Washington University Clinics and Allied Hospitals in St. Louis, as Associate Professor and Head of the Department of Medical Social Work in the College of Medicine and Associate Professor in the School of Social Work, on indefinite tenure beginning July 1, 1952, at an annual salary of \$7,500 (AY basis).

This appointment has been recommended by a committee of the faculty of medicine consisting of Dr. Ford K. Hick, Professor of Medicine, Chairman; Dr. Francis J. Gerty, Professor and Head of the Department of Psychiatry; Dr. Harry F. Dowling, Professor and Head of the Department of Medicine; Dr. Julius B. Richmond, Professor of Pediatrics; and Professor Marietta Stevenson, Director of the School of Social Work.

I concur.

On motion of Mr. Johnston, this appointment was approved.

APPOINTMENTS TO THE FACULTY

(3) The following new appointments to the faculty of the rank of Assistant Professor and above, and involving tenure, have been approved since the previous meeting of the Board of Trustees.

1. HIRAM T. LANGSTON, Clinical Associate Professor of Surgery, College of Medicine, beginning March 1, 1952, without salary (BY).

2. LEONARD E. MILLER, Associate Professor and Director of Laboratories, in the Department of Chemistry, beginning September 1, 1952, at an annual salary of \$9,000 (AY).

3. CHARLES EDMUND SWANSON, Research Professor in the Institute of Communications Research, Division of Communications, and Assistant Dean of Division of Communications, beginning June 16, 1952, at an annual salary of \$10,000 (DY).

On motion of Mr. Hickman, these appointments were confirmed.

AWARD OF CERTIFIED PUBLIC ACCOUNTANT CERTIFICATES

(4) The Committee on Accountancy recommends that the certificate of Certified Public Accountant be awarded to the following candidates who have qualified under Section 4b of the Accountancy Act of 1943, as amended, by passing examinations given by the Special Board of Examiners at various times prior to December 6, 1951. The certificates of these candidates were invalidated by the Circuit Court of Cook County in 1951 holding Section 4b of the Accountancy Act as originally passed unconstitutional. Subsequently, the Section was amended and is now free from constitutional objection. These candidates have again qualified but new certificates will have to be issued.

JOSEPH ALPERT (Chicago)

LEO MEADE (Chicago)

The Committee on Accountancy recommends that the certificate of Certified Public Accountant be awarded, under Section 5 of the Accountancy Act of 1943, to the following candidates who have presented evidence that they are holders of valid and unrevoked Certified Public Accountant certificates obtained by passing a standard written examination in another state or territory of the United States and who qualify in all other respects under this provision of the law:

<i>Name</i>	<i>Address</i>	<i>State from Which They Obtained Certificates</i>
SAMUEL AFTERGUT	St. Louis, Missouri	Missouri
GEORGE JOHN HRODEY	Park Ridge	Missouri
JAMES MYLES	St. Louis, Missouri	Missouri
ABE LOUIS SHUGERMAN	Cleveland Heights, Ohio	Wisconsin

I concur.

On motion of Mr. Nickell, these certificates were awarded.

SABBATICAL LEAVES OF ABSENCE, 1952-1953

(5) I recommend that the following members of the staff be given sabbatical leaves of absence during the academic year 1952-1953 in accordance with the provisions of the University of Illinois Statutes and on the terms and for the periods indicated.

The programs of research, study, and travel for which these leaves are requested have been examined by the University Research Board which advises the President in such matters. The Research Board's report to the President includes an evaluation of the program in terms of benefits to the University and to the individual and constitutes a part of the record of each case.

Leaves of Absence for the Full Academic Year on One-Half Pay

REINHOLD BAER, Professor of Mathematics

JOHN T. FLANAGAN, Professor of English

MARGARET R. GOODYEAR, Assistant Professor of Home Economics

PAUL N. LANDIS, Professor of English

WILLIAM H. MCPHERSON, Professor of Economics

DONALD W. PADEN, Associate Professor of Economics

CHARLES S. WALTERS, Associate Professor of Forest Utilization

Optional Applications

ROYAL A. GETTMANN, Professor of English, with the option of changing to leave for the second semester on full pay. Professor Gettmann has applied for a Fulbright grant. If he is not awarded the grant, he desires leave for the second semester on full pay.

EDWARD J. SCOTT, Assistant Professor of Mathematics; contingent upon receipt of grant from the Office of Naval Research.

FREDERICK L. WILL, Associate Professor of Philosophy, with the option of changing to leave for the second semester on full pay. Professor Will has applied for a Guggenheim fellowship. If he is not awarded the grant, he desires leave for the second semester on full pay.

Leaves of Absence for One-Half Year on Full Pay

First Semester

ARCHIBALD W. ANDERSON, Professor of Education

DEANE G. CARTER, Professor of Farm Structures, six months from September 1, 1952

REYNOLD C. FUSON, Professor of Organic Chemistry

DONALD F. HOFFMEISTER, Assistant Professor of Zoology and Curator of Museum of Natural History, six months from October 1, 1952

LESTER INGLE, Associate Professor of Zoology

ROBERT W. JUGENHEIMER, Professor of Plant Genetics, six months from September 1, 1952

J. ROBERT KELLY, Assistant Professor of Music

EDITH M. USRY, Associate Professor of Music

HERBERT E. VAUGHAN, Associate Professor of Mathematics

RAYMOND C. WERNER, Professor of History

Second Semester

CHALMERS W. CRAWFORD, Assistant Professor of Horse Husbandry

RICHARD S. DEWEY, Associate Professor of Sociology

CECIL V. DONOVAN, Professor of Art

JULIAN R. FELLOWS, Professor of Mechanical Engineering

LEE S. HULTZÉN, Associate Professor of Speech

M. ZBIGNIEW KRZYWOBLOCKI, Professor of Aeronautical Engineering, contingent upon receipt of a Fulbright grant

NELSON J. LEONARD, Associate Professor of Chemistry

JOSEPH L. MCCONNELL, Associate Professor of Economics

RALPH J. MUTTI, Associate Professor of Agricultural Marketing, six months beginning March 1, 1953

CULLEN B. OWENS, Assistant Professor of Speech

CHRIS S. RHODE, Professor of Dairy Science, six months from March 1, 1953

PAUL ROLLAND, Professor of Music

HARRISON A. RUEHE, Professor of Dairy Science, six months from March 1, 1953

GEORGE T. STAFFORD, Professor of Physical Education for Men

HENRI STEGEMEIER, Associate Professor of German

CHARLES L. STEWART, Professor of Agricultural Economics, six months from March 1, 1953

ALEXANDER TURYN, Professor of the Classics

LEONARD D. WALKER, Professor of General Engineering Drawing

FRANCIS G. WILSON, Professor of Political Science

LUDWIG E. ZIRNER, Associate Professor of Music

Semester to Be Determined

G. NEVILLE JONES, Professor of Botany and Curator of Herbarium, first or second semester; contingent upon receipt of either Fulbright or Guggenheim grant

P. GERALD KRUGER, Research Professor of Physics, first or second semester, the time to be determined by the needs of the Department

Leaves of Absence for One-Half Year on One-Half Pay

JAMES B. KITZMILLER, Assistant Professor of Zoology, second semester; contingent upon receipt of Fulbright grant

EDWARD G. LEWIS, Associate Professor of Political Science, first semester, 1952-1953, with the option of continuing on leave of absence during the second semester without pay; contingent upon receipt of a Fulbright grant

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

APPOINTMENTS TO THE BOARD OF DIRECTORS OF THE ATHLETIC ASSOCIATION

(6) I submit the following nominations for reappointment and two new appointments to the Board of Directors of the University of Illinois Athletic Association to become effective March 12, 1952, and continuing until the annual meeting of the Board of Trustees in 1953:

Faculty

ROBERT G. BONE, Professor of History and Director of the Division of General Studies

LESLIE A. BRYAN, Professor of Management and Director of the Institute of Aviation

CHARLES H. BOWMAN, Assistant Professor of Law

DILMAN W. GOTSHALK, Professor and Chairman of the Department of Philosophy

Alumni Association

HARRY E. SCHLENZ, Class of 1927, Vice-President of the Pacific Flush Tank Company, 4241 Ravenswood Avenue, Chicago

ROBERT W. RIEGEL, Class of 1937, Implement Dealer, Tolono, Illinois

ROBERT REITSCH, Class of 1928, Reitsch Bros. Lumber Company, 1015 West State Street, Rockford

Professor Gotshalk replaces Professor Paul N. Landis of the Department of English and Mr. Reitsch replaces Mr. Lawrence A. Peterson, both of whom have served on the Board since March, 1948. All the others are reappointments.

On motion of Mr. Megran, these directors were appointed.

CHANGES IN CURRICULA IN COLLEGE OF ENGINEERING

(7) The University Senate recommends approval of the following changes in the curricula of the College of Engineering as recommended by the faculty of that College, effective September, 1953.

Requirements common to all curricula shall include:

The freshman year will be the same for all curricula.

Physics 106, Mechanics, Physics 107, Modern Physics (Electricity and Magnetism), Physics 108, Modern Physics (Heat and Light), totaling twelve semester hours, will replace Physics 103, General Physics (Mechanics, Heat, and Sound), and Physics 104, General Physics (Electricity, Magnetism, Light, and Modern Physics), totaling ten semester hours. Mathematics 133, Calculus, and Mathematics 143, Calculus, totaling eight semester hours, will replace Mathematics 132, Calculus, and Mathematics 142, Calculus, totaling eight semester hours.

Technical electives may include all courses in mathematics, chemistry, chemical engineering; Agricultural Engineering 282, Electricity in Agriculture; Agricultural Engineering 332, Design of Agricultural Machinery; Agricultural Engineering 341, Farm Power; Agricultural Engineering 351, Hydraulics of Soil and Water Conservation; Agricultural Engineering 371, Advanced Farm Structures; Agricultural Engineering 393, Special Problems; and all courses in the College of Engineering not required in a specific curriculum except Engineering 140, Transportation; Engineering 141, Transportation; Engineering 216, Engineering Reports; Engineering 220, History of Engineering; Engineering 230, Labor Relations; Engineering 239, Industrial Development and Supervision; and Engineering 292, Engineering Law.

These are the courses as described and listed in the 1951-1952 Undergraduate Study Bulletin.

Nontechnical electives shall include all courses in the College of Liberal Arts and Sciences except those in mathematics, chemistry, and chemical engineering; all courses in the College of Commerce and Business Administration; Architecture 113, History of Ancient Architecture; Architecture 214, History of Medieval Architecture; Architecture 215, History of Renaissance and Baroque Architecture; Architecture 216, Modern Architecture; Architecture 218, Architecture and Civilization of the Americas and Europe since 1870; Art 111, Introduction to Ancient and Medieval Art; Art 112, Introduction to Renaissance and Modern Art; Art 115, Art Appreciation; Education 300, The History

of Education; Education 301, The Philosophy of Education; Education 302, The History of American Education; Education 303, Comparative Education; Education 304, Social Foundations of Education; Engineering 140, Transportation; Engineering 141, Transportation; Engineering 216, Engineering Reports; Engineering 220, History of Engineering; Engineering 230, Labor Relations; Engineering 239, Industrial Development and Supervision; Engineering 292, Engineering Law; Journalism 215, Contemporary Affairs; Journalism 216, Contemporary Affairs; Journalism 218, The Press and Public Opinion; Landscape Architecture 111, History of Landscape Architecture; Landscape Architecture 164, Appreciation of Landscape Architecture; Landscape Architecture 174, Regional Planning; Music 100 through 123, Rudiments of Theory, Theory of Music, Appreciation of Music—Opera, Symphonic Poems, Symphonies, Chamber Music, Introduction to the History of Music, Introduction to Music Literature.

There is submitted herewith a copy of the report of the Committee on Educational Policy giving the details of the changes in the curricula in aeronautical engineering, agricultural engineering, ceramic engineering, civil engineering, electrical engineering, engineering physics, general engineering, mechanical engineering, metallurgical engineering, mining engineering, and sanitary engineering.

A copy of this report is hereby given to the Secretary of the Board for record. I concur.

On motion of Mrs. Watkins, these changes were approved.

CURRICULUM IN INDUSTRIAL ENGINEERING

(8) The University Senate recommends approval of a new curriculum leading to the degree of Bachelor of Science in Industrial Engineering as recommended by the faculty of that College effective September, 1953. This curriculum and degree are well established in other colleges of engineering in the United States and are proposed to replace the Production Option in the present curriculum in mechanical engineering. The new program will be administered by the Department of Mechanical Engineering.

First Year

The freshman program common to all other curricula in engineering will be used.

Second Year

FIRST SEMESTER	HOURS	SECOND SEMESTER	HOURS
Econ. 108—Elements of Economics.....	3	G.E.D. 112—Advanced Drawing.....	2
Math. 143—Calculus.....	5	Math. (new)—Differential Equations and Statistics.....	3
M.E. 183—Materials Casting, or M.E. 184—Metal Processing.....	3	M.E. 184—Metal Processing, or M.E. 183—Materials Casting.....	3
Physics 107—Modern Physics (Electricity and Magnetism).....	4	Physics 108—Modern Physics (Heat and Light).....	4
T.A.M. 150—Analytical Mechanics (Statics).....	2	T.A.M. 211—Analytical Mechanics (Dynamics).....	3
Physical Education.....	1	Nontechnical Elective.....	2
Military (men).....	1	Physical Education.....	1
		Military (men).....	1
Total.....	19	Total.....	19

Third Year

I.E. 237—Manufacturing Organization and Operation.....	3	Accy. (new)—Manufacturing Costs....	3
M.E. 209—Thermodynamics and Heat Transfer.....	3	I.E. 232—Methods-Time Analysis.....	3
M.E. 221—Mechanics of Machinery	5	I.E. 236—Engineering Applications of Statistics.....	3
T.A.M. 221—Resistance of Materials	3	M.E. 208—Mechanical Engineering Laboratory.....	3
T.A.M. 223—Resistance of Materials Laboratory.....	1	M.E. 224—Design of Machine Elements.....	3
Technical or Nontechnical Elective.....	3	Nontechnical Elective.....	3
Total.....	18	Total.....	18

Fourth Year

FIRST SEMESTER	HOURS	SECOND SEMESTER	HOURS
E.E. 206—Electrical Equipment and Application.....	4	I.E. 283—Industrial Plant Design.....	3
E.E. 207—Electrical Equipment Laboratory.....	1	I.E. 291—Seminar.....	1
I.E. 299—Inspection Trip.....	0	I.E. 357—Safety Engineering.....	3
M.E. 271—Design of Machine Elements.....	3	Nontechnical Elective.....	3
Nontechnical Elective.....	3	Technical Electives.....	6
Technical Electives.....	6		
Total.....	17	Total.....	16

The fourth-year technical electives shall be selected from courses in the 300 series in industrial engineering, mathematics, and theoretical and applied mechanics and the following courses:

- I.E. 282—Process Planning and Tool Design
- I.E. 286—Production Coordination
- I.E. 287—Job Evaluation
- I.E. 297—Experimental Investigation
- I.E. 298—Thesis
- M.E. 234—Heat Treatment of Metals
- M.E. 273—Machine Design
- M.E. 284—Welding Engineering
- M.E. 285—Precision Measurements and Gages
- M.E. 288—Metal Cutting and Forming

I concur.

On motion of Mr. Johnston, this curriculum was authorized.

CURRICULUM IN INDUSTRIAL EDUCATION

(9) The University Senate recommends approval of the following revised undergraduate curriculum in industrial education leading to the degree of Bachelor of Science in Industrial Education as recommended by the faculty of that College effective September, 1952. A minimum of 127 semester hours of credit, excluding the general University requirements of two years of work in physical education and in the case of male students in military, shall be required for graduation.

First Year

FIRST SEMESTER	HOURS	SECOND SEMESTER	HOURS
Art 137—Design Analysis.....	2	Ed. 101—The Nature of the Teaching Profession.....	2
G.E.D. 101—Elements of Drawing..	4	Ind. Ed. 183—The General Shop.....	4
Hygiene 104—Personal and Community Hygiene.....	2	Math. 112—College Algebra, and Math. 114—Plane Trigonometry; or Math. 117—Combined Freshman Mathematics.....	5
Ind. Ed. 181—Industrial Arts.....	4	Rhet. 102—Freshman Rhetoric and Composition, and Speech 101—Principles of Effective Speaking; or D.G.S. 112—Verbal Communication.....	6 or 4
Rhet. 101—Freshman Rhetoric and Composition, or D.G.S. 111—Verbal Communication.....	3 or 4	Physical Education.....	1
Physical Education.....	1	Military (men).....	1
Military (men).....	1		
Total.....	16 to 18	Total.....	16 to 19

Second Year

FIRST SEMESTER	HOURS	SECOND SEMESTER	HOURS
D.G.S. 131—Biological Science.....	4	D.G.S. 142—Physical Science.....	4
D.G.S. 141—Physical Science.....	4	Hist. 152—History of the United States, 1865-1952.....	3
Ind. Ed. 282—Advanced Course in Woodwork.....	4	Ind. Ed. (new)—Graphic Arts.....	3
Psych. 100—Introduction to Psychology.....	4	Pol. Sci. 150—American Government.....	3
Physical Education.....	1	Elective.....	2
Military (men).....	1	Physical Education.....	1
Total.....	17 or 18	Military (men).....	1
		Total.....	16 or 17

Third Year

Arch. 141—Materials and Methods of Construction.....	2	D.G.S. 162—Literature and Fine Arts, or D.G.S. 122—History of Civilization.....	4
D.G.S. 161—Literature and Fine Arts, or D.G.S. 121—History of Civilization.....	4	Econ. 240—Labor Problems.....	3
Econ. 108—Elements of Economics.....	3	Ed. 201—Foundations of American Education.....	2
Ind. Ed. 284—Advanced Metal Work.....	4	Ind. Ed. (new)—Applied Electricity.....	3
Electives.....	4	Shop Electives.....	4
Total.....	17	Electives.....	2
		Total.....	18

Fourth Year

Ed. 381—Principles of Vocational Education.....	3	Ed. 211—Educational Psychology.....	3
Ind. Ed. (new)—General Shop.....	3	Ed. 241—Technic of Teaching in the Secondary School.....	3
Shop Electives.....	7	Ed. 242—Educational Practice in Secondary Education.....	5
Electives.....	4	Ed. 383—Problems of Industrial Education.....	3
Total.....	17	Total.....	14

This is an extensive revision of the present curriculum, introducing new courses in industrial education, and including a greater variety of courses in the fields of general education.

I concur.

On motion of Mr. Johnston, this curriculum was authorized.

**GRADUATE PROGRAM IN INDUSTRIAL EDUCATION LEADING TO
DEGREE OF MASTER OF EDUCATION**

(10) The University Senate recommends approval of the following new fifth-year program in industrial education leading to the degree of Master of Education as recommended by the faculty of the College of Education effective September, 1952.

	UNITS
Required Education Courses.....	2
Required Industrial Education Courses.....	2
Elective Industrial Education Courses.....	2
Approved Electives.....	2
Total.....	8
	UNITS

Required Education Courses.....	2
One unit selected from the following:	
Ed. 301—Philosophy of Education.....	$\frac{1}{2}$
Ed. 302—History of American Education.....	$\frac{1}{2}$
Ed. 303—Comparative Education.....	$\frac{1}{2}$
Ed. 304—Social Foundations of Education.....	$\frac{1}{2}$
Ed. 311—Psychology of Learning for Teachers.....	$\frac{1}{2}$
Ed. 312—Mental Hygiene and the School.....	$\frac{1}{2}$

	UNITS
Required Industrial Education Courses.....	2
Ed. 488—Curriculum and Trends of Industrial Education.....	I
Ed. 489—Administration and Supervision of Industrial Education.....	I
Elective Industrial Education Courses.....	2 to 4
Ed. 381—Principles of Vocational Education.....	½ or I
Ed. 382—Organization and Administration of Diversified Occupations Programs.....	½
Ed. 383—Development, Organization, and Principles of Industrial Education.....	½ or I
Ed. 385—Principles and Practices of Vocational Guidance.....	½ or I
Ed. 387—Special School-Shop Problems.....	½ or I
Ed. 481—History and Basic Concepts of Vocational Education.....	I
Ed. 482—Research Studies in Industrial Education.....	I
Ed. 487—Seminar in Industrial Education.....	I
I concur.	

On motion of Mr. Johnston, this program was authorized.

APPROPRIATION FOR ARCHITECTURAL SERVICES ON CONSTRUCTION AND REMODELING AT URBANA-CHAMPAIGN

(11) The University has been studying the possibility of securing additional space and improving existing space by (a) the construction of an addition to Talbot Laboratory and (b) remodeling of the engine room in the former power plant building on Mathews Avenue for the Physical Environment Laboratory.

The Committee on Nonrecurring Appropriations approved the programs in principle and requested the Physical Plant to prepare detailed plans and specifications. The cost of these plans, approximately \$6,000 for the Physical Environment Laboratory and \$5,600 for the addition to Talbot Laboratory, was charged to the architectural revolving fund in the customary procedure with the expectation that the expenditures would be recovered when the appropriation was approved.

Upon the completion of the plans, bids were secured for the addition to Talbot Laboratory and revised estimates of cost prepared for the Physical Environment Laboratory. The funds available in this biennium are not adequate to carry out either project this biennium and further work on both projects must be deferred.

The Comptroller and the Provost recommend an appropriation of \$11,600 from the General Reserve Fund to reimburse the revolving fund for expenditures incurred.

I concur.

On motion of Mr. Fornof, this appropriation was made by the following vote: Aye, Mr. Fornof, Mr. Herrick, Mr. Hickman, Mrs. Holt, Mr. Johnston, Mr. Livingston, Mr. Megran, Mr. Nickell, Mrs. Watkins; no, none; absent, Mr. Grange, Mr. Stevenson.

APPROPRIATION FOR FIRE PROTECTION AND SAFETY IMPROVEMENTS IN AGRICULTURAL ENGINEERING BUILDINGS

(12) On April 19, 1951, the Board of Trustees appropriated \$38,500 from the General Reserve Fund for the installation of a sprinkler system and the construction of a new enclosed stair in the southeast corner of the Agricultural Engineering Building. Bids now received indicate a total cost of \$44,500. The additional \$6,000 necessary to complete the project can be taken from the state appropriation "For remodeling, modernization, and improvement of existing buildings at Urbana-Champaign."

The Director of the Physical Plant and the Comptroller recommend that this assignment be made, and that contracts be awarded to the lowest bidders, subject to the release of funds by the Governor and to receipt of authority to begin construction with the necessary priorities from the National Production Authority, as follows:

Installation of sprinkler system—Automatic Sprinkler Corporation of America, St. Louis, Missouri.....	\$16 010
Fireproof stairway construction and incidental general construction work — E. N. DeAtley, Champaign.....	19 800
I concur.	

On motion of Mrs. Holt, these contracts were authorized and the appropriation was made by the following vote: Aye, Mr. Fornof, Mr. Herrick, Mr. Hickman, Mrs. Holt, Mr. Johnston, Mr. Livingston, Mr. Megran, Mr. Nickell, Mrs. Watkins; no, none; absent, Mr. Grange, Mr. Stevenson.

CONTRACTS FOR CONSTRUCTION OF EAST DENTISTRY-MEDICINE-PHARMACY BUILDING

(13) The original bids taken on the construction and fixed equipment of the East Dentistry-Medicine-Pharmacy Building for which the General Assembly appropriated \$5,540,000 for the biennium of 1951-1953, were in excess of the appropriation and were rejected by the Board of Trustees on October 23, 1951. The building plans were revised, and new bids were taken on both a fixed price basis and a cost plus a fixed fee with a guaranteed maximum basis. The new bids, received on February 19, 1952, indicate that this building can be constructed in accordance with the modified plans within the available appropriation.

The Director of the Physical Plant and the Comptroller recommend award of contracts to the lowest bidders, on a fixed price basis, as follows:

General work — Sumner S. Sollitt Construction Co., Chicago.....	\$2 234 000
Moving stairways, elevators, lifts, etc. — Westinghouse Electric Corp., Chicago.....	300 368
Plumbing and drainage — Economy Plumbing and Heating Co., Chicago	389 910
Heating, process piping, and refrigeration — Gallaher and Speck, Inc., Chicago.....	434 815
Ventilation — H. G. Prizant & Company, Chicago.....	316 070
Pipe covering and insulation — The Asbestos and Magnesia Materials Co., Chicago.....	79 185
Electric wiring — Divane Brothers Electric Company, Chicago.....	572 460
Total Construction.....	\$4 326 808
Laboratory furniture — E. H. Sheldon and Company, Chicago.....	\$ 507 560
Dispensing counter units — Reliance Cabinet Company, Chicago.....	18 301
Total Equipment.....	\$ 525 861

Submitted herewith are copies of lists of the contractors recommended, lists of all bids received, the construction budget, and letters from the Physical Plant Department and the architects in support of these recommendations. Copies of these documents are being filed with the Secretary of the Board for record.

The bids received on a cost plus a fixed fee basis are in excess of the bids on a fixed price basis in every case.

The lowest bidder has indicated that the project can be completed in 570 days which will run beyond the current biennium and will require a reappropriation by the Sixty-eighth General Assembly of the unexpended balance of funds earmarked for this project.

I recommend that these contracts be awarded subject to the release of funds by the Governor and that the Comptroller and the Secretary of the Board be authorized to execute the contracts. Authority to proceed with construction, including allocation of critical materials, has already been received from the National Production Authority.

On motion of Mrs. Watkins, these contracts were authorized as recommended, with the exception of the contract for moving stairways, elevators, and lifts,¹ on which action was deferred, by the following

¹ A request was presented at the Board meeting from the Director of the Physical Plant that award of this contract be postponed pending further study.

vote: Aye, Mr. Fornof, Mr. Herrick, Mr. Hickman, Mrs. Holt, Mr. Johnston, Mr. Livingston, Mr. Megran, Mr. Nickell, Mrs. Watkins; no, none; absent, Mr. Grange, Mr. Stevenson.

On motion of Mr. Fornof, the Executive Committee was authorized to act for the Board on the award for the contract for moving stairways, elevators, and lifts.

On motion of Mr. Nickell, it was resolved that in awarding these contracts the Board of Trustees specifies that wages paid all laborers, workmen, and mechanics employed by contractors and subcontractors in the construction of the East Dentistry-Medicine-Pharmacy Building shall be not less than the prevailing rates established in the Chicago area, a schedule of which is hereby filed with the Secretary of the Board for record.

CONTRACT FOR REMODELING IN OLD POWER PLANT BUILDING

(14) On February 22, 1952, the Board of Trustees appropriated \$12,000 for remodeling the engine room of the old power plant building to provide space for a Heater Research Laboratory for the Department of Mechanical Engineering. By utilizing the University's standing cost-plus contract for general work, valuable time can be saved in the preparation of detailed plans and specifications necessary for lump sum bids. The cost of the general work is estimated at \$8,300.

The Director of the Physical Plant and the Comptroller recommend that the general work on this project be done under the University's cost-plus contract with Clyde E. Gates, Champaign.

I concur.

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

CONTRACT FOR REMOVAL AND SALE OF EQUIPMENT IN THE OLD HEATING PLANT IN CHICAGO

(15) The Director of the Physical Plant and the Comptroller recommend award of a contract to the Ashland Iron and Steel Company, Chicago, for removal and sale of four boilers and auxiliary equipment in the old heating plant at the Chicago Professional Colleges.

The Ashland Iron and Steel Company will remove the equipment under stipulated conditions and pay the University \$7,500. The equipment has a scrap value and the Business Office secured bids from wrecking and scrap iron companies on its removal.

The equipment must be removed promptly as space in the building, which is adjacent to the Research and Educational Hospitals, is needed for temporary storage of equipment to be purchased for the new hospital addition. The building can also be used for other storage purposes.

The Physical Plant Department will incur expense of supervision of disconnecting and removal of the equipment and of repairs to the floor to cover the boiler pits. This expense will probably be offset by sale of the old equipment, but the expense can not be determined until the equipment is removed and estimates have been made of the subsequent repairs needed in the building. The Comptroller recommends that the \$7,500 from the sale of the equipment, or so much thereof as is necessary, be appropriated to the Physical Plant Department for said repairs.

I concur and recommend that the Comptroller and the Secretary of the Board be authorized to execute a contract with the Ashland Iron and Steel Company, and that the funds realized be appropriated as recommended herein.

On motion of Mr. Megran, this contract was authorized and the appropriation recommended was made by the following vote: Aye, Mr. Fornof, Mr. Herrick, Mr. Hickman, Mrs. Holt, Mr. Johnston, Mr. Livingston, Mr. Megran, Mr. Nickell, Mrs. Watkins; no, none; absent, Mr. Grange, Mr. Stevenson.

PURCHASES

(16) The Director of Purchases has proposed and the Comptroller recommends the following purchases. Unless otherwise specified, the purchase in each case is recommended on the basis of lowest bid.

I concur.

<i>Item</i>	<i>Department</i>	<i>Vendor</i>	<i>Cost</i>
25 choice yearling stocker steers, to weigh approximately 650 pounds	Animal Science	Chicago Producers Commission Association, Chicago	\$6 000 00 (approximate) delivered
20 special steel storage cases for geological samples, each 36" x 75 1/8" x 25 1/8"	Geology	Jack Sheean, Bloomington	2 736 00 f.o.b. delivered and erected
One ultracentrifuge, angular head, vacuum and refrigeration features, for high centrifugal force applications, with accessories for 162 and 940 ml. capacities, 110/220 volt single phase operation	Horticulture	Specialized Instruments Corp., Belmont, Calif.	5 205 00 f.o.b. Belmont, Calif.
One 40' x 80' Quonset 40 type A building to be erected at the University of Illinois Airport	State Water Survey	Harshbarger Building and Supply Company, Urbana	9 375 00
Interior construction to provide office and laboratory space in Quonset Building	State Water Survey	Grover M. Doyle, Champaign	3 785 00
Electrical work in Quonset Building	State Water Survey	Grover M. Doyle, Champaign	3 225 00
1500 copies <i>Life in a Mexican Village</i> , by Oscar Lewis, to be printed and bound	University Press	R. R. Donnelley & Sons, Chicago	4 692 00 f.o.b. Urbana
7200 chrome cast iron common stoker links	Physical Plant Storeroom (for the Power Plant)	Neenah Foundry, Chicago	3 384 00 f.o.b. delivered
100 dozen sheets, 72" x 108", type 140, white	McKinley Hospital	Morton Textiles, Inc., Chicago	2 866 50 f.o.b. Lyman, South Carolina
50 dozen pillowcases, 42" x 36", type 140, white			
123 gray steel lockers, 15" x 18" x 72", with sloping tops and enclosed base, and 238 recessed gray steel lockers, 15" x 18" x 72", to be delivered and installed in the new addition to the Research and Educational Hospitals	Research and Educational Hospitals, Chicago Professional Colleges	Berger Manufacturing Co., Division of Republic Steel, Chicago	6 154 94 f.o.b. delivered and installed
Patient room furniture, 47 items, totaling 2,141 pieces, for the new addition to the Research and Educational Hospitals	Research and Educational Hospitals, Chicago Professional Colleges	Harris Hospital Supply, Chicago (dealer) Hospital Equipment Corp., Chicago (dealer) A. S. Aloe Co., Chicago (dealer) Gilbert A. Force, Chicago (dealer) L. B. Herbst Co., Chicago (dealer) Clark Linen & Equipment Co., Chicago (dealer) American Hospital Supply, Evanston (dealer) V. Mueller Co., Chicago (dealer) Air-Shields, Inc., Hatboro, Pa. (manufacturer) Ohio Chemical Co., Chicago (manufacturer) Hospital Furniture, Inc., Chicago (manufacturer)	2 130 75 16 995 00 16 819 02 6 767 81 3 333 80 1 405 10 14 121 60 10 639 05 741 63 796 00 1 710 00
		Total	(75 459 76)

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

COMPTROLLER'S REPORT OF CONTRACTS

(17) The Comptroller's report of contracts executed during the period February 1 to 29, 1952.

<i>With Whom</i>	<i>Purpose</i>	<i>Amount to be Paid to the University</i>	<i>Date</i>
Sharp and Dohme, Inc.	Sulfonamides study	\$ 1 500 00	February 2, 1952
Gilman Board of Education	Building program study for school unit	350 00	February 2, 1952
Reinforced Concrete Research Council	Punching of concrete study	12 000 00	February 10, 1952
Granite City Community Unit	School building program study	3 850 00	January 24, 1952
Indianapolis City Schools	School academic program survey	3 000 00	October 19, 1951

Contract Changes

<i>With Whom</i>	<i>Purpose</i>	<i>Amount to be Paid to the University</i>	<i>Date</i>
Association of American Railroads	Railroad roadbed stabilization study	\$ 6 000 00	January 2, 1952
Association of American Railroads	Wheel loads, joint bars, and rail webs study	14 000 00	December 21, 1951
Cameron Heartometer Company	Heart-o-grams study	1 000 00	December 26, 1951
Commonwealth Edison Company	Transient load voltage fluctuations study	1 000 00	January 30, 1952
Commonwealth Edison Company	Solubility of boiler waters study	20 000 00	December 20, 1951
Commonwealth Edison Company	Lead sheath materials study	16 000 00	December 17, 1951
Illinois Coal Strippers Association	Strip mined areas study	6 500 00	February 21, 1952
Monsanto Chemical Co.	Fungicides study	7 500 00	February 15, 1952
VioBin Corporation	Wheat germ oil study	3 000 00	January 14, 1952

Adjustments Made in 1950-1951 Cost-Plus Contracts

<i>With Whom</i>	<i>Purpose</i>	<i>Amount</i>	<i>Date</i>
Anderson Electric, Inc.	Changes in administrative offices	\$ 634 77 ¹	February 20, 1952
E. N. DeAtley (general work)	Talbot Laboratory remodeling	14 52 ¹	February 5, 1952
Hays Plumbing & Heating Co.	Noyes Laboratory remodeling, renovation, and modernization	2 418 00 ¹	February 8, 1952
Reliable Plumbing & Heating Co.	Harker Hall remodeling	305 71	February 13, 1952

Adjustments Made in 1951-1952 Cost-Plus Contracts

<i>With Whom</i>	<i>Purpose</i>	<i>Amount</i>	<i>Date</i>
Anderson Electric, Inc.	1204 W. Oregon Street alterations	\$ 1 955 24	February 18, 1952
	Natural History Building—Physiology	808 95	February 5, 1952
Clyde E. Gates (general work)	Genetics—Small Animal Building	50 08	January 25, 1952
	Sub-total	(2 814 27)	
Ervin G. Lindsey (plastering)	Noyes Laboratory remodeling, modernization, and renovation	4 621 32	February 11, 1952
	1204 W. Oregon Street alterations	3 066 56	February 18, 1952
	Architecture Building—drafting rooms	628 93	February 5, 1952
	Rooms 153-153a Administration Building	442 80	January 30, 1952
	Rooms 157-157b Administration Building	413 00	January 30, 1952
	Changes in administrative offices	600 00	February 6, 1952
	Genetics—Small Animal Building	100 00	January 25, 1952
	Natural History Building—Physiology	2 563 60	February 5, 1952
	Sub-total	(12 436 21)	
	31 minor items from \$3.70 to \$360.00	630 37	February, 1952
	Noyes Laboratory remodeling, modernization, and renovation	3 634 30	February 11, 1952
	Noyes Laboratory remodeling, modernization, and renovation	401 84 ¹	February 24, 1952
Reliable Plumbing & Heating Co.	Changes in administrative offices	275 00	February 20, 1952
	Coffee House remodeling	10 11	February 19, 1952
	1204 W. Oregon Street alterations	550 00	February 18, 1952
	Natural History Building—Physiology	930 00	February 5, 1952
	Changes in administrative offices	75 00	February 25, 1952
	Sub-total	(5 072 57)	

¹ Deduct.

<i>With Whom</i>	<i>Purpose</i>	<i>Amount</i>	<i>Date</i>
Schroeder's (ventilation)	Noyes Laboratory remodeling, modernization, and renovation	1 108 34	February 11, 1952

This report was received for record.

POLICY AND RULES RELATING TO COMPENSATION AND WORKING CONDITIONS OF NONACADEMIC EMPLOYEES

(18) The Director of Nonacademic Personnel recommends certain revisions in the Policy and Rules Relating to Compensation and Working Conditions of Non-academic Employees adopted by the Board of Trustees effective July 1, 1945, and as subsequently amended from time to time. The revisions now recommended are necessary because of (a) changes in internal organization; (b) changes in disability and death benefits for employees not participants in the University Retirement System as approved by the Board of Trustees in November, 1950; (c) the establishment of the University Civil Service System of Illinois. These revisions involve no change in the Policy not already approved but are recommended to bring the statements in the Policy and Rules in line with determinations already made.

The complete text of the Policy and Rules, as revised, is submitted herewith (see pages 1426 to 1441).

I concur in the recommendations of the Director of Nonacademic Personnel.

On motion of Mr. Johnston, the revisions were approved by the following vote: Aye, Mr. Fornof, Mr. Herrick, Mr. Hickman, Mrs. Holt, Mr. Johnston, Mr. Livingston, Mr. Megran, Mr. Nickell, Mrs. Watkins; no, none; absent, Mr. Grange, Mr. Stevenson.

RELEASES OF PATENTABLE DISCOVERIES

(19) The University Patent Committee submits the following reports and recommendations relating to potentially patentable discoveries:

1. Thomas R. O'Meara, Research Associate in Electrical Engineering, has invented a three element vector-phase radio direction finder which may be of value to the armed forces.

2. Harold D. Webb, Assistant Professor of Electrical Engineering, has invented a matched channel RDF (radio direction finder) receiver with fixed tuned RF (radio frequency) amplifier. The purpose of the invention is to provide a matched-channel receiver for radio direction finding purposes that will maintain the required phase and gain match over a wide frequency range within closer tolerances than is possible with previous systems.

3. Chalmers W. Sherwin, Research Professor of Physics, has invented a "majority vote" circuit, a device whose most practical application would be in military communications.

These discoveries are the result of research work under contracts with the Office of Naval Research. The inventors do not want the discoveries released to them. In the opinion of the University Patent Committee, the commercial possibilities of these inventions are not sufficient to warrant the expense of patent prosecution by the University. Since funds for the research work were supplied by the Office of Naval Research, the Committee recommends that the University declare its intention not to seek patent protection and release all rights to the United States Navy. This will protect the public interest.

4. Dr. S. W. Pelletier, a former postdoctoral assistant and instructor in the Department of Chemistry, synthesized six new organic compounds while he was at the University which he believes may have some use as local anesthetics. Dr. Pelletier has requested the release of rights on these discoveries for possible development.

Professor C. S. Marvel of the Department of Chemistry, reports that a broad patent coverage on a new class of local anesthetics could not be obtained, and he considers it highly improbable that any of the six new compounds will prove sufficiently valuable to justify the cost of patenting them individually. Accordingly the University Patent Committee recommends that all rights to these six new compounds be released to Dr. Pelletier to develop as he may see fit.

I concur.

On motion of Mrs. Watkins, these recommendations were approved.

EXTENSION OF URBANA PARK DISTRICT

(20) On April 21, 1949, the Board of Trustees authorized the University to petition the city of Urbana to extend the city limits to include the staff housing area at Race Street and Florida Avenue.

Petitions are being circulated in this area for expansion of the Urbana Park District to coincide with the city limits. The tax rate of the Park District is \$.084 on each \$100 of equalized property based on the last equalized value of the staff housing project of \$300,000. University payments in lieu of taxes would be increased by approximately \$252 per year which could be met out of rentals.

The benefits of the Park District are available to all occupants of the staff housing project, and the payment by the University for such facilities is reasonable.

It is not necessary that the University be a party to the petition. If the majority of the voters within the area approve, the limits of the Urbana Park District will be expanded, but the city of Urbana has requested the University to express its willingness to accept the expansion of the Park District.

The Director of the Physical Plant and the Comptroller recommend that the University assent to the proposed expansion of the Urbana Park District to include University property now within the city limits of Urbana.

I concur.

On motion of Mrs. Holt, the Board assented to the expansion of the Urbana Park District to include that part of the University campus between the extension southward of the east line of Mount Hope Cemetery and Race Street, and extending approximately 620 feet south from Florida Avenue. This action was taken by the following vote: Aye, Mr. Fornof, Mr. Herrick, Mr. Hickman, Mrs. Holt, Mr. Johnston, Mr. Livingston, Mr. Megran, Mr. Nickell, Mrs. Watkins; no, none; absent, Mr. Grange, Mr. Stevenson.

GRANT FROM ROCKEFELLER FOUNDATION FOR AMERICAN STUDIES SEMINAR IN KYOTO, JAPAN

(21) The Rockefeller Foundation has made a grant of \$19,500 to the University of Illinois and a grant of \$3,000 to Doshisha and Kyoto Universities in Japan for the purpose of conducting an American Studies Seminar in Kyoto during the summer of 1952. The Seminar will be administered by the University of Illinois.

The Kyoto Seminar is the second such project to be undertaken on Rockefeller Foundation funds in Japan with a view to promoting American studies. In 1950 and 1951 Stanford University, in conjunction with Tokyo University, conducted such seminars in Tokyo and will do so again in 1952. The students of the two seminars are drawn from the faculties of Japanese universities, the Tokyo Seminar drawing from eastern Japan and the Kyoto drawing from western Japan. The faculties of both seminars will come from American universities.

The subject matter to be covered at the Kyoto Seminar will include five fields from the humanities and the social sciences. The development of the program and supervision of the project is in the hands of a committee headed by Director Royden Dangerfield of the Institute of Government and Public Affairs and including: Professors K. D. Benne, Education; Howard R. Bowen, Economics; Robert B. Downs, Library Science and Director of the Library; C. E. Osgood, Psychology; and R. W. Rogers, English. Director Dangerfield will go to Japan to administer the program.

I request confirmation of my action accepting this grant and recommend that Director Dangerfield be released from his University of Illinois duties during the summer for the purpose of taking this special assignment. In other words, his services would be loaned by the University of Illinois to the project.

On motion of Mr. Herrick, the President's action was confirmed.

GRANT FROM ROCKEFELLER FOUNDATION FOR CONFERENCE ON THE AMERICAN TRADITION

(22) The Rockefeller Foundation made a grant of \$3,000 to the University of Illinois for a conference on the American Tradition which was held at the Princeton Inn, Princeton, New Jersey, on December 14-16, 1951. The conference was attended by twenty representatives of colleges and universities. The University

of Illinois was represented by President George D. Stoddard, Dean Wilbur Schramm of the Division of Communications, and Director Royden Dangerfield of the Institute of Government and Public Affairs.

I accepted this grant on behalf of the University and report it for record.

On motion of Mr. Herrick, the President's action was confirmed.

EMPLOYMENT OF UNIVERSITY AUDITORS

The Finance Committee recommends that the firm of George Rossetter and Company, Certified Public Accountants, Chicago, be retained as auditors for the year ending June 30, 1952, their services to be charged on the basis of a per diem rate and expenses, with the understanding that the aggregate charges will not exceed the following:

University of Illinois (including all divisions).....	\$12 000
University of Illinois Foundation (including its retirement system).....	600
University of Illinois Athletic Association (including its retirement system)	750

These maximum costs are based on the assumption that if the auditors go beyond the scope of usual examination on request of the Finance Committee or the Board, further compensation for such additional work will be allowed after review and approval by the Finance Committee.

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

ENDOWMENT INVESTMENTS

The Finance Committee has approved the following changes in endowment securities at the approximate prices indicated:

	<i>Approximate Market</i>
Sell:	
275 shares National Distillers Corporation, common stock.....	33
256 shares Swift and Company, common stock.....	35
Reinvestment of the Proceeds:	
300 shares Mississippi River Fuel Company, common stock.....	36
200 shares Illinois Power Company, common stock.....	38

In connection with the sales indicated, the following resolution is required:

WHEREAS, the Board of Trustees of the University of Illinois is the owner of the following described securities: 275 shares National Distillers Corporation, common stock, and 256 shares Swift and Company, common stock; and

WHEREAS, said Board of Trustees in its meeting of March 12, 1952, has approved the sale of such securities,

Now, Therefore, Be It Resolved that Lloyd Morey, Comptroller, and A. J. Janata, Secretary, be hereby authorized to execute any and all documents necessary to complete such sale.

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

INVESTMENTS

The Finance Committee reports the following transactions involving securities:

<i>Current Restricted Funds Investments</i>	
Purchase:	
\$14,000 Chicago, Milwaukee, St. Paul, and Pacific Railroad Equipment Trust 2½% bonds, due October 1, 1954.....	\$ 14 125 37
\$10,000 Seaboard Airline Equipment Trust 3% certificates, due November 15, 1954.....	10 126 06
\$1,000,000 U.S.A. 1½% certificates of indebtedness series A, due April 1, 1952.....	1 011 307 15

Exchange:

\$20,000 U.S.A. 1 $\frac{3}{8}$ % certificates of indebtedness series A, due April 1, 1952, for
\$20,000 U.S.A. 1 $\frac{3}{8}$ % certificates of indebtedness due February 15, 1953.

Exchange:*Student Loan Investments*

\$40,000 U.S.A. 1 $\frac{3}{8}$ % certificates of indebtedness series A, due April 1, 1952, for
\$40,000 U.S.A. 1 $\frac{3}{8}$ % certificates of indebtedness due February 15, 1953.

This report was received for record.

MESSAGE TO MR. GRANGE

Mr. Megran offered a resolution expressing to Mr. Grange appreciation of his services as a Trustee of the University during the past year and the sympathy of the Board with him in his illness. President Stoddard, other University officials present at the meeting, and the officers of the Board asked that they be permitted to join the Trustees in this resolution.

The resolution was adopted and the Secretary of the Board was instructed to send an appropriate message to Mr. Grange.

**CONFERENCE WITH REPRESENTATIVES OF THE
ILLINOIS ASSOCIATION OF BROADCASTERS**

Mr. Livingston stated that at the conclusion of the Board meeting the Committee on Television will have another conference with representatives of the Illinois Broadcasters Association to continue the discussion,¹ requested by the latter, of the University's plans for the development of educational television facilities. He asked that all of the other Trustees who can do so stay and take part in this conference.

CONFERENCE WITH REPRESENTATIVES OF THE CITY OF CHICAGO

The Secretary announced that representatives of the city of Chicago who desire to discuss with the Board a request that the University vacate the Drill Hall at Navy Pier so that it may be used by the Municipal Court of Chicago for a traffic court have now asked that this conference be postponed until the next meeting of the Board.

By unanimous consent this request was granted.

EXECUTIVE SESSION

At this point the Board went into executive session to consider reports from the President of the University and the Legal Counsel relating to bequests made to the University.

**SETTLEMENT OF CLAIMS OF MRS. SARAH A. GRIMM AGAINST
ESTATE OF PROFESSOR GEORGE A. MILLER, DECEASED**

In accordance with the authority granted them by the Board at its meeting held on January 21, 1952 (Minutes, page 1337), the Comptroller and the Legal Counsel, with the assistance of counsel for the Executor of the Last Will and the Estate of the late Professor George A. Miller, negotiated a settlement with Mrs. Sarah A. Grimm, his surviving sister, under which she agreed to accept the sum of \$5,000 in full settlement and satisfaction of her claims against his estate and

¹ The first conference with the Illinois Broadcasters Association was held on January 16, and was reported to the Board on January 21, 1952, minutes page 1347.

also for the dismissal of the suit theretofore instituted by her in the Circuit Court of Champaign County, Illinois, to contest his will. A stipulation for the dismissal of that suit with prejudice to Mrs. Grimm and at her costs was filed in that court on January 24, 1952, and an order so dismissing it in accordance with the stipulation was entered by Circuit Judge Charles E. Keller therein the following day.

Counsel for other heirs of Professor Miller from whom an answer was received by the Clerk the day the order was entered was promptly notified of the dismissal of the suit, but they have taken no action to date to secure the vacation of the order. The Executor's attorneys and the Legal Counsel are of the opinion that the order is now final unless an appeal is taken therefrom within ninety days from the date of its entry. They do not anticipate an appeal and are of the opinion that the order should and will be affirmed if one is prosecuted. It appears, therefore, that payment of the agreed sum to Mrs. Grimm now would be both justified and desirable.

The Executor is willing to pay the agreed sum direct to Mrs. Grimm and her attorneys by way of partial distribution to the University under the will if the University so desires and will furnish him with a receipt evidencing partial distribution to it in that sum upon presentation by him of a receipt from her therefor and a full release of all of her claims against Professor Miller's estate and the University. The Comptroller and the Legal Counsel recommend that the settlement be ratified by the Board, that it be completed through following this procedure, and that the Comptroller and the Secretary of the Board be authorized to execute and deliver such a receipt to the Executor upon delivery by him to them of the suggested receipt and release executed by Mrs. Grimm and approved by the Legal Counsel.

The President of the University concurs.

On motion of Mr. Johnston, this settlement was ratified as recommended.

SPECIAL COMMITTEE ON THE GEORGE A. MILLER ESTATE

The Legal Counsel reported that the Executor of the estate of George A. Miller, deceased, and his attorney have been informed that certain heirs of the late Mrs. George A. Miller assert a claim against that estate arising out of an alleged agreement between Professor and Mrs. Miller relative to the disposition of a portion of their property upon the death of the survivor. The Legal Counsel recommended that a special committee of the Board be appointed before whom these claimants may appear to present their claims and any definite proposals they wish to submit.

On motion of Mr. Nickell, the following committee was appointed for this purpose: Mr. Wayne A. Johnston, Chairman, Mr. John R. Fornof, Mr. Wirt Herrick, Mr. R. Z. Hickman, and Mr. Park Livingston.

SECRETARY'S REPORT OF CONTRACT

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

<i>With Whom</i>	<i>Purpose</i>	<i>Amount</i>	<i>Date</i>
Silver Creek Coal Co.	20,500 tons coal	\$6.02 per ton f.o.b. 1717 West Taylor Street, Chicago	October 13, 1951

SECRETARY'S REPORTS

The Secretary presented for record the following lists: (1) appointments made by the President; (2) resignations and declinations; (3) leaves of absence.

APPOINTMENTS MADE BY THE PRESIDENT

(The date in parenthesis is the date on which the appointment was made by the President of the University. C = College; S = Station; E = Extension.)

- ANDERSON, WILLIAM R., Instructor in Physics, in the Chicago Undergraduate Division, six months beginning March 1, 1952, to render service during the second semester of the academic year, \$4800 a year, supersedes (2-23-52).
- AUSTIN, JAMES O., Research Associate in the Control Systems Laboratory, February 15-August 31, 1952, \$4800 a year (3-4-52).
- BAER, PAUL, Instructor in Social Sciences, in the Chicago Undergraduate Division, on 17/100 time, five months beginning February 1, 1952, \$60 a month (2-28-52).
- BARNES, BILLY L., Assistant in Accountancy, February 1-June 15, 1952, \$400 a month, supersedes (2-21-52).
- BERKOVITZ, IRENE R., Research Assistant in Education, in the Graduate College, on one-half time, February 21-June 30, 1952, \$2800 a year (3-4-52).
- BROWN, LLOYD O., Instructor in Electrical Engineering (C), on three-fourths time, six months beginning March 1, 1952, to render service during the second semester of the academic year, \$2865 a year, supersedes (2-28-52).
- CHANG, SZU SHIANG, Assistant in Food Technology (S), seven months beginning February 1, 1952, \$3600 a year, supersedes (2-23-52).
- CHODAKOWSKI, ALEXANDER S., Instructor in Electrical Engineering (C), on one-half time, six months beginning March 1, 1952, to render service during the second semester of the academic year, \$2350 a year, supersedes (2-28-52).
- DI PASQUALE, EDITH L., Assistant in Physiology, in the College of Medicine, six months beginning January 1, 1952, \$2675 a year, supersedes (2-29-52).
- DUNLOP, KATHLEEN, Assistant in Economics, four months beginning February 15, 1952, \$1500 (2-28-52).
- EHRESMANN, CHARLES, Visiting Professor of Mathematics, five months beginning September 1, 1952, \$4200 (2-29-52).
- FETT, ESTHER L., Microanalyst in Chemistry, seven months beginning February 1, 1952, \$2400 a year (2-29-52).
- FRY, WILLIAM J., Research Associate Professor of Electrical Engineering (S), and in the Graduate College, seven months beginning February 1, 1952, \$8000 a year, supersedes (2-29-52).
- HO, CHESTER, Research Assistant in Civil Engineering (S), seven months beginning February 1, 1952, \$3600 a year (2-23-52).
- INGHAM, CAROLYN S., Assistant Psychometrist in the Student Counseling Bureau, March 15-August 31, 1952, \$2930 a year (3-4-52).
- KOENIG, HERMAN E., Instructor in Electrical Engineering (C), on one-half time, six months beginning March 1, 1952, to render service during the second semester of the academic year, \$2025 a year, supersedes (3-7-52).
- KOENIG, MRS. NORMA E., Instructor in Speech, in the Chicago Undergraduate Division, on three-fifths time, for the second semester of the academic year beginning February 1, 1952, \$216 a month (2-23-52).
- LASKIN, DANIEL M., Instructor in Postgraduate Studies, on 28/100 time, and in Oral and Maxillofacial Surgery, on 60/100 time, in the College of Dentistry, six months beginning March 1, 1952, \$5000 a year, supersedes (2-28-52).
- MARIENFELD, CARL J., Assistant Professor of Pediatrics, in the College of Medicine and in the Division of Services for Crippled Children, eight months beginning January 1, 1952, \$7350 a year, supersedes (3-6-52).
- MILLER, AMOS C., Research Assistant in the Institute of Government and Public Affairs, February 13-March 31, 1952, \$311 a month (2-23-52).

- MILLICAN, RICHARD D., Assistant Professor of Journalism, in the Division of Communications, on three-fourths time, and Assistant Professor of Marketing, on one-fourth time, six months beginning March 1, 1952, to render service during the second semester of the academic year, \$5590 a year, supersedes (2-21-52).
- MOULDER, PETER V., JR., Assistant in Surgery, in the College of Medicine, for six months beginning January 1, 1952, \$2760 a year (2-23-52).
- MUNSON, BYRON E., Research Associate in Sociology, in the Department of Sociology and Anthropology, and in the Small Homes Council, on one-half time, seven months beginning February 1, 1952 (on Y basis), \$183.50 a month, and Assistant in Sociology, in the Department of Sociology and Anthropology, on one-fourth time, February 1-June 15, 1952, \$85.55 a month, supersedes (2-23-52).
- NORDSIECK, ARNOLD T., Professor of Physics (C), on one-half time, on indefinite tenure beginning March 1, 1952, to render service during the academic year, \$5250 a year, and Research Professor of Physics, in the Control Systems Laboratory, on one-half time, February 15-August 31, 1952 (on Y basis), \$7900 a year, supersedes (3-6-52).
- O'SULLIVAN, THOMAS A., Assistant in Obstetrics and Gynecology (Rush), in the College of Medicine, January 20-June 30, 1952, without salary (3-6-52).
- OVERHAUSER, ALBERT W., Research Associate in Physics (C), on three-fourths time, February 1-June 15, 1952, and on full time, June 16-August 31, 1952 (on Y basis), and Instructor in Physics (C), on one-fourth time, for the second semester of the academic year beginning February 1, 1952, \$4800 a year, supersedes (2-23-52).
- RIKER, WILLIAM L., Clinical Instructor in Surgery, in the College of Medicine, six months beginning March 1, 1952, without salary (3-4-52).
- RILEY, MRS. ELIZABETH H., Research Assistant in the Bureau of Economic and Business Research, seven months beginning February 1, 1952, \$3000 a year (2-29-52).
- SCOTT, WILLIAM H. O., Instructor in Library Science, and Chief Library Adviser, in the Chicago Undergraduate Division, six months beginning March 1, 1952, \$4900 a year, supersedes (2-21-52).
- SHAEFER, MRS. ANITA L., Registered Pharmacist in Hospital Pharmacy, in the College of Pharmacy, February 18-August 31, 1952, \$3900 a year (2-28-52).
- SINCLAIR, GEORGE N., Research Assistant Professor of Theoretical and Applied Mechanics (S), March 1, 1952-August 31, 1953, \$6000 a year, supersedes (2-19-52).
- SINGWI, KUNDAN SINGH, Research Associate in Physics (S), six months beginning February 1, 1952, \$4800 a year (2-23-52).
- SKADELAND, HAROLD M., Instructor in Physics, in the Chicago Undergraduate Division, six months beginning March 1, 1952, to render service during the second semester of the academic year, \$5000 a year, supersedes (2-23-52).
- STOKES, ROBERT F., Clinical Assistant in Surgery (Rush), in the College of Medicine, six months beginning March 1, 1952, without salary (3-6-52).
- TOBIAS, JOSEPH, Instructor in Food Technology (C) and (S), seven months beginning February 1, 1952, \$4400 a year, supersedes (2-21-52).
- TSU, LAURA NYI-TSUNG, Instructor in the Nursery School, in the Division of Special Services for War Veterans, on one-half time, five months beginning February 1, 1952, to render service during the second semester of the academic year, \$850 (2-23-52).
- UNRUH, WILLIS O., Research Associate in the Control Systems Laboratory, February 15-August 31, 1952, \$4200 a year, supersedes (2-20-52).
- WARRINGTON, WILLARD G., Research Associate in Education, in the Graduate College, on one-half time, seven months beginning February 1, 1952, \$2100 a year, supersedes (2-20-52).
- WOOD, FREDERIC H., Clinical Assistant in Urology, in the College of Medicine, six months beginning March 1, 1952, without salary (3-6-52).

RESIGNATIONS AND DECLINATIONS

- FIGUERAS, JOHN, JR., Fellow in Chemistry—resignation effective 2-1-52.
- GODEJAHN, GORDON C., JR., Edward Orton Jr. Fellow in Ceramic Engineering—resignation effective 2-20-52.

- GRANDT, ALLEN F., Special Research First Assistant in Soil Fertility (Agronomy) (S) — resignation effective 4-1-52.
HENSON, RAY D., Instructor in General Engineering Drawing (C) — declination effective 3-1-52.
MILLER, AMOS C., Kendric C. Babcock Fellow in History — resignation effective 2-1-52.
OSCHWALD, WILLIAM R., Assistant in Soil Physics (Agronomy) (S) — resignation effective 2-15-52.
SAXBERG, BORJE O., Fellow in Management — resignation effective 2-1-52.
SEGRE, EMILIO, Visiting Professor of Physics (C) — resignation effective 3-1-52.

LEAVES OF ABSENCE

- LEWIS, OSCAR, Associate Professor of Anthropology — leave of absence, without pay, for two years beginning September 1, 1952, so that he may accept a temporary appointment from the Ford Foundation to work in India.
LONGACRE, ANDREW, Research Professor of Physics — leave of absence, without pay, January 18 through January 25, 1952, and February 8 through February 15, 1952.

APRIL MEETING

On motion of Mr. Johnston, the Board voted to hold the next meeting on Thursday, April 24, 1952, beginning at 4:00 p.m., in the LaSalle Hotel, Chicago, Illinois.

On motion of Mrs. Holt, the Board adjourned.

A. J. JANATA
Secretary

PARK LIVINGSTON
President

APPENDIX

**POLICY AND RULES RELATING TO COMPENSATION AND WORKING
CONDITIONS OF NONACADEMIC EMPLOYEES**
(Effective July 1, 1945 — With Revisions to April 1, 1952)

I. GENERAL POLICY

1. Every University of Illinois employee has a part in the educational and scientific effort of the University which can be best carried out only under a program of harmonious employee-employer relationships. The University strives to have happy, industrious employees who will give courteous, efficient service to all who have contact with it through them. To this end the University endeavors to provide working conditions and compensation comparable to those furnished by other employers in the community, keeping in mind that the University is a State institution receiving a major part of its financial support from taxes.

2. The University recognizes the principle of collective bargaining with respect to all nonacademic employees not in administrative positions as designated in section XV. The University will negotiate with any individual, group of individuals, or organization acting on behalf of any group of employees when such person or agency presents evidence that he or it represents more than 50 per cent of the employees of the group or classification employed by the University and that he or it is authorized to represent them. The determination of the appropriate unit for collective bargaining and of the majority representation in that unit shall be made by the Department of Labor of the State of Illinois in case of lack of agreement on these points.

3. Any employee will have the right to discuss with the Director of Nonacademic Personnel the terms of his employment or his working conditions, including his classification under the University Civil Service System of Illinois, but no individual agreement may be made which will violate the terms of an agreement reached by negotiation with the group of which he is a part.

4. No person or organization will be permitted to solicit membership in any organization with a University employee during the employee's working hours.

5. All nonacademic employees of the University are under the University Civil Service System of Illinois as governed by State law, and

are entitled to all the rights and subject to all the requirements of that law.

6. A permanent and continuous employee is an employee who has completed six months service in any classification or classifications in nonacademic employment. For this purpose a month of service shall be no less than twenty work days, excluding approved absences. A person employed regularly but on a part-time basis and fulfilling the above conditions will be considered a permanent and continuous employee.

7. The words "prevailing rate" when used herein shall be the cash wages paid generally in the locality in which the work is being performed to employees engaged in work of a similar character.

II. NEGOTIATION PROCEDURE

1. All proposals for establishment of, or changes in, rates of compensation, hours, or other subjects dealt with in sections III to V inclusive herein shall be submitted to the Office of Nonacademic Personnel. This office will secure all of the relevant facts, and will negotiate the proposals with employees concerned, or, in case of a collective bargaining unit, their duly constituted representatives, and with the University departments involved.

2. Employees appointed or elected to represent any employee groups in negotiations will be allowed full pay, at straight time rates only, for time required to be so spent during their regular working day or shifts. In no case will payment be made in accordance with the above provisions for any time beyond the close of the regular work day or shift. Other than as set forth in this section and in section XIII-6, payment will not be allowed for time spent in meetings or conferences except as these may be called or requested by recognized departmental authorities or as they may be approved by the Director of Nonacademic Personnel. Lists of all employees whose presence is desired at such meetings or conferences shall be submitted in advance to the Director of Nonacademic Personnel who shall be responsible for determining their representative status as above noted and for arrangements with their supervisors for them to be excused from work in their respective departments.

3. The Director of Nonacademic Personnel will have the responsi-

bility and authority to reach an understanding on behalf of the University in accordance with the terms of this Policy.

III. METHODS OF DETERMINING RATES OF COMPENSATION

1. The University will pay prevailing rates to all employees in any group when such a rate has been determined or can be determined by the University for that group under the following conditions: Such rates are to be paid only after they have been put into effect locally; they are effective from the date they have been made effective locally, provided that notice has been given the Director of Nonacademic Personnel before the expiration of a local agreement upon which the local prevailing rate is based; if notice is not given in accordance with the preceding condition, rates will become effective only from the date that notice has been given to the Director of Nonacademic Personnel that the rates are in effect locally; no retroactive pay shall be effective prior to the beginning of a biennium in which the rates are made effective by the University; if the local prevailing rate declines during a biennium, the University will follow such declines. Vacations, disability leave, retirement and death benefits are granted to prevailing rate employees only in accordance with sections VI to XI inclusive irrespective of local prevailing practice in these matters. In some classifications the University will pay rates below the prevailing rates during the probationary period of not to exceed six months. (Schedules are available showing the classifications subject to the prevailing rate rule. Changes in these schedules will be made only with the approval of the Director of Nonacademic Personnel. Employees concerned will be advised whenever such changes are made.)

A. Permanent and continuous employees and those employed in positions or in work which the University contemplates continuing for at least six months, but who have not yet completed six months service in any classification or classifications of nonacademic employment, in prevailing rate groups paid at hourly rates will be paid a monthly rate determined by multiplying the number of hours of the work year, which shall be uniform in all years, by the hourly rate and dividing by 12, as follows:

1. In those positions in which the work week is 40 hours, the monthly rate will be based upon a net of 255 work days (365 days per year less 52 Saturdays, 52 Sundays, and 6 holidays), or 2,040 hours per work year.
2. In those positions in which the regular work week is 44 hours, the monthly rate will be based upon a net of 281 work days (365 days

less 52 Sundays, one-half of 52 Saturdays or 26 days, and 6 holidays), or 2,248 hours per work year.

3. In those positions in which the regular work week is 48 hours, the monthly rate will be based upon a net of 307 days (365 days less 52 Sundays and 6 holidays), or 2,456 hours per work year.

B. Permanent and continuous employees in prevailing rate groups whose compensation is based on a monthly rate will be paid that monthly rate adjusted to provide for any difference in weekly working schedule which may exist between the University and local prevailing practice.

2. The University, through the Director of Nonacademic Personnel, will negotiate with any other group of employees, or their authorized representatives as defined in section I-2 hereof (in case of a collective bargaining unit), for the purpose of establishing rates that are mutually acceptable.

3. The University, through the Director of Nonacademic Personnel, will recommend to the Merit Board of the University Civil Service System of Illinois wage ranges and will be responsible for the determination of compensation within approved ranges of all nonacademic groups whose wages are not determined in accordance with 1 and 2 preceding. For employees in such groups the University will establish a compensation plan based on a job evaluation program in which rates shall be related to rates otherwise established for comparable services and paid for similar services by other employers.

4. —

A. The starting salary in every classification where the compensation lies between stated minimum and maximum rates instead of being a single fixed rate shall be determined by the Director of Nonacademic Personnel. In all those classifications where the maximum rate is \$250 per month or less, there shall be automatic increases at least once a year until the midpoint of the range of the classification is reached.

B. Each employee in the classification where the compensation lies between a stated minimum and maximum rate shall be fairly and impartially rated at least once each budgetary year. The plan of rating shall be available to all concerned, and the ratings of each employee shall be available to him.

C. Nonautomatic merit adjustments shall be determined by the Director of Nonacademic Personnel after full consideration of the employee's ratings, recommendations of supervisors, and the over-all University personnel policy.

IV. HOURS

1. The University recognizes work schedules as set forth in this section. Each employee classification is allocated to an appropriate work

schedule as to the work day and the work week, showing which work schedule applies to any specific classification. Changes in these schedules will be made as to prevailing rate groups when prevailing local practices change and the University is notified accordingly. Changes affecting other groups may be made by the Board on the recommendation of the Director of Nonacademic Personnel and the President. Employees in groups concerned will be notified of all such changes.

2. The work day of all groups unless herein specified shall be broken only by a lunch period of not more than one hour.

3. In those positions in which continuous seven-day service is required, Saturdays and Sundays (see section V) shall not be recognized as such, but as though they were regular work days. No employee will be required to work regularly seven consecutive days. Except as otherwise indicated in this section, the work week of all employees shall start on Monday.

4. The work schedules recognized are:

A. Eight-hour day, 40-hour week, five days, Monday through Friday.

B. Eight-hour day or four-hour half-day shift, 40-hour week:

1. Within the period Monday morning through Saturday noon.
2. Within the period Monday morning through Saturday inclusive.
3. Beginning time rotated to provide for seven-day service.

C. Eight-hour day and/or four-hour half-day shift, 44-hour week:

1. Within the period Monday morning through Saturday noon.
2. Within the period Monday morning through Saturday inclusive.
3. Beginning time rotated to provide for seven-day service.

NOTE: Employees now working on a basic 44-hour week and wishing to be permanently transferred to Plan B will be so transferred upon request to the Department Head who shall notify the Office of Non-academic Personnel of all such transfers. Employees now working under a basic 44-hour week and eligible for a month's vacation, who are thus transferred, will suffer no reduction in total weekly or monthly compensation as a result of such transfer.

D. Seven-and-one-half-hour day and three-and-one-half- to four-hour half-day shift, 37½-hour week, within the period Monday morning through Saturday inclusive.

NOTE: If three-and-one-half-hour Saturday morning shift is worked, it may be offset with either a three-and-one-half-hour morning or four-hour afternoon shift elsewhere in the work week.

E. Seven-and-one-half-hour day, Monday through Friday, three-and-one-half hours Saturday morning, 41-hour week, Monday through Saturday morning inclusive.

NOTE: Department heads may, with the concurrence of the Director of Non-academic Personnel, and to the extent departmental budgets permit, grant

requests of employees falling under Plan E to be permanently transferred to Plan D. Employees now working under a basic 41-hour week and eligible for a month's vacation who are thus transferred will suffer no reduction in total weekly or monthly compensation as a result of such transfer.

F. Eight-hour day, 48-hour week:

1. Beginning time rotated to provide seven-day service.
2. Mealtime allowed as part of eight-hour shift, beginning time rotated to provide seven-day service.

G. Twenty-four-hour shift, alternating days.

5. All time in excess of the units of hours constituting the work day and the work week is overtime, and will be compensated at time and one-half in cash unless under local prevailing practice a higher rate is paid, in which case the local prevailing practice will be followed. By mutual agreement between a department and an employee, an employee may work overtime with equivalent time off at straight time providing that this does not conflict with local prevailing practice. Any time thus allowed must be used in the vacation year as defined in section VII-1-B. In accordance with the provisions of the Illinois Women's Eight Hour law, no woman employee shall work more than nine hours in more than one day of a calendar week, provided that such excess over eight hours in that day shall be deducted from the subsequent regularly scheduled employment time of that calendar week or the next calendar week if such excess occurs on Saturday, and provided further that the total time of employment in no event shall exceed 48 hours in any one calendar week.

Exceptions: Graduate nurses, telephone operators, and employees engaged as a result of public emergencies, seasonal canning operations, etc., as defined in the Law.

6. Women employees shall be allowed rest periods of 15 minutes each half day at times to be arranged by supervisors within the work day.
7. Full-time employees may be permitted to enroll in academic classes in the University provided, if such enrollment is within regularly scheduled working hours, it is taken from regularly scheduled working hours and deduction is made from required schedule and from regular pay or time allowed for classes is made up in full or deducted from vacations. All such enrollments and the arrangements relating thereto are to be reported to the Director of Nonacademic Personnel, who shall submit a report of them to the Provost at least annually. Time in attendance on training programs or University classes, when requested by the department, shall not be deducted from the employee's

required schedules. (Conditions relating to registration and fees are covered in regulations of the Board of Trustees on those matters.)

V. SUNDAYS

As a general rule, University buildings will be closed and no work will be required on Sundays except as follows:

1. In those positions in which seven-day service is required, except as otherwise provided (see section IV-3), Sunday is not recognized as such but as a regular work day, and is offset by a seventh day off. (Schedules are available showing classifications in which such service is required.)
2. In all other cases, work on Sundays is overtime and will be compensated as provided in section IV-5.

VI. HOLIDAYS

1. Offices, laboratories, and shops will be closed and employees excused except in emergency and for necessary operations on the following legal holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Permanent and continuous employees and those employed in positions or in work which the University contemplates continuing for at least six months, but who have not yet completed six months service in any classification or classifications of nonacademic employment, not in a prevailing rate group will be excused with full pay.

Employees in prevailing rate groups will be excused from work and will be compensated in accordance with the local prevailing practice, except those whose normal work schedules are such as to require regular holiday work in accordance with local prevailing practice. (See section III-1-A.)

2. In the event that work on any of the above holidays is required:
 - A. Prevailing rate groups will be compensated in accordance with prevailing practice.
 - B. Other employees, except administrative employees employed in classifications so listed under appropriate schedules, will be compensated at time and a half payable in cash in addition to regular compensation.
3. Suspension of work at other times will be only with the approval of the President of the University.

VII. VACATIONS

1. Vacations are granted only to permanent and continuous employees who complete not less than eleven consecutive months of service. In

the case of seasonal employees whose services are not required for eleven consecutive months, service shall be regarded as consecutive if (1) period of seasonal operations in which he is employed is at least six consecutive months; (2) the individual is employed for six consecutive months during the entire period of seasonal operations; and (3) the only breaks in employment are due to seasonal layoffs.

A. During the first year of service a proportionate part of the annual vacation will be granted based on the months of service of the employee completed to the date of vacation, subject to completion of not less than eleven consecutive months of service. In each succeeding year the employee will receive the annual vacation as set forth below. In the year in which the employee leaves the service of the University for any reason, including death, a proportionate part of annual vacation will again be granted.

B. Annual vacations may be taken during a one-year period extending from three months prior to the end of a full year of service to nine months after the end of a full year of service. Vacations shall not be cumulative but may be deferred at the request of the department or the employee with the concurrence of the department. Such deferred vacations shall be taken within the next succeeding twelve-month period. Extra pay in lieu of vacation will not be allowed. An employee's preference as to time of vacation will be considered but the University reserves the right to assign vacation periods. Holidays recognized by the University are not counted as part of a vacation.

C. A part-time continuous employee will receive the annual vacation provided for his classification at his usual pay. (For example, a person employed half-time in a position in which two weeks is the annual vacation allowance will be granted two weeks vacation at a salary based upon half-time.)

2. The University recognizes three vacation plans, as follows:

A. One calendar month vacation in each year of service. Department heads, with the concurrence of the Director of Nonacademic Personnel, and to the extent departmental budgets permit, may grant requests of employees falling under Plan A (excepting administrative employees) to be permanently transferred to Plan C.

B. Progressive vacation schedule: two work weeks in each of the first two years of service, three work weeks in each of the next two years of service, one calendar month in the fifth and each succeeding year of service.

C. Two work weeks vacation in each year of service.

Each employee classification is allocated to an appropriate vacation schedule, showing which vacation plan applies to any specific classification. Changes in these schedules will be made when approved by the Director of Nonacademic Personnel. Employees in groups concerned will be notified of all such changes.

VIII. DISABILITY BENEFITS**1. Disability arising out of and in the course of employment:**

A. Employees who suffer disability arising out of and in the course of their employment will receive compensation as determined by the University Committee on Accident Compensation for Employees in accordance with the provisions of the Workmen's Compensation Act.

B. Such employees may elect to use portions of allowances for disability provided under sub-section 2 hereof to supplement payments made under the Workmen's Compensation Act, provided that in no case during a period of disability shall total payments exceed the full compensation paid the individual at the time the disability occurred.

C. An employee entitled to disability benefits under the University Retirement System of Illinois may receive from that System only the difference between the benefits available from the Retirement System and the amount paid in accordance with the Workmen's Compensation Act.

2. Disability from any cause not arising out of and in the course of employment:

A. Each full-time permanent and continuous employee is entitled to a disability leave of two work weeks with pay in each year of service, no part of which shall be cumulative. Each permanent and continuous employee employed regularly but on a part-time basis is entitled to such fraction of two work weeks with pay as is represented by the relationship between this part-time employment and the full-time schedules in his classification. Any permanent and continuous employee or any person who is employed in a position or in work which the University contemplates continuing for at least six months, but who has not yet completed six months service in any classification or classifications of non-academic employment, who is disabled before completing his first year of service will be allowed the same proportionate amount of the two work weeks disability leave as the portion of the year completed.

B. In addition to the leave provided in the preceding paragraph, each full-time, permanent and continuous employee who has served for one full year is entitled to an extended disability leave of one work week for each year of service, cumulative to a total of ten work weeks, which shall be allowed to reaccumulate to this maximum through additional service after being used in part or in full. No reduction shall be made in accumulations for prior service earned before March 1, 1944. Each permanent and continuous employee employed regularly on a part-time basis is entitled to such fraction of one work week with pay as is represented by the relationship between this part-time employment and the full-time schedules in his classification.

C. Disability benefits available to employees shall be used in the following order: (a) the two work weeks disability leave, (b) vacation to which entitled *when requested by the employee*, (c) extended disability leave, as provided in the preceding paragraph.

D. An employee when disabled may continue to receive full pay until

the two work weeks disability leave and his accumulated extended disability leave are exhausted. If an employee elects to receive disability benefits under the University Retirement System of Illinois before he has exhausted his extended disability leave, he will receive no payments from the University of Illinois during the period that disability benefits are received from said Retirement System.

3. Other disability benefits:

A. Persons under University Retirement System:

1. All persons permanently and continuously employed by the University must become participants in the University Retirement System of Illinois established by a special act of the General Assembly approved July 21, 1941. A deduction of 5 per cent is made from each payment of salary or wage to every participant in the system. This contribution is placed to the credit of the individual and draws interest (at 3 per cent at this date) which is added to his contribution. The total accumulations with interest may be withdrawn by the individual on his separation from University employment.

2. Disability benefits from the System are payable to any participant for mental or physical disability arising from any cause as a result of which the individual is unable to perform the duties of his position. Benefits begin 60 days after the beginning of the disability, provided an application has been filed and salary is suspended. Benefits amount to 50 per cent of the earnings at the time disability occurred and continue during disability until the total paid is 50 per cent of the total earnings during service credited in the Retirement System.

4. The University reserves the right to require acceptable evidence of disability before allowing any disability benefits whatsoever.

IX. LEAVES OF ABSENCE

1. Leaves of absence without pay for reasons other than disability, as covered in section VIII, may be granted by the University through the Director of Nonacademic Personnel when in his judgment the recommendations are reasonable and have the approval of the supervisor of the employee.

2. Leaves of absence with pay on account of death or illness of relatives may be granted by the Director of Nonacademic Personnel to the extent considered reasonable and necessary in each case, taking into consideration length of service, condition of work in the department, previous leave granted the employee, and recommendation of department head. Such leaves when granted shall be charged against the employee's annual disability leave in accordance with section

VIII-2-A, unless otherwise approved by the Director of Nonacademic Personnel.

3. Leaves of absence for jury or witness service and to serve in the State Militia shall be granted when employees are called for such service. Pay for such leaves will be computed as the difference between the amount paid for the service and the regular full-time salary or wage of the person on such leave.

4. Leaves of absence without pay for service in the armed forces of the United States shall be granted when an employee enlists in or is inducted into such service. Such an employee will be restored to his former position, or, at the discretion of the University, to one of similar requirements and compensation, if: his discharge is under conditions other than dishonorable; he requests re-employment within 90 days after his discharge; he is qualified to perform the duties of his position. If, as a result of service in the armed forces, he is not physically or mentally qualified to perform the duties of any such position, the University will offer him employment in a position which his physical and mental condition permits him to perform, at the rate of compensation provided for that position.

5. Leaves of absence for other approved work may be granted on request by the President of the University and extended at his discretion. A person receiving such a leave will have the right to return to his former position at the termination of his leave provided he is in a satisfactory physical and mental condition to resume the duties of the position, and provided the position has been continued during his absence. If the position has been discontinued the person on leave will be eligible to appointment to any position in his classification which becomes vacant at or subsequent to his return.

X. RETIREMENT BENEFITS*

1. Participants in the University Retirement System are retired on September 1 following their 68th birthday unless deferment is approved by the University. Under certain conditions, persons employed prior to September 1, 1941, may request retirement after age 65 and

* These provisions are summaries of the benefits payable under the University Retirement System Act.

if retired with 25 or more years of service receive the same annuity which would be paid at 68. Participants may elect to retire at any time after age 60 or with the approval of the University and of the Retirement Board between the ages 55 and 60. Retirement in such instances is at a reduced annuity.

Interrupted employment. Employees who are participants in the Retirement System and whose employment is irregular maintain their participation in the Retirement System during the period of employment. At any time that employment is terminated, the employee may withdraw his contributions to the System plus interest; or he may leave his contributions on deposit, in which case, if he is again employed, contributions and benefits will be resumed and accumulated benefits of all kinds restored as of the date employment ceased.

XI. DEATH BENEFITS*

1. For employees participating in the Retirement System a death benefit approximately equal to one year's salary, not less than \$2,000 or more than \$5,000, is payable by the Retirement System, if the beneficiary is dependent upon the participant. Otherwise the death benefit will be the employee's accumulated contributions. After retirement a death benefit is payable equal to whichever of the following is the greatest:

- A. The accumulated employee contributions, including interest, at the time of retirement less the sum of all annuity payments prior to the date of death;
- B. Six times the monthly Supplemental Annuity paid for service prior to September 1, 1941;
- C. \$500.

2. For persons not in the Retirement System, a death benefit of \$500 is payable by the University after six months service. Such benefit may be reduced by payments made on account of the State Workmen's Compensation Act or a death benefit in excess of contributions paid by any tax supported retirement system of the State of Illinois or by the Federal Civil Service Retirement System.

3. In accordance with section VII-1-A, payment will be made for any accumulated unpaid vacation allowances.

* These provisions are summaries of the benefits payable under the University Retirement System Act.

XII. REPORTS OF ABSENCES AND OVERTIME

1. Every absence of one hour or more of any nonacademic employee is to be reported by the department to the Office of Nonacademic Personnel on forms provided by it.
2. All overtime to be compensated by time off shall be reported by the department to the Office of Nonacademic Personnel on forms provided by it.

XIII. GRIEVANCES

Grievances shall consist of all matters of dispute affecting the employer-employee relationships excepting those set out in sections III to IX inclusive, other than questions of interpretation of those sections or their applications to individual cases and except as stated in paragraph 5 of this section. If any employee has a grievance which he desires to have considered, he shall present it in the following manner:

1. The employee, or, if he is a member of a collective bargaining unit, his authorized representative, shall submit the matter in writing to his immediate supervisor or to his next higher ranking supervisor within two work days. The supervisor shall answer the grievance in writing not later than two work days after it is presented to him. If the grievance is not presented within two work days as provided herein, the right to have it considered is thereby waived. If the supervisor fails to answer the grievance within two work days, it shall be considered settled in favor of the employee.
2. If the employee, or in case of a collective bargaining unit his authorized representative, is not satisfied with the decision of his immediate supervisor, the grievance shall then be presented in writing by the employee or his authorized representative to the next ranking supervisor. Such grievances must be presented by the employee or his representative within five work days after the date of the immediate supervisor's answer in the previous step of the grievance procedure unless the next ranking supervisor agrees that more time is needed to obtain necessary information. That supervisor shall answer any grievance in writing within five work days from the date the grievance was presented to him unless the employee agrees that more time is needed to obtain necessary information.

Any decision which is not appealed by the employee or his authorized representative within five work days shall be considered settled and binding on the employee and the University. Failure of the supervisor to answer the grievance within five work days after that appeal is presented to him shall be considered a decision in favor of the employee.

3. If the decision of the supervisor under paragraph 2 is not satisfactory to the employee, the grievance, together with the written record of the case, shall be referred by the employee or his authorized representative to the Director of Nonacademic Personnel for decision. Before reaching a decision, the Director of Nonacademic Personnel shall discuss the grievance with the employee or his authorized representative and the administrative head involved.

4. If the decision of the Director of Nonacademic Personnel is not accepted by the employee, the case, on request of the employee, shall be referred to a board of arbitration. The board of arbitration shall be composed of two representatives appointed by the University, two appointed by the employee or his authorized representative, and a fifth chosen by those four. A decision approved by any three of the board of arbitration shall be accepted by the employee and the University Board of Trustees as a final settlement of the grievance.

5. Cases of suspension or cases arising under section III-4-C may be appealed by or on behalf of an employee in accordance with paragraphs 1 to 3 of the foregoing procedure. The Director of Nonacademic Personnel is authorized to make final decision in such cases.

6. Time spent by an employee or his representative, if the representative is a University employee, or both, in settling grievances shall be paid for in accordance with the provisions of section II-2. If an organized group is involved, it is understood that the term "representative" may include a steward or grievance committee or both from the employee group concerned, but from that group only, in so far as payment for time is concerned. In no case, however, shall any employee leave his post or duty without the knowledge of and permission from his foreman or immediate supervisor, which permission shall normally be given, subject to necessary emergency exceptions.

7. The procedure relating to discharge shall be handled in accordance with the civil service law which entitles the employee on his

request to a hearing by or before the Merit Board or by or before some officer or body appointed by the Merit Board.

8. The term "work day" as used in this section shall not include days on which the employee or supervisor is absent because of disability, vacation, or other authorized leave.

XIV. SENIORITY

Employees shall acquire seniority rights retroactive to date of employment after the completion of the probationary period of six months as provided in the University Civil Service Rules. Seniority shall be by length of service in the promotional line; and seniority rights shall be limited to the locality in which the work is performed, that is Urbana, the Chicago Professional Colleges, the Chicago Undergraduate Division, the Agricultural Experiment Station at Dixon Springs, Robert Allerton Park, Division of Services for Crippled Children, and any other locations which now are, or may be, established by the University. If an employee is on disability leave, or is on leave for service in the armed forces of the United States, the tenure for seniority will continue as though he were continuously employed. If the employee is laid off for lack of work, or if a leave, other than a disability leave or for service in the armed forces of the United States, is granted at the request of the employee, seniority will be based on the actual months of service in the promotional line.

If an employee accepts a position in a classification outside the promotional line, he may be given a leave for one year from his old classification in order that he may preserve seniority for the months of service in the promotional line of which that classification is a part. After one year's service in the classification outside the promotional line, the employee's continuation in that classification will be deemed a waiver of seniority rights in the old promotional line.

XV. ADMINISTRATIVE EMPLOYEES

The Director of Nonacademic Personnel, on the advice of department heads, may designate certain nonacademic classifications as administrative. Classifications covered by the provisions of collective bargaining agreements shall not be considered for such designation. Compensation for employees in administrative classifications shall be determined within approved salary ranges entirely by the University. They shall

not receive additional cash compensation for services in excess of the work week normally required in the position. They shall receive vacations of one month for each year of service. Advancement shall be based solely on merit as recommended by department heads except as general increases are granted to all employees subject to the provisions of section III-3 and 4.

XVI. NOTICES OF EMPLOYMENT

Notices of employment in all nonacademic classifications shall be issued by the Director of Nonacademic Personnel at the beginning of employment. These notices shall continue in effect until employment is terminated, or conditions of employment are changed, in which case a superseding notice will be issued. Such notices shall state the classification, compensation, effective date, and other conditions affecting the employment.

XVII. ADMINISTRATION OF POLICIES AND RULES

Responsibility for the administration of the policies and rules as set forth herein is vested in the Director of Nonacademic Personnel under the executive authority of the President of the University.