

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
LABOR COMMITTEE
MINUTES

September 26, 1942

A meeting of the Labor Committee of the Board of Regents was held in the Regents' Room on Saturday, September 26, 1942 at nine o'clock.

Present: Regent Lawson, presiding; Regents Bell, Gainey, Griggs, Lobb, Novak, Olson, Pfaender, Quinlivan, Snyder, and Wood, and Mr. Coffey.

Voted to recommend amendment of minutes of September 11, 1942, to read as follows:

As the result of some recent conferences with employees of the University's non-academic staff, as well as from other sources, it has become apparent that in the minds of some of the non-academic employees the steps are not fully understood through which they may seek to clear up misunderstandings or differences of opinion with respect to conditions or other matters relating to their employment at the University. The existing *Rules and Regulations* of the Committee on Classification of Non-academic Personnel do make provision for any non-academic employee to be heard concerning matters involving his employment, but in view of the fact that the employees are not fully aware of this, it seems desirable to supplement the existing procedures by simplifying still further the lines of communication between individual employees and the appropriate administrative officers or agencies. This simplification could be achieved by setting up committees of employees to which members of the non-academic staff who wish to do so could turn for consideration of their employment questions. The creation of such committees would be in keeping with the long-established policy of the Board of Regents to make improvements, wherever and whenever possible, in the working conditions of the non-academic employees as well as to improve the understanding of the employees in matters relating to their employment.

It is therefore recommended that there be established, with the approval of the Board of Regents, three committees to be known as Employees' Committees on Working Relationships: one committee for employees in the service group, one committee for employees in the professional and technical group, and one committee for employees in the clerical group (each of the foregoing

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As the result of some recent conferences with employees of the University's non-academic staff, as well as from other sources, it has become apparent that in the minds of some of the non-academic employees the steps are not fully understood through which they may seek to clear up misunderstandings or differences of opinion with respect to conditions or other matters relating to their employment at the University. The existing *Rules and Regulations* of the Committee on Classification of Non-academic Personnel do make provision for any non-academic employee to be heard concerning matters involving his employment, but in view of the fact that the employees are not fully aware of this, it seems desirable to supplement the existing procedures by simplifying still further the lines of communication between individual employees and the appropriate administrative officers or agencies. This simplification could be achieved by setting up committees of employees to which members of the non-academic staff who wish to do so could turn for consideration of their employment questions. The creation of such committees would be in keeping with the long-established policy of the Board of Regents to make improvements, wherever and whenever possible, in the working conditions of the non-academic employees as well as to improve the understanding of the employees in matters relating to their employment.

It is therefore recommended that there be established, with the approval of the Board of Regents, three committees to be known as Employees' Committees on Working Relationships: one committee for employees in the service group, one committee for employees in the professional and technical group, and one committee for employees in the clerical group (each of the foregoing

groups as defined in the handbook of class specifications now in effect).

It is further recommended that the employees' committee representing each group should consist of four employee members constituted as follows: two from and to be elected by and representing employees in the group on the main campus; one from and to be elected by and representing the group in the University Department of Agriculture; and one from the University staff to be named by the President as representative of the administration and to serve as chairman of the committee.

The purpose of each of the Employees' Committees on Working Relationships would be to receive questions, statements, or complaints from employees of the non-academic staff in their respective groups, pertaining to such matters as classification of position, wages, or working conditions, and to investigate and report on each such matter brought to it. The procedures of the committees should be simple and should provide that any non-academic employee may bring *directly* to it any problems of these types. The committees should then proceed to investigate through employee hearings and through conferences with employees, members of the administrative staff, and responsible administrative officers.

When the hearings and conferences are concluded, the committees should reach their findings and report these in writing to the employee or employees, as well as to the administrative officer or officers involved, and to the Committee on Non-academic Personnel.

Each Employees' Committee on Working Relationships should have the right to appeal from any decision by an administrative officer based on his receipt of a report from it. The appeal should first be to the Committee on Classification of Non-academic Personnel or, subsequently, from a decision of the Committee on Classification of Non-academic Personnel to the President and the Board of Regents. Final decision, of course, rests with the Board of Regents which is vested with authority in all matters relating to University employment, whether non-academic or academic.

The simplified procedures outlined here shall not in any way affect the existing rights of any employee to present his own case or claims or complaints through established administrative channels.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

September 26, 1942

A meeting of the Board of Regents was held in the Regents' Room on Saturday, September 26, 1942, at nine-thirty o'clock.

Present: Regent Snyder, presiding; Regents Bell, Gainey, Griggs, Lawson, Lobb, Novak, Olson, Pfaender, Quinlivan, and Wood, and Mr. Coffey.

Voted to approve the following correction of minutes:

July 10, 1942, salary adjustment of Carlton L Ould to read from \$1,800

July 10, 1942, leave of absence of Robert McCleery to read June 1, 1942 to June 30, 1943

Voted to accept the following resignations:

Glenn H Peebles Assistant Professor Mathematics and Mechanics effective September 8, 1942

Ruth E Grout Assistant Professor Preventive Medicine and Public Health effective September 15, 1942 at time of appointment

Lt Commander Everett E Pettee Assistant Professor Naval Science and Tactics effective August 15, 1942

Carl P Klitzke Instructor German Department effective September 15, 1942

Channing MacFadon Instructor University High School effective September 1, 1942

Mary H Merrill Instructor Sociology effective September 15, 1942

Helen E Amerman Clinical Fellow University Testing Bureau effective September 15, 1942 at time of appointment

Frances W Strong Clinical Fellow University Testing Bureau effective September 15, 1942 at time of appointment

Eldon A Behr Research Fellow Forestry—American Creosoting Company effective September 12, 1942

Z John Ordal Research Fellow Hormel Research Foundation effective September 15, 1942

Sally A Blair Teaching Assistant History effective September 15, 1942

S James Goffard Teaching Assistant Psychology effective September 14, 1942

Mary L Lively Teaching Assistant Psychology effective September 15, 1942

Philip Harden Teaching Assistant Zoology effective September 15, 1942

T Sterling Martin Teaching Assistant Zoology effective September 15, 1942

Caroline B Prim Teaching Assistant Zoology effective September 15, 1942

Theodore Wichman Teaching Assistant Zoology effective September 15, 1942

Leo Safranski Teaching Assistant Chemistry effective September 4, 1942

Glenn A Drager Teaching Assistant Anatomy effective September 15, 1942

Dorothy B Thiel Research Assistant Charles Fremont Dight Institute for the Promotion of Human Genetics effective September 30, 1942

Amy D Peterson Teacher Institute of Child Welfare effective September 15, 1942

Daniel J Moos Medical Fellow Minneapolis General Hospital Fund effective September 15, 1942

Albert J Richter Pre-service Fellow in Public Administration effective September 15, 1942

Marjorie M Affleck Pipestone County Home Demonstration Agent Agricultural Extension effective September 18, 1942

Melvin C Wangness Roseau County Agricultural Agent Agricultural Extension effective September 17, 1942

Everett Miller Associate Projection Engineer Visual Education Service effective September 15, 1942

Martha J Anderson Junior Library Assistant Library effective September 15, 1942

Robert Urista Messenger Library effective September 5, 1942

Dorothy E Warren Clerk-Stenographer Library effective September 19, 1942

Herbert Larson Assistant Gardener Botany effective August 31, 1942

Helen J A Mangan Junior Clerk-Stenographer Engineering Experiment Station effective August 15, 1942

Richard L Ryan Stores Clerk Chemistry effective August 25, 1942

Leigh N Sweet Clerk-Stenographer Entomology and Economic Zoology effective September 15, 1942

Barbara J Longbotham Clerk-Stenographer General College effective August 31, 1942

Catharine Lee Clerk-Stenographer Physical Education for Men effective August 29, 1942

Charles E Hart Janitor Physical Plant effective August 31, 1942

Lester Schlink Janitor Physical Plant effective August 30, 1942

Doris I Clifford Senior Stores Clerk Coffman Union Bookstore effective August 31, 1942

Bernelda L Ost Clerk-Stenographer University Theatre effective August 31, 1942

The following in the University of Minnesota Hospitals

		Effective Date
Hattie Cullen	Domestic Helper	September 2, 1942
Beatrice L Feickert	General Duty Nurse	September 2, 1942
Florence Hanson	Domestic Helper	August 31, 1942
Dolores L Haugland	Psychopathic General Duty Nurse	October 1, 1942
Julia Lien	Nursing Supervisor— Night	September 14, 1942
Elmer H Walden	Domestic Helper	September 7, 1942

Voted to approve the following appointments:

Rudolph W Norvold as Assistant Professor School of Dentistry for 1942-43 at \$2,500 Term B

Harold B Hanson as Assistant Director and Assistant Professor of Pediatrics and Psychiatry Psychiatric Clinic for Children September 16, 1942 to January 15, 1943 at \$800 (\$6,000 A rate) Term CHX40

Ancel Keys Professor Laboratory of Physiological Hygiene at \$6,500 Term B to receive \$362 Military Fatigue Department Funds for 100% time September 1-15, 1942

Fulton Koehler as Lecturer Mathematics and Mechanics for 1942-43 at \$2,400 Term BX

Barbara Wright as Lecturer General Education for the fall and winter quarters of 1942-43 at \$300 Term CH13

Dean M Schweickhard as Lecturer Trade and Industrial Education for the fall quarter of 1942-43 at \$250 Term CH23

Ralph A Haug as Instructor English for 1942-43 at \$1,935 Term BX

Elizabeth Kerr as Instructor English for 1942-43 at \$1,935 Term BX

Edward L Mayo as Instructor English for 1942-43 at \$1,935 Term BX

Chalmers L Stacy as Instructor Psychology Term BHX75 and General College Term BH25 for 1942-43 at \$1,935

Lois R Beemer as Instructor Sociology for 1942-43 at \$1,935 Term B

George B Dearing as Instructor English for 1942-43 at \$1,935 Term BX

George Gryc as Instructor Geology and Mineralogy for 1942-43 at \$1,620 Term B

Lewis G Palmer as Instructor Drawing and Descriptive Geometry for 1942-43 at \$2,200 Term BX

Arthur P Peterson as Instructor Drawing and Descriptive Geometry for 1942-43 at \$2,200 Term BX

Ray E Kullberg as Instructor Engineering Experiment Station for 1942-43 at \$2,000 Term BX

Frank J Polansky as Instructor Mathematics and Mechanics for 1942-43 at \$2,000 Term BX

Herbert F Scobie as Instructor Mechanical Engineering for 1942-43 at \$2,100 Term BX

Ivar Glemming as Instructor School of Agriculture October 1 to December 31, 1942 at \$98 Term CH20 (\$1,463 B rate)

Evelyn A Anderson as School Nurse Instructor Northwest School and Experiment Station October 1, 1942 to March 31, 1943 at \$1,080 Term C (\$1,620 B rate)

Mary J Noyes as Instructor Northwest School and Experiment Station October 1, 1942 to March 31, 1943 at \$1,101 Term C (\$1,652 B rate)

Ingwelde Pfitzner as Instructor Northwest School and Experiment Station October 1, 1942 to March 31, 1943 at \$1,185 Term C (\$1,778 B rate)

Mary E Roemer as Instructor Northwest School and Experiment Station October 1, 1942 to March 31, 1943 at \$1,185 Term C (\$1,778 B rate)

Phyllis P Harris as Instructor Preventive Medicine and Public Health for 1942-43 at \$2,423 Term AIV

Frank R E Gratzek as Clinical Instructor Radiology and Physical Therapy without salary September 15, 1942 to June 30, 1943

Richard L Varco as Instructor Surgery August 16, 1942 to June 30, 1943 at the rate of \$300 Term AH12

Josephine B Garst as Head Technologist and Instructor in Medical Technology University of Minnesota Hospitals for 1942-43 at \$1,500 Term AIII

Kenneth J Devilliers as Clinical Instructor School of Dentistry July 20 to August 31, 1942 at \$139 Term CX

Joseph J Smoley as Clinical Instructor School of Dentistry July 1-15, 1942 at \$50 Term CX

Taito Soine as Instructor College of Pharmacy for 1942-43 at \$2,200 Term B

Lillian L Biester as Instructor University High School for 1942-43 at \$755 Term BH39

Herman G Boessenroth as Instructor General Education for the fall and spring quarters of 1942-43 at \$323 Term CH25

W Carlisle Anderson as Instructor University High School for 1942-43 at \$1,620 Term B

James F Nickerson as Instructor University High School for 1942-43 at \$1,935 Term B

Manfred H Schrupp as Instructor University High School for 1942-43 at \$1,515 Term B

Jack Chermick as Instructor School of Business Administration for 1942-43 at \$1,935 Term B

Wesley C Haraldson as Instructor School of Business Administration for 1942-43 at \$1,935 Term B

Herbert G Heneman, Jr as Instructor School of Business Administration for 1942-43 at \$1,935 Term B

Aurelius Morgner as Instructor School of Business Administration for 1942-43 at \$1,935 Term B

Lucy M Bergman as Instructor Oral Communication General College for 1942-43 at \$1,935 Term B

John W Paige as Instructor in Individual Orientation General College for 1942-43 at \$1,935 Term B

James E Hunt as Instructor and Trainer Physical Education for Men for 1942-43 at \$2,000 Term BHX91 (\$2,200 B rate)

Maurice Ostrander as Instructor Physical Education for Men for 1942-43 at \$2,000 Term BX

Verl J Young as Instructor and Assistant Coach Physical Education for Men for 1942-43 at \$1,600 Term BH80 (\$2,000 B rate)

Austin F Henschel continuation of appointment as Instructor Laboratory of Physiological Hygiene without salary June 16, 1942 to June 30, 1943

Theda Hagenah as Instructor Physical Education for Women for 1942-43 at \$1,935 Term B

Myrtle H Coe as Instructor Extension Classes for the fall quarter of 1942-43 at \$600 Term C (\$2,400 A rate)

William H Livers as Instructor Head of Duluth Office Extension Classes August 16, 1942 to June 15, 1943 at \$2,500 Term C

Beatrice E J Mooney as Instructor School of Nursing—United States Public Health Service July 22 to August 11, 1942 at \$102 Term CX (\$1,800 A rate)

Roberta E Foote as Instructor United States Public Health Service—Training for Public Health Nurses August 1, 1942 to June 30, 1943 at the rate of \$2,640 Term AIV

Vera J C McKinnon as Instructor United States Public Health Training Program for 1942-43 at \$2,000 Term AIV

Edwin S Fetcher, Jr as Instructor Physiology—National Defense Research August 31 to September 14, 1942 at \$119 Term C

Marion L Howe as Instructor Nursing Education—United States Public Health Service June 1, 1942 to January 31, 1943 at \$1,200 Term C (\$1,800 A rate)

Betty M Pederson as Instructor Nursing Education—United States Public Health Service July 1 to September 30, 1942 at \$500 Term C (\$2,000 A rate)

Dorothy Sutherland as Instructor Nursing Education—United States Public Health Service for 1942-43 at \$2,000 Term AIV

Nora R Small as Instructor Nursing Education—United States Public Health Service for 1942-43 at \$1,800 Term AIV

Nathan J Berkwitz continuation of appointment as Clinical Instructor Minneapolis General Hospital Fund for 1942-43 at \$1,080 Term AH45 (\$2,400 A rate)

Daniel J Tenenberg as Research Fellow Sharp and Dohme—Research on Sulphonamides September 1, 1942 to May 31, 1943 at \$1,150 Term CH75 September 1-30, 1942 and CH63 October 1, 1942 to May 31, 1943 (\$2,400 A rate)

Nathan I Levitan as Research Fellow American Cyanamid Company Grant September 1, 1942 to May 31, 1943 at \$1,350 Term C (\$1,800 A rate)

Vaughn Engelhardt as Research Fellow National Defense Research—Chemistry October 1, 1942 to June 30, 1943 at \$1,575 Term C (\$2,100 A rate)

Wayne W Hay as Research Fellow Aeronautical Engineering for 1942-43 at \$1,000 Term BH50

Elizabeth S Carter as Teaching Assistant Committee on Relations of the University to Other Institutions of Learning for 1942-43 at \$440 Term BH34

Ruth V Johnston as Clinical Fellow University Testing Bureau for 1942-43 at \$653 Term BH50

Matilda J Kemna as Teaching Assistant Sociology for 1942-43 at \$326 Term BH25

Maryanna Shorba as Teaching Assistant Journalism for 1942-43 at \$653 Term BH50

Clayton Huggett as Teaching Assistant Chemistry for 1942-43 at \$653 Term BHX50

D Emerton Williams as Research Assistant Soils October 1, 1942 to June 30, 1943 at \$653 Term CH50

Marian K Breland as Teaching Assistant Preventive Medicine and Public Health for 1942-43 at \$653 Term BH50

Katherine C Walker as Teaching Assistant Preventive Medicine and Public Health for 1942-43 at \$653 Term BH50

Vincent Holcomb as Teaching Assistant General Education for 1942-43 at \$326 Term BH25

William E Martin as Teaching Assistant General Education for 1942-43 at \$431 Term BH33

Ingrid Strom as Teaching Assistant General Education for 1942-43 at \$326 Term BH25

Mallalieu S Woolfolk as Teaching Assistant General Education for 1942-43 at \$326 Term BH25

Marion C Benson as Research Assistant Home Economics Education for the fall quarter of 1942-43 at \$218 Term CH50

Joanna D Johnson as Research Assistant Sociology Graduate School Funds for 1942-43 at \$450 Term BH34

Gordon L Mattson as Teaching Assistant School of Business Administration for 1942-43 at \$435 Term BH33

Margaret Meier as Teaching Assistant School of Business Administration for 1942-43 at \$1,305 Term B

Robert G Heath as Teaching Assistant General College for 1942-43 at \$326 Term BH25

Pauline W Nichols as Teaching Assistant General College for 1942-43 at \$653 Term BH50

Newman Bortnick as Research Assistant Sharp and Dohme Research Grant—Chemistry for 1942-43 at \$750 Term BH57

Ladislao Williamson as Medical Fellow in Medicine Mayo Foundation for three years beginning September 1, 1942 at the rate of \$1,110 per year Term A

Rowland A Burnstan as Director Aeronautical Electronics School without salary July 27, 1942

Aloyse G Hume as Psychometrist Psychiatric Clinic for Children August 1, 1942 to June 30, 1943 at \$550 Term CH50

Maurice D Woolf as Counselor University Testing Bureau September 1, 1942 to June 30, 1943 at the rate of \$2,580 Term AIII

Brice M Rustad as Junior Scientist Physics—National Defense Research September 1 to December 31, 1942 at \$600 Term C

Mildred C Fitz as Laboratory Technologist Zoology—Abbott Laboratories September 1, 1942 to June 15, 1943 at \$1,045 Term C

Lucille M Steen as Record Clerk Employment Bureau September 1, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Barbara J Flory as Junior Clerk-Stenographer Engineering Experiment Station September 1, 1942 to June 30, 1943 at the rate of \$942 Term AIII

Evelyn C Grevett as Clerk-Stenographer Entomology and Economic Zoology September 16, 1942 to June 30, 1943 at the rate of \$534 Term AH50

Floraine Toutenhoft as Junior Clerk-Stenographer Plant Pathology and Botany September 1, 1942 to June 30, 1943 at the rate of \$942 Term AIII

Willa D Pallister as Clerk-Stenographer Pediatrics September 1 to October 31, 1942 at \$178 Term CX

Isabel Erlanson as Clerk-Stenographer Administration and Bureau of Recommendations College of Education September 14, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Mary B Levitan as Assistant Technician American College of Dentists Fund July 1 to September 15, 1942 at \$208 Term C

The following in the University of Minnesota Hospitals

			Annual Salary	Term
Francis Cox	Floorman	Sept 16, 1942	\$ 816 ^a	AII
Mabel Elliott	Assistant Cook	Sept 16, 1942	753 ^a	AII
Margaret F Leske	Domestic Helper	Sept 16, 1942	690 ^a	AII
I Marie Ostlund	Pharmacist	Sept 1, 1942	1,320	AIII

^a Board.

Voted to approve the following appointments notwithstanding the expressed policy of the Board of Regents in regard to the employment of more than one member of a family:

Marguerite Torbert as Instructor Art Education for 1942-43 at \$2,000 Term BHX95 (\$2,100 B rate); husband, Donald Torbert, Instructor Art Education on leave of absence for 1942-43

Viola M Mach Blue Earth County Home Demonstration Agent Agricultural Extension (married to Ben A Dietz, Assistant County Agricultural Agent Agricultural Extension who is on military leave of absence; date of marriage, September 5, 1942)

Lois Lambert Trow as Physician Students Health Service September 21-26, 1942 at \$1.50 per hour (father, Edwin M Lambert, Professor Mines and Metallurgy and husband, James Trow, also on part-time staff of the Students Health Service)

John R Magee as Farm Laborer Animal and Poultry Husbandry at 45¢ an hour for a temporary period beginning August 24, 1942 (father, Earl Magee Farm Laborer at \$1,200 Term AII)

Catherine Sneed continuation of appointment as Pharmacist University of Minnesota Hospitals at 50¢ per hour September 16,

1942 and until such time as a replacement can be made (daughter of M Cannon Sneed, Professor of Chemistry)

Adam F Hengel as Laborer Physical Plant September 10-30, 1942 at 55¢ per hour (nephew of Gust Weiss, Instructor Physics Department)

Voted to approve the following promotions and transfers:

Clarence E Lund from Assistant Professor and Acting Assistant Director Engineering Experiment Station at \$2,900 Term AXIV to Associate Professor and Assistant to the Director of the Engineering Experiment Station Mechanical Engineering at the rate of \$3,600 Term AIV beginning September 1, 1942

Arthur Kirschbaum from Instructor Anatomy at \$1,500 Term BH60 to Assistant Professor at \$2,250 Term BH90 for 1942-43

William D Drinkwater from Research Assistant Experimental Engineering at \$653 Term BH50 to Instructor Aeronautical Engineering at \$1,900 Term B for 1942-43

Edward S Loye from Instructor Mathematics and Mechanics at \$2,135 Term B to Instructor and Acting Administrative Assistant at the rate of \$2,635 Term B for 1942-43

Robert L Merrick from Teaching Assistant Anatomy at \$653 Term BH50 to Instructor at \$1,355 Term BH70 (\$1,935 B rate) for 1942-43

Walter F Johnson from Teaching Assistant General College at \$326 Term EH25 to Instructor University High School at \$1,515 Term B for 1942-43

Lindsey R Harmon from Research Assistant General College at \$653 Term BH50 to Teaching Assistant without change in salary for 1942-43

Clemens M Kaufman Assistant Agricultural Extension Specialist—Forestry Agricultural Extension at \$2,200 Term AIV (\$580 University—\$1,620 United States Department of Agriculture) to Research Fellow Forestry at \$985 Term C July 1 to December 31, 1942

John H McClendon from Research Assistant Rockefeller Foundation—Research in Biology and Medicine at \$653 Term BH50 to Research Assistant and Teaching Assistant Rockefeller Foundation—Research in Biology and Medicine and in the Botany Department at \$653 Term BH50 for 1942-43

Harold Pepinsky from Teaching Assistant General College at \$653 Term BH50 to Administrative Fellow Dean of Students at the rate of \$1,392 Term AH80 September 1, 1942 to June 30, 1943

H Max McMillin from Pine County Agricultural Agent Agricultural Extension at \$2,673 (\$2,573 University—\$100 County) Term AHIV96 to Fillmore County Agricultural Agent at the rate of \$2,758 (\$2,458 University—\$300 County) Term AHIV89 September 12, 1942 to June 30, 1943

Herman E Fors from Equipment Attendant Engineering Experiment Station at \$1,509 Term AII to Assistant Laboratory Mechanic without change in salary Term AII for 1942-43

Betty M Kukowske from Junior Clerk-Stenographer Administration Institute of Technology at \$942 Term AIII to Clerk-Stenographer Mathematics and Mechanics at the rate of \$1,068 Term AIII September 16, 1942 to June 30, 1943

Genevieve S Schmit from Junior Clerk-Stenographer Administration Extension Division at \$942 Term AIII to Clerk-Stenographer Extension Classes at the rate of \$1,068 Term AIII September 1, 1942 to June 30, 1943

Adeline Melcher from Switchboard Operator Physical Plant at \$1,068 Term AIII to Chief Switchboard Operator at the rate of \$1,131 Term AIII September 1, 1942 to June 30, 1943

Dorothy T Sell from Account Clerk Agricultural Cafeteria and Dining Hall at \$1,320 Term AIII to Senior Account Clerk without change in salary Term AIII for 1942-43

Shirley Schauer from Junior Clerk-Stenographer Horticulture at \$942 Term AIII to Bureau of Recommendations without change in salary Term AIII October 1, 1942 to June 30, 1943

Molly Hermann Launderer University Laundry at \$911 Term AII to Hand Ironer and Presser University Laundry without change in salary Term AII for 1942-43

Voted to approve the following salary adjustments:

Carl J Potthoff Associate Professor Preventive Medicine and Public Health from \$3,300 Term B to \$4,000 Term B beginning September 16, 1942

Joseph C Michael Associate Professor Medicine without salary to receive \$1,035 Term CH25 (\$4,800 A rate) August 21, 1942 to June 30, 1943

John Flanagan Assistant Professor English from \$2,300 Term B to \$2,600 Term B for 1942-43

Herman Kabat Assistant Professor Physiology at \$1,000 Term BH40 (\$2,500 B rate) to BH40—\$1,000 and BHX60—\$1,500 for 1942-43

Sverre Norborg Assistant Professor Philosophy from \$2,400 Term B to \$2,800 Term B for 1942-43

William R McEwen Instructor Mathematics and Mechanics from \$1,935 Term B to \$2,235 Term B for 1942-43

Truman R Nodland Instructor Agricultural Economics from \$2,160 Term AIV to the rate of \$2,300 Term AIV September 1, 1942 to June 30, 1943

Clayton H Morningstar Instructor Anatomy from \$486 Term BH30 (\$1,620 B rate) to \$1,458 Term BH90 (\$1,620 B rate) for 1942-43

Christy T Hawkins Instructor School of Nursing without salary to Instructor Nursing Education—United States Public Health Service at \$2,400 Term AIV for 1942-43

Bertha Handlan Instructor University High School from \$1,620 Term B to \$1,900 Term B for 1942-43

Dorothy M Merideth Instructor University High School from \$1,136 Term BH75 (\$1,515 B rate) to \$1,515 Term B for 1942-43

Jean H Johnson Teacher Institute of Child Welfare from \$548 Term BH 50 to \$1,095 Term B for 1942-43

Viola D Lauring Teacher Institute of Child Welfare from \$548 Term BH50 to \$1,095 Term B for 1942-43

Dorris J West Teaching Assistant Sociology from \$467 Term BH35 to \$653 Term BH50 for 1942-43

Kathleen Cummings Teaching Assistant Zoology from \$328 Term BH25 to \$653 Term BH50 for 1942-43

Eleanor J Tyler Teaching Assistant Zoology from \$328 Term BH25 to \$653 Term BH50 for 1942-43

Joseph Leibee Teaching Assistant Chemistry from \$549 Term BH42 to \$653 Term BH50 for 1942-43

J Walter Hendrix Research Assistant Plant Pathology and Botany from \$870 Term AH50 to the rate of \$1,579 Term AH85 September 16, 1942 to June 30, 1943

John B Rowell Research Assistant Plant Pathology and Botany from \$870 Term AH50 to \$821 for 83% time September 1 to October 31, 1942 and 50% time November 1, 1942 to June 30, 1943

Walter D Thomas Research Assistant Plant Pathology and Botany from \$870 Term AH50 to the rate of \$1,579 Term AH85 September 16, 1942 to June 30, 1943

Harry C Young Research Assistant Plant Pathology and Botany from \$870 Term AH50 to \$829 for 86% time September 1 to October 31, 1942 and 50% time November 1, 1942 to June 30, 1943

Thorsten R Carlson Teaching Assistant General Education from \$326 Term BH25 to \$431 Term BH33 for 1942-43

William W Mills from Teaching Assistant General Education \$326 Term BH25 to General Education and General College \$653 Term BH50 for 1942-43

Richard S Davidson Research Assistant Plant Pathology and Botany from \$713 Term AH41 to the rate of \$1,579 Term AH85 September 16, 1942 to June 30, 1943

Voted to approve the following leaves of absence:

Winchell M Craig Professor Mayo Foundation without salary, leave of absence January 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Thomas B Magath Professor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Albert M Snell Professor Mayo Foundation without salary, leave of absence January 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Waltman Walters Professor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Edgar V N Allen Associate Professor Mayo Foundation without salary, leave of absence August 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Joseph Berkson Associate Professor Mayo Foundation without salary, leave of absence May 1, 1942 to June 30, 1943 for service in the Air Forces

John D Camp Associate Professor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Philip S Hench Associate Professor Mayo Foundation without salary, leave of absence August 1, 1942 to June 30, 1943 for service in the United States Army

Charles H Watkins Associate Professor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Reynold A Jensen Assistant Director and Assistant Professor of Psychiatry and Pediatrics Psychiatric Clinic for Children leave without salary October 16, 1942 to January 15, 1943 without jeopardizing claim to sabbatical furlough for special study provided by a Commonwealth Fund Fellowship

Frank C Andrus Assistant Professor Pathology without salary, leave of absence September 3, 1942 to June 30, 1943 for service in the United States Army

Walter B Cline Assistant Professor Anthropology leave without salary September 16, 1942 to June 30, 1943 for service as consultant in the Office of Strategic Services, Washington, D.C.

Thomas J Dry Assistant Professor Mayo Foundation without salary, leave of absence August 1, 1942 to June 30, 1943 for service in the United States Army

Alex S Levens Assistant Professor Drawing and Descriptive Geometry continuation of leave without salary September 3, 1942 to June 30, 1943 to serve as Lecturer at the University of California, Berkeley and also to do ESMWT work prior to army service

Alexander R MacLean Assistant Professor Mayo Foundation without salary, leave of absence February 15, 1942 to June 30, 1943 for service in the United States Naval Reserve

Edward B Tuohy Assistant Professor Mayo Foundation without salary, leave of absence June 1, 1942 to June 30, 1943 for service in the United States Army

David Mandelbaum Assistant Professor Anthropology leave without salary September 16, 1942 to June 30, 1943 to serve as consultant in the Office of Strategic Services—British Empire Section, Washington, D.C.

Magnus Olson Instructor Zoology leave without salary September 16, 1942 to June 30, 1943 for service in the Army Air Corps

Fred T Cruzen Instructor Drawing and Descriptive Geometry leave without salary September 16, 1942 to June 15, 1943 without jeopardizing claim to sabbatical furlough for drafting work in the Department of Aeronautical Division of Minneapolis Honeywell Company

Dwight Bensend Instructor Forestry leave without salary September 25, 1942 to March 25, 1943 for position as Assistant Wood Technologist at the Forest Products Laboratory, Madison, Wis-

consin; the Forest Products Laboratory is giving courses to aircraft wood inspectors for the United States Army

Robert A Phillips Instructor Horticulture leave without salary October 1, 1942 to June 30, 1943 for service as Instructor in Army Air Corps training school

Melvin B Sinykin Clinical Instructor Obstetrics and Gynecology without salary, leave of absence August 1, 1942 to June 30, 1943 for service with the United States Medical Corps Station Hospital at Fort Lewis, Washington

Donald Torbert Instructor Art Education leave without salary September 16, 1942 to June 30, 1943 for service in the United States Army Air Corps

Howard B Burchell Instructor Mayo Foundation without salary, leave of absence April 1, 1942 to June 30, 1943 for service in the United States Army

Hugh R Butt Instructor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Mark B Coventry Instructor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Naval Reserve

Robert R Kierland Instructor Mayo Foundation without salary, leave of absence August 1, 1942 to June 30, 1943 for service in the United States Army

William R Lovelace Instructor Mayo Foundation without salary, leave of absence February 1, 1942 to June 30, 1943 for service in the Air Forces

Sim B Lovelady Instructor Mayo Foundation without salary, leave of absence August 1, 1942 to June 30, 1943 for service in the United States Army

Lloyd H Mousel Instructor Mayo Foundation without salary, leave of absence July 1, 1942 to June 30, 1943 for service in the United States Army

Louis D Vaughn Instructor Mayo Foundation without salary, leave of absence September 1, 1942 to June 30, 1943 for service in the United States Army

Nina L Youngs Instructor School of Business Administration leave without salary for the fall quarter of 1942-43 on account of illness

Stanley V Lofsness Medical Fellow Pathology leave without salary September 16 to November 15, 1942 for service at the General Hospital

Robert N Bridenbaugh Medical Fellow Mayo Foundation leave without salary September 16, 1942 to June 30, 1943 for service in the United States Public Health Service Reserve Corps

Corrin H Hodgson Medical Fellow Mayo Foundation continuation of leave without salary July 1, 1942 to June 30, 1943 for position at British American Hospital, Callao, Peru, South America

Henry R Large Medical Fellow Mayo Foundation leave without salary August 1, 1942 to June 30, 1943 for service in the United States Army

Walter F Larrabee Medical Fellow Mayo Foundation leave without salary July 16, 1942 to June 30, 1943 for service in the United States Army

Leonard L Lovshin Medical Fellow Mayo Foundation leave without salary September 1, 1942 to June 30, 1943 for service in the United States Army

John R Miller Medical Fellow Mayo Foundation leave without salary September 1, 1942 to June 30, 1943 for service in the United States Army

George E Montgomery, Jr Medical Fellow Mayo Foundation leave without salary July 21, 1942 to June 30, 1943 for duty in the United States Army

James E Musgrove Medical Fellow Mayo Foundation leave without salary October 1, 1942 to June 30, 1943 for service in the Canadian Army Medical Corps

Howard M Rogers Medical Fellow Mayo Foundation leave without salary September 16, 1942 to June 30, 1943 for service in the United States Army

James R Scales Medical Fellow Mayo Foundation leave without salary September 16, 1942 to June 30, 1943 for service in the United States Army

Chester M Sidell Medical Fellow Mayo Foundation leave without salary July 16, 1942 to June 30, 1943 for service with the United States Public Health Service

Stephen B Thorson Medical Fellow Mayo Foundation leave without salary July 16, 1942 to June 30, 1943 for military service

William W Wood Medical Fellow Mayo Foundation leave without salary September 1, 1942 to June 30, 1943 for service with the United States Army

Margaret K Burtis Dakota County Home Demonstration Agent Agricultural Extension leave without salary September 17, 1942 to August 31, 1943 to secure M.S. degree at Kansas State College

Frederick R Taylor Hubbard County Agricultural Agent Agricultural Extension leave without salary September 16, 1942 to June 30, 1943 for military service

James J Haley Steam and Operating Engineer Mechanical Engineering leave with salary August 3 to October 2, 1942 on account of injury

Dorothy J Rinde Laboratory Technician Veterinary Medicine leave without salary September 1-30, 1942 on account of illness

Ruth E Shrader Laboratory Technician Veterinary Medicine leave without salary August 12-25, 1942 on account of injury

Evelyn C Thomas Clerk-Stenographer Pediatrics leave without salary September 1 to October 31, 1942 on account of illness

Leonard J Carpenter Engineer-Fireman Minnesota Hospital and Home for Crippled Children-Flour Exchange leave without salary September 1-30, 1942 for personal business

Jeannette Schlicht Junior Clerk Students Health Service leave without salary September 1-27, 1942 and October 4-11, 13, 1942 to February 28, 1943 for confinement

Alva E. Lembkey Physical Therapy Technician Training Course in Kenny Technique—National Foundation for Infantile Paralysis leave without salary July 13 to September 30, 1942 for assistance with the poliomyelitis epidemic at Little Rock, Arkansas

The President reported for the information of the Board receipt of a letter from Captain E. A. Lofquist, Chief of Staff, Ninth Naval District, Great Lakes, Illinois, expressing appreciation of his visit to the University.

Voted to increase the number of tuition scholarships for Latin-American students at the University of Minnesota from two to six.

The President advised for the information of the Board that he had agreed to a delay in the opening date of the North Central School of Agriculture, Grand Rapids, and of the Central School of Agriculture, University Farm, to October 26, 1942. The President explained that there would be no change in the total curriculum offered.

The President reported for the information of the Board certain research agreements with the Office of Scientific Research and Development, which contracts were approved and ordered filed supplement to the minutes, page 3021.

The President reported for the information of the Board letters of intent submitted by the Office of Scientific Research and Development covering special war research, to be covered later by formal contracts.

The President reported to the Board on the student judging teams in stock judging contests during 1942, and the winnings of live stock exhibited in 1942 at the Minnesota State Fair, amounting to \$1,035.

Voted to approve memorandums of agreement with the St. Paul Chapter, American Red Cross, making available Meredith, Brewster, and Pendergast Halls on the Farm Campus for use as emergency shelters in case of a major catastrophe, filed supplement to the minutes, page 3022.

The Comptroller having reported that war damage insurance protection on University buildings on an 80% co-insurance basis would cost approximately \$35,000, and the absence of such insurance in other state departments

and in other universities, the Board voted not at this time to purchase this insurance protection.

Dean Willey reported for the information of the Board the difficulties involved in recording certain programs of the University Radio Station WLB.

The President called the attention of the Board to the annual meeting and conference of the Association of Governing Boards of State Universities and Allied Institutions to be held at the University of Minnesota October 29 to 31, 1942, noted the address to be delivered by Regent A. J. Olson, President of the Association, Thursday noon, October 29, and urged all members of the Board to attend.

The President presented to the Board report of the Visiting Committee of the State Horticultural Society to the Fruit Breeding Farm, which was considered and ordered filed supplement to the minutes, page 3023.

Voted to approve renewal of the memorandum of agreement with the United States Bureau of Mines for the period July 1, 1942 to June 30, 1943, filed supplement to the minutes, page 3024.

Voted that for the duration of the war or for such period as it may be occupied by the Navy Department, the former Men's Union shall be designated as the USS MINNESOTA.

Voted to authorize refund of \$2.45 of the incidental fee of \$4.20 collected from Chemical Engineering students enrolled in the third summer term of 1942.

Regent Bell advised the Board that he had attended a recent meeting of the Northwest Research Foundation and that he felt that the steps for reorganization needed for improvement were being undertaken.

The President advised that he would name a committee and a secretary in accordance with the recommendations of the report of the Special Committee on Public Relations.

Dean Willey reported on the status of the problem of admission to Japanese-American foreign students.

Voted not to undertake at this time preparation of plans and specifications for the proposed Mechanical-Aeronautical Engineering Building.

Voted to accept with thanks the following gift:

Donor Householders Association
Amount \$193.78
Fund Householders Loan Fund
Purpose For small emergency loans for short periods for specific purposes not ordinarily covered by regular student loan funds. This fund, previously handled directly by the Office of the Dean of Students, was transferred to and accepted by the Regents, in accordance with correspondence filed supplement to the minutes, page 3025.

Voted to accept with thanks gift of two engravings, Portrait of Sir Nicolas Tindal, Lord Chief Justice of the Common Pleas, and The Old Temple Bar of London, from Mr. Arthur C. Pulling, for the Law School.

Voted to accept with thanks two AMC washing machines from Priscilla S. James for the University Hospitals.

Voted to accept with thanks 53,162 gifts to the University Library, from 6,302 donors.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

October 3, 1942

A meeting of the Board of Regents was held in the Regents' Room on Saturday, October 3, 1942 at ten o'clock.

Present: Regent Snyder, presiding; Regents Gainey, Griggs, Novak, Olson, Quinlivan, Rogstad, and Wood, and Mr. Coffey.

Voted to accept the following resignations:

Ida MacDonald Assistant Professor School of Nursing effective September 15, 1942

Richard H Delano Teaching Assistant German Department effective September 15, 1942

Betty L Geiger Teaching Assistant Preventive Medicine and Public Health effective September 15, 1942

Irving M Abrams Research Assistant Physiology effective September 15, 1942

Arthur A Pava Shevlin Fellow in Agriculture effective September 15, 1942

Luther N Becklund Instructor English effective September 15, 1942

Doris Peterson Instructor English effective September 15, 1942

Harold E Miller Clinical Instructor Medicine effective September 9, 1942

Walter W Thompson Fillmore County Agricultural Agent Agricultural Extension effective September 7, 1942

Reid Erekson Program Director Radio Broadcasting effective August 31, 1942

Donald G Neth Clerk Library effective October 3, 1942

Owen E Roswald Messenger Library effective September 25, 1942

Eleanor M Siegler Junior Library Assistant Library effective September 15, 1942

Bernice L Zieve Psychometrist University Testing Bureau effective September 18, 1942

John Freid Assistant Laboratory Attendant Administration Medical School effective September 15, 1942

Irene Gandel Junior Record Clerk Correspondence Study effective September 30, 1942

Hardy J Sather Floorman Physical Plant effective September 3, 1942

Gladys M Bohning Senior Clerk-Stenographer Psychiatric Clinic for Children effective September 30, 1942

Elsbeth M Gurley Senior Clerk-Stenographer National Defense—ESMDT effective September 20, 1942

LaVonne S Watson Medical Social Worker University of Minnesota Hospitals effective September 2, 1942

Anna M Young Pharmacist University of Minnesota Hospitals effective September 19, 1942

Voted to approve the following appointments:

Lt Calvin A Walker, Jr as Assistant Professor Naval Science and Tactics without salary beginning September 21, 1942

A M I Fiskin as Instructor English for 1942-43 at \$1,935 Term BX

Dorothy Van Ghent as Instructor English for 1942-43 at \$1,935 Term BX

Ruth Normann as Instructor English for 1942-43 at \$1,935 Term BX

Bernard M Leadon as Instructor Aeronautical Engineering for 1942-43 at \$2,000 Term B

Harold A Sanderson as Instructor Electrical Engineering for 1942-43 at \$2,100 Term BX

Jennings F Johnson as Instructor Electrical Engineering for 1942-43 at \$2,100 Term BX

John King as Research Associate Merck and Company Vitamin A Research September 1, 1942 to June 30, 1943 at \$3,000 Term C

Joseph Nichols as Research Fellow National Defense Research Council Contract—Chemistry October 1, 1942 to June 30, 1943 at \$2,250 Term C

L Meyer Jones as Research Fellow American Veterinary Medical Association for 1942-43 at \$2,400 Term AIV

Melvin M Green as Teaching Assistant Zoology for the fall quarter of 1942-43 at \$109 Term CH25

Marshall A Edson as Teaching Assistant General College for 1942-43 at \$653 Term BH50

Roberta Follansbee as Teaching Assistant Extension Division for 1942-43 at \$653 Term BH50

Eleanor H Lindeman as Research Assistant the Charles Fremont Dight Institute for the Promotion of Human Genetics October 1, 1942 to June 30, 1943 at the rate of \$1,044 Term AH60

Zelda B Ball as Research Assistant Sivertson Fund for Cancer Research July 27 to September 15, 1942 at \$221 Term C

William G Kubicek as Research Assistant National Defense Research July 1 to September 15, 1942 at \$292 Term CH88

C Douglas Adkins as Medical Fellow Pathology September 17 to November 15, 1942 at \$130 Term CX

Leland B Sateren as Administrative Fellow Radio Broadcasting September 1-15, 1942 at \$36 Term CH50

Robert R Williams as recipient of the Alexander P and Lydia Anderson Fellowship for 1942-43 at \$500 Term B

Reuben Siverson as recipient of the Arthur Anderson Fellowship in Accounting for 1942-43 at \$500 Term B

Doris A Grambow as Junior Chemist Home Economics for 1942-43 at \$1,305 Term B

Frances M Hardy as Junior Chemist Home Economics for 1942-43 at \$1,740 Term AIII

Loana M Norris as Junior Chemist Home Economics for 1942-43 at \$653 Term BH50

John D Foley as Assistant to the Dean of Students September 16, 1942 to June 30, 1943 at the rate of \$1,408 Term AH80

Marianne C Johnson as Junior Record Clerk Office of Admissions and Records September 14, 1942 to June 30, 1943 at the rate of \$942 Term AIII

Jeannette I Dewars as Junior Library Assistant Library September 21, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Janet C Rhame as Junior Library Assistant Library September 21, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

A Jean Sutherland as Personnel Assistant University Testing Bureau September 1, 1942 to June 30, 1943 at the rate of \$1,320 Term AIII

John Kissel as Assistant Gardener Botany September 1, 1942 to June 30, 1943 at the rate of \$1,320 Term AII

Edward P Thatcher as Assistant Laboratory Attendant Botany September 22, 1942 to June 30, 1943 at the rate of \$1,320 Term AXII

S G Lucille Friberg as Clerk-Stenographer Administration Institute of Technology August 24, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

John S Weiss as Assistant Laboratory Mechanic Mechanical Engineering September 1, 1942 to June 30, 1943 at the rate of \$1,320 Term AII

Clara B D Hafner as Junior Library Assistant Library September 16, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Lucy E Lawatsch as Library Assistant Library September 1, 1942 to June 30, 1943 at the rate of \$1,383 Term AIII

Jeannette A Osos as Junior Library Assistant Veterinary Medicine September 1, 1942 to June 30, 1943 at the rate of \$1,068 University of Minnesota for 26% time and at the rate of \$960 United States Department of Agriculture for 74% time Term AIII

Doris E Collins as Clerk-Stenographer Preventive Medicine and Public Health September 8, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Frances A Parenteau as Junior Clerk-Stenographer General College September 16, 1942 to June 30, 1943 at the rate of \$942 Term AIII

June L Gates as Stores Clerk Professional Colleges Bookstore September 1, 1942 to June 30, 1943 at the rate of \$1,131 Term AIII

Patricia L Harty
Jerome Krueger
Louise C McElroy
William R McGee
Ralph A Nelson
Thomas Y Parrish

Jean L Pattridge
Margery A Pieper
George Randolph
Carolyn E Rondestvedt
Jack M Tjossem
Eileen B Wolf

The following as recipients of W K Kellogg Foundation Student Aid Fund—Public Health Scholarships School of Nursing
Marion L Bancroft \$100 September 15 to December 17, 1942
Jean E Gee 395 September 15, 1942 to March 31, 1943
Agnes E Peterson 400 September 15, 1942 to March 18, 1943
Loretta V Wachholz 400 September 15, 1942 to March 18, 1943

The following as recipients of Samuel W Melendy Memorial Scholarships of \$150 each for June 17, 1942 to March 18, 1943 College of Pharmacy

Robert Doerge
Hermina Gaul
Celester Loch
Jack Lundbohn

Mike Muzetras
Doris Shelly
Melvin Shink

Mary L Jameson as recipient of a Sears Roebuck Scholarship of \$350 for 1942-43 College of Science, Literature, and the Arts

Marion T Heieie as recipient of the George T Slade Scholarship of \$330 July 25, 1942 to March 31, 1943 School of Dentistry

Percy Jewsbury as recipient of a Rockefeller Foundation Fund—British Medical Student Scholarship of \$1,200 July 24, 1942 to July 25, 1943

Voted to approve the following appointment notwithstanding the expressed policy of the Board of Regents in regard to the employment of more than one member of a family:

Mary S Crawford as Physician Students Health Service at \$1.50 per hour beginning September 21, 1942 (husband, James H Crawford, Jr Medical Fellow Ophthalmology and Otolaryngology, Term AIV—\$600)

Voted to approve the following promotions and transfers:

Leonard S Laws from Teaching Assistant Mathematics and Mechanics at \$653 Term BH50 to Instructor at \$1,935 Term BX for 1942-43

John R Thompson from Teaching Assistant Mathematics and Mechanics at \$653 Term BH50 to Instructor at \$1,935 Term BX for 1942-43

Julio N Berrettoni from Teaching Assistant School of Business Administration at \$1,305 Term B to Instructor at \$1,935 Term BX for 1942-43

Lawrence G Hines from Teaching Assistant Minnesota Income Study—Rockefeller Fund at \$1,305 Term B to Instructor School of Business Administration at \$1,935 Term BX for 1942-43

Dean A Worcester from Teaching Assistant School of Business Administration at \$1,305 Term B to Instructor at \$1,935 Term B for 1942-43

Everett Schultz from Teaching Assistant Chemistry at \$653 Term BH50 to Research Assistant Sharp and Dohme Fellowship Fund at \$750 Term BH57 for 1942-43

Fred J Giesler from Cass County Agricultural Agent Agricultural Extension at \$2,265 Term AIV to Renville County Agricultural Agent at the rate of \$2,500 (\$2,400 University—\$100 County) Term AHXIV96 September 16, 1942 to June 30, 1943

Clyde P Shumway from Assistant County Agricultural Agent Agricultural Extension at \$2,200 Term AIV to Pine County Agricultural Agent at the rate of \$2,500 (\$2,400 University—\$100 County) Term AHIV96 September 14, 1942 to June 30, 1943

Leonard J Carpenter from Engineer-Fireman Minnesota Hospital and Home for Crippled Children—Flour Exchange Building at \$1,950 Term AII to Steam and Operating Engineer at the rate of \$2,265 Term AII October 1, 1942 to June 30, 1943

Marion J Edwards from Clerk-Stenographer Engineering Experiment Station at \$1,068 Term AIII to Senior Clerk-Stenographer at the rate of \$1,320 Term AIII September 1, 1942 to June 30, 1943

Lois M Hoag from Clerk-Stenographer Administration Department of Agriculture at \$1,068 Term AIII to Senior Clerk-Stenographer Administration College of Education at the rate of \$1,320 Term AIII September 14, 1942 to June 30, 1943

Donna M Brown from Junior Clerk-Stenographer General College at \$942 Term AIII to Clerk-Stenographer at the rate of \$1,068 Term AIII September 16, 1942 to June 30, 1943

Katherine Peterson from Cook Coffman Union Food Service at \$1,068 plus dinners and lunches Term AII to Head Cook at the rate of \$1,254 plus lunches and breakfasts Term AII September 1, 1942 to June 30, 1943

Ayleen L Edson from Clerk-Stenographer Psychiatric Clinic for Children at \$1,131 Term AIII to Senior Clerk-Stenographer at the rate of \$1,320 Term AIII October 1, 1942 to June 30, 1943

Dorothy S Jacobson from Head Nurse University of Minnesota Hospitals at \$1,194 and maintenance Term AIV to Nursing Supervisor—Night at the rate of \$1,440 and maintenance Term AIV September 15, 1942 to June 30, 1943

Chris Kenney from Floorman University of Minnesota Hospitals at \$1,194 Term AII to Assistant Maintenance Mechanic at the rate of \$1,320 Term AII August 25, 1942 to June 30, 1943

Voted to approve the following salary adjustments:

Coyt T Wilson Instructor Plant Pathology and Botany and General College at \$1,305 Term CH50 July 1 to September 15, 1942 and June 16-30, 1943 Term C September 16 to December 15, 1942 and Term CH75 December 16, 1942 to June 15, 1943 to \$1,450 Term C September 1, 1942 to June 30, 1943

Robert L Meller Instructor Medicine from \$2,580 Term AIV to Clinical Instructor at the rate of \$1,677 (\$2,580 A rate) Term AH65 July 9, 1942 to June 30, 1943

Dorothy S Reiff Teaching Assistant Anatomy and Pathology Departments at \$1,175 Term C 50% time Anatomy September 16, 1942 to June 15, 1943 and 30% time Pathology July 1, 1942 to June 30, 1943 to receive \$1,132 for 50% time Anatomy September 16, 1942 to June 15, 1943 and 30% time Pathology August 1, 1942 to June 30, 1943

Hans G Hirsch Research Assistant Agricultural Economics from \$870 Term C July 1 to September 30, 1942 and Term CH33 October 1, 1942 to June 30, 1943 to the rate of \$870 Term AH50 October 1, 1942 to June 30, 1943

Thomas R Turner Medical Fellow Mayo Foundation at \$1,000 Term A to receive \$50 December 16-31, 1942 while on leave at the State Hospital (this is the difference between the stipends of \$900 and \$1,000 per year)

Frank W Newell Medical Fellow Miller Hospital Fellowship Fund from \$600 Term AIV to \$900 Term AIV for 1942-43

Howard Roy Counselor Administration College of Science, Literature, and the Arts at \$333 Term CH67 July 1 to September 15, 1942 to receive \$33 for 33% additional time September 1-15, 1942

Evelyn H Kern Assistant Home Demonstration Agent Agricultural Extension from \$1,635 Term AIV to the rate of \$1,800 Term AIV September 1, 1942 to June 30, 1943

Edward P Ney Junior Scientist Physics—National Defense Funds from \$868 Term C July 1 to December 31, 1942 to \$1,100 Term C July 15 to December 31, 1942

Dorothy M Onkka Junior Clerk-Stenographer Agronomy and Plant Genetics at \$471 University (\$942 A rate) and \$450 United States Department of Agriculture (\$900 A rate) Term AIII to the rate of \$942 July 16 to August 15, 1942 and to the rate of \$707 University for 75% time and \$225 United States Department of Agriculture for 25% time August 16, 1942 to June 30, 1943

Voted to approve the following leaves of absence:

George E Montillon Professor Chemistry Department leave without salary September 3, 1942 to June 30, 1943 without jeopardizing claim to sabbatical furlough to continue research work with Tennessee Valley Authority at the Georgia School of Technology, Atlanta

Louis Sperling Clinical Assistant Professor Surgery without salary, leave of absence September 1, 1942 to June 30, 1943 for military service

Jesse M McFadyen Instructor English leave without salary for the fall quarter of 1942-43 on account of illness

Frank E Childs Instructor School of Business Administration leave without salary September 16, 1942 to June 30, 1943 for service with the United States Navy

Edmund A Nightingale Instructor School of Business Administration leave without salary for the fall quarter of 1942-43 to serve as member of Transportation Committee Staff of the War Production Board, Washington, D. C.

Frank D Svoboda Renville County Agricultural Agent Agricultural Extension leave without salary October 6, 1942 to June 30, 1943 for military service

Hans G Hirsch Research Assistant Agricultural Economics leave without salary September 1-15, 1942 for vacation

The President reported for the information of the Board letters from the Midwest Branch, Women's League of the United Synagogue, and the Zonta Club, expressing appreciation for assistance received through the Key Center of War Information.

Voted to authorize Professor Horace E. Read to act as Wing Commander of the Civil Air Patrol and Air Corps of the Minnesota State Guard.

Voted to establish in the Music Department five tuition scholarships involving one private lesson per week per quarter to be given by members of the departmental staff as compensation for serving as accompanists in certain music classes.

The Comptroller reported for the information of the Board the last will and testament of the late Chief Justice Royal A. Stone, filed supplement to the minutes, page 3026.

Voted to approve memorandums of agreement with the school boards of Worthington and Owatonna, Minnesota, filed supplement to the minutes, page 3027, providing for practice teaching in agricultural education in those schools during the school year 1942-43.

Voted to accept the following assignment of application for patent:

Lee I. Smith et al, Serial No. 456,791, filed August 31, 1939, Process of Preparing Carbinols, filed supplement to the minutes, page 3028.

Voted to approve memorandum of agreement with the Bureau of Plant Industry, United States Department of Agriculture, covering investigations on the production and improvement of *Taraxacum kok-saghyz* and related species for the production of rubber, for the period August 15, 1942 to June 30, 1943, filed supplement to the minutes, page 3029.

Voted to approve the following requests for grants in aid of research:

\$33,349 for the year 1943 for support of the training program in the Kenny treatment of infantile paralysis, from the National Foundation for Infantile Paralysis

1,800 to conduct special courses in orthopedic nursing including training and experience in the Kenny method for experienced public health nurses and institutional nurses, from the National Foundation for Infantile Paralysis

Voted to accept with thanks the following gift:

Donor Anonymous

Amount \$500

Fund Convulsive Disorders in Children

Voted to accept with thanks gift of five books on geology from Mrs. F. W. Merritt to the Department of Geology and Mineralogy.

Voted to approve report of the Comptroller to the Chairman of the Executive and Finance Committee, filed supplement to the minutes, page 3030.

Voted to approve transfers of funds No. 1365 to No. 1391 for 1941-42 and No. 125 to No. 207 for 1942-43.

Voted to approve journal vouchers No. 19,001 to No. 19,142 for 1941-42 and No. 2,001 to No. 2,500 for 1942-43.

Voted to approve requisitions No. 20,000 to No. 24,944, \$829,497.50.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

October 17, 1942

A meeting of the Board of Regents was held in the Regents' Room on Saturday, October 17, 1942 at ten o'clock.

Present: Regent Snyder, presiding; Regents Bell, Gainey, Griggs, Lawson, Lobb, Novak, Olson, Pfaender, Quinlivan, Rogstad, and Wood, and Mr. Coffey.

Voted to approve the following statement of policy relating to employment at the University of Minnesota:

1. That a personnel officer be appointed to handle grievances of members of the non-academic staff. This officer may have other responsibilities in connection with the University Civil Service, or other activities, but he should be selected for his particular understanding of the employment relationships of non-academic employees.
2. That in conformity with the expressed policy of the Board of Regents as set forth in their minutes of December 17, 1937, reading as follows:

"The University of Minnesota has always maintained the right of any employee or group of employees or their authorized representatives to discuss with responsible administrative officials, including the Board itself, any matters pertaining to working conditions, wages, or employment at the University, and it will continue to maintain this right of the employees." under which action it is clear that every employee of the University possesses the inalienable right to be represented in his employee relations by himself or by a representative or representatives of his own choosing, and further that every employee possesses the right to take up individually his own grievances or problems regardless of any organizational affiliation;

The Board of Regents now definitely states:

- a. An employee shall be free to join any lawful organization but the right to work in the University cannot be dependent upon membership or non-membership in any organization.

- b. Employees must realize that the functions of the University as a public constitutional corporation involving the public welfare are necessarily continuous and no deliberate and concerted disruption of them can be accepted as a proper method of settling employment problems.

Inasmuch as a substantial number of employees in the Service Group of the University (as defined in *Class Specifications for Positions in the Classified Service* but exclusive of the Skilled Trades subgroups) have membership in the Public Building Service Employees Local No. 113 and inasmuch as agents and committees of that organization have from time to time represented its members before administrative officers, committees, and the Board of Regents, it is suggested that Local No. 113 select by and from its University employee membership a Grievance Committee of three to take up with the University personnel officer or under exceptional circumstances the University Comptroller or the Board of Regents any grievances affecting any University employee in the Service Group.

3. That the Civil Service rules of the University be furnished promptly to every non-academic employee.
4. That every non-academic employee taking a placement examination, either written or oral, be furnished his rating promptly; and that upon request in the case of written examinations such employee be permitted to see his examination papers.
5. That the "five and five" cost of living adjustment be granted to all employees under \$250 per month as of July 1, 1942, notwithstanding any automatic or merit adjustment that the employee may have received.
6. That involuntary layoffs not exceeding an aggregate of more than four weeks in any one fiscal year shall not be counted as absences from employment in the determination of vacation and sick leave and other privileges of non-academic employees.
7. That janitresses in downtown office buildings be granted vacation leave with pay. (Approved. See minutes of Board of Regents of September 11, 1942.)
8. That the salaries of floormen be fixed at the same relationship to the salaries of janitors as the salaries of floormen bear to the salaries of janitors in downtown office buildings.
9. That there shall be no reduction in the rate of pay of a non-academic employee who is transferred from the miscellaneous pay roll to the regular pay roll provided the duties of the position on the regular pay roll involve like work or greater responsibility.

10. That the personal laundry privileges of employees in the University Laundry be definitely determined, with the understanding that if such privileges are withdrawn there be a compensating wage adjustment.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary