

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

October 25, 1943

A meeting of the Board of Regents was held in the Regents' Room on Monday, October 25, 1943.

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

Regent R. J. Quinlivan, Acting Chairman of the Labor Committee, reported that on October 12, 1943 the Labor Committee had met with representatives of Public Building Service Employees Union Local No. 113 before Herbert Jarrett, United States Conciliation Service Commissioner, that Union representatives had presented as their specific demands that the Regents sign a collective bargaining employment agreement with the Union, copy filed supplement to the minutes, page 3204, and that the Labor Committee had requested the Secretary of the Board to seek an opinion from the Attorney General of the State on the legal power of the Regents to sign this contract.

Regent Quinlivan presented to the Board the following opinion from the Attorney General on this question:

October 23, 1943

"Mr. W. T. Middlebrook
Secretary, Board of Regents
University of Minnesota
Minneapolis, Minnesota
Dear Mr. Middlebrook:

"You request an opinion on the legal authority of the Board of Regents of the University of Minnesota to enter into an 'Employment Agreement' between the University and the Public Building Service Employees Union Local, No. 113, A. F. of L., of which you have submitted a copy.

"Laws of the Territory of Minnesota, 1851, Chapter 3, entitled: 'An Act to Incorporate the University of Minnesota, at the Falls of St. Anthony,' provides that 'the government of this University

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"Laws of the Territory of Minnesota, 1851, Chapter 3, entitled: 'An Act to Incorporate the University of Minnesota, at the Falls of St. Anthony,' provides that 'the government of this University

shall be vested in a Board of twelve Regents;' that 'the Regents of the University and their successors in office, shall constitute a body corporate * * * with the right as such of suing and being sued, of contracting and being contracted with, of making and using a common seal' and that the Regents shall have the power and it shall be their duty 'to enact laws for the government of the University.' The corporation so created was 'perpetuated' by the state constitution adopted in 1858 and given 'all the rights, immunities and franchises it then possessed.'

"In the case of *State v. Board of Park Commissioners of the City of Minneapolis*, 100 Minnesota, 150, it is stated that '* * * no well considered case can be found wherein it is held that a contract relinquishing, or by which a municipality agrees to refrain from, the exercise of the police power, or other legislative duty to the public, is valid or enforceable * * *. The rule applies to the legislature itself * * *.'

"Likewise the universally recognized principle above referred to must be applied to the members of the Board of Regents. They cannot legally through contract or otherwise delegate their discretionary duties or surrender their powers to others. Therefore, any part of the proposed agreement which would result in relinquishing to an outside agency the duties imposed or powers conferred upon the members of the board would be invalid.

"Illustrative of what would be a restriction on the constitutional authority of the board is to be found in Article I (b) of the instrument in question. This is intended 'to prevent any agreement or contract with its employees (who are in the classifications therein noted) either individually or collectively which conflicts with any of the provisions' of the proposed agreement. The provision in Article XIII for a limitation of the power of the board to determine changes in classifications is another example of what would be a relinquishment of its authority. By reason of the rule above cited, the members of the board of regents do not appear to have the legal right thus to bind themselves or their successors.

"If Article II of the submitted agreement is intended to provide that the University shall be bound by a decision of four arbitrators, who if they agree need not appoint a fifth arbitrator, such provision, if put into effect, may result in a delegation to an outside agency of a discretion which the board itself cannot surrender. The proposed agreement clearly provides that the determination of a fifth arbitrator shall be a recommendation only, but from the wording of the instrument, it is not clear that a decision agreed upon by four arbitrators, when there is no appointment of a fifth, is not intended to be binding on both parties.

"In Article IV provision is made for the imposition of a penalty on the University in the event it deliberately violates certain provisions of the submitted document. An agreement on the part of the Board of Regents to pay a double salary to any employee out of State or University funds as a penalty for the

violation of any provision of a contract by such public officials would, I believe, be illegal. A governmental agency engaged in a governmental function cannot legally consent to be so penalized.

"Another illustration of an invalid provision of the proposed agreement is that which fixes the pay of steam fitters and electricians on a union scale basis. That scale is determined by an outside agency, which may vary it from time to time. In the case of *Wagner v. City of Milwaukee*, 177 Wisc. 410, 188 N. W. 487, it was held that an ordinance which required the payment of wages in accordance with prevailing union wage scales was invalid because 'it illegally surrendered the public duty or power to fix wages to labor union.' A provision of a contract in which wages are to be determined by an outside agency would therefore be illegal.

"This opinion deals only with a few of the legal aspects of the agreement under consideration. However, without the making of a contract, the Board of Regents can accomplish for the union employees most of the results that were intended to be acquired by an agreement. Such results can be secured by adopting legal rules and regulations with reference to practically all of the proposals of the union. Rules or regulations, if reasonable and of a nature that will not constitute a delegation of duties that the board itself must assume or a surrender to any outside agency of the board's authority conferred upon it by the State Constitution, would, in my opinion, be valid.

"The right of labor unions to enter into collective bargaining and closed shop agreements in private employment is recognized. However, up to this time there appear to be no Supreme Court decisions in Minnesota or in any other state sustaining an agreement with a governmental subdivision or agency in the form of the one that you have submitted. It is conceivable that some type of collective bargaining agreement between a labor union and a governmental agency that has the constitutional powers possessed by the Board of Regents may be so drafted that it will be upheld by the courts.

"If such an agreement containing no invalid provisions should be offered, the determination of the advisability of its acceptance or rejection by the University is of course the responsibility of the Board of Regents.

Very truly yours,
J. A. A. BURNQUIST (signed)
Attorney General"

Regent Quinlivan then pointed out that the question of public policy involved was of even greater importance. He quoted the following from a statement by President Roosevelt: "All Government employees should realize that the process of collective bargaining, as usually understood, cannot be transplanted into the public service." He further

advised that no agency of this State has a signed contract with a labor union, and that this public policy is a matter for primary consideration by the Legislature and not by the Regents of the University. The Regents then voted in view of the Attorney General's opinion and as a matter of public policy not to enter into a signed bargaining agreement with the Public Building Service Employees Union Local No. 113.

Regent Quinlivan was requested by the Regents to continue as Acting Chairman of the Labor Committee at the hearing scheduled before the United States Conciliation Service on October 26, 1943.

Voted to approve the following statement of organization and rules and regulations of the University Civil Service, a codification for the most part of existing Board actions and policies:

UNIVERSITY OF MINNESOTA CIVIL SERVICE

Part I

Civil Service Committee

1. *Definition:*

A. The Civil Service Committee (hereinafter referred to as the Committee) shall consist of three University staff members appointed by the President of the University, and approved by the Board of Regents. The Vice President, Business Administration, and the Director of the Employment Bureau shall also be members ex-officio of the Committee, and the Director of the Employment Bureau shall serve as Executive Secretary of the Committee (hereinafter referred to as the Secretary).

2. *Duties:*

- A. Under the direction of the President to be responsible for the administration of the certification, job classification, and salary schedules of the Civil Service personnel under the rules and regulations approved by the Board of Regents.
- B. To consider and propose to the President from time to time additions to and revisions of policies, job classifications, salary schedules, and rules and regulations of the Civil Service.
- C. To be responsible for all records necessary to the administration of this classification of Civil Service personnel.
- D. To serve as the first appeal agency on all grievance decisions.

Part II

Civil Service Personnel

1. *Definition:*

- A. The Civil Service personnel shall include all non-academic positions in the University on the regular payroll and those positions on the miscellaneous payroll substantially permanent (six months or more of every year) except:
 - (1) General Administrative Officers
 - (2) Deans and Directors
 - (3) Assistant Deans
 - (4) Instructional staff with extra-instructional duties
 - (5) Instructional staff (including all with the rank of instructor or above)
 - (6) Instructional staff below the rank of instructor with respect to selection, appointment and removal
- B. A position which combines duties that are academic with duties that are administrative or non-academic may carry both the academic and the administrative or Civil Service titles of the respective classes as shown in the official Class Specifications, provided that the class title of the primary function of the position shall appear first in the position designation and that the status of such a position with regard to privileges, benefits, and administrative procedures shall be determined by its primary function.

Part III

Civil Service Rules and Regulations

1. *Appointments:*

- A. All appointments to positions in the Civil Service shall be limited to qualified applicants who are citizens of the United States and who have been residents of Minnesota* for two years immediately preceding the date of application, with the following exceptions:
 - (1) Appointments to positions in the Civil Service requiring professional, technical, or unusual qualifications may be opened to residents of other states who are citizens of the United States and who are otherwise qualified, in the absence of qualified Minnesota applicants.
 - (2) Appointments of students to positions in the Civil Service requiring half-time service or less shall not be restricted by residence status.
- B. The Secretary shall maintain a file of applicants for positions together with information as to their qualifications. Information from this file shall be made available upon request to administrative officers and heads of departments.
- C. Vacancies shall be filled through competitive examination except in such cases as the Committee may exempt. Such

* The requirement for Minnesota residence has been waived for the period of the war emergency.

examinations shall be conducted under the supervision of the Committee or such members of the staff as it may call upon for assistance in conducting written or oral examinations.

- D. Appointments of the Civil Service staff on the regular payroll shall be subject to renewal by the Board of Regents at the beginning of each fiscal year. All recommendations for appointments are subject to review by the Committee.
- E. The fiscal year extends from July 1 to June 30. However, for purposes of automatic salary adjustments, a person employed on or before January 1 shall be regarded as having rendered a year of service by the following July 1. Those employed after January 1 will not be eligible for automatic advance in salary until the second succeeding July 1.
- F. A copy of the Civil Service rules of the University shall be furnished to every employee in the Civil Service.

2. *Probationary Period:*

- A. The appointment of an individual entering the Civil Service or the promotion of an individual within the Civil Service shall be made for a probationary period of six months, during which time such appointment may be terminated by the administrative officer or department head after consultation with the Director of Civil Service Personnel. If the appointment is terminated by the administrative officer or department head during the probationary period of six months, the reasons for the termination shall be stated on the prescribed resignation form in the case of new appointments, or the change of status form in the case of promotions. If the appointment is not terminated during the probationary period, the appointee shall acquire Civil Service status. Any appointee whose promotion is terminated during the probationary period for cause other than personal misconduct shall be restored to the position from which he was promoted.

3. *Transfers, Promotions, and Demotions:*

- A. All recommendations for transfers, promotions, and demotions in the Civil Service are subject to review by the Committee.
- B. Vacancies in the Civil Service shall be filled as far as practicable by promotion from among persons holding positions of a lower rank in the University; such promotions are to be based upon merit as indicated by examinations, previous experience, and service with due weight to seniority.
- C. Every Civil Service employee taking a placement examination, either written or oral, will be furnished his rating promptly, and upon request in the case of written examinations, such an employee will be permitted to see his examination papers.

- D. When a position in a class with a salary increment schedule is filled by the promotion of a person from a position in a class with a lower salary increment schedule, the salary shall be that indicated for the first year of the new class, except where that figure is the same or less than the person is receiving. In such case, the person shall be appointed to the next higher salary in the schedule when accepting the new position. If the person is not then at the maximum of the class, the automatic increase on the following July 1 shall also be granted, provided that the promotion was made on or before January 1.
 - E. Vacancies shall be filled through competitive examination except in such cases as the Committee may exempt.
 - F. There shall be no reduction in the rate of pay of a Civil Service employee who is transferred from the miscellaneous payroll to the regular payroll provided the duties of the position on the regular payroll involve like work or greater responsibility.
4. *Suspensions: Discharges:*
- A. Any employee in the Civil Service who has completed the probationary period may be suspended or discharged by the administrative officer or the department head for just cause. With the exception of "Teaching and Research Assistance," "Extension Assistance," or any other group or positions exempted by the Committee, the administrative officer or the department head shall notify the employee and the Director of Civil Service Personnel of the reasons for such suspension or discharge and said employee shall have the right of appeal to the Director within ten days after the mailing of such notice.
5. *Notice of Vacancies:*
- A. All University offices shall notify the Secretary of any imminent vacancy in any other group than the "Teaching and Research Assistance," "Extension Assistance," or any other group or positions exempted by the Committee.
 - B. Notice of all vacancies in the Civil Service shall be posted on designated Civil Service bulletin boards, and in the case of administrative, professional and technical, library, fiscal and clerical groups shall be published in the Official Bulletin.
6. *Personnel Reports:*
- A. All University officers shall from time to time as requested by the Office of Civil Service Personnel provide pertinent information regarding the efficiency and conduct of employees that might be of importance to their service records.
7. *Salary Schedules:*
- A. Salary rates for the Civil Service personnel shall be maintained according to the salary schedule as adopted by the Board of Regents, subject to general financial limitations,

- and such schedule shall remain in effect for each position in the Civil Service until revised with the approval of the Board of Regents.
- B. Employees in the service group on the Main Campus shall receive cash in lieu of meals in accordance with the schedule of perquisites in effect.
 - C. The daily rate for any employee designated on a monthly or yearly basis will be obtained by using the following formula: Monthly rate divided by number of calendar days in month equals daily rate.
 - D. Payroll deductions will be made for all Sundays (or other days taken, with the approval of the department head; as a substitute for same) and holidays occurring in the middle of any leave or absence without pay. No deductions will be made when Sundays (or other days taken with the approval of the department head, as a substitute for same) and holidays occur either at the beginning or end of a leave or absence without pay.
8. *Medical Examination:*
- A. A medical examination may be required by the Committee of any individual in the Civil Service at the time of appointment or at any time during the period of service.
9. *Religion and Politics:*
- A. In no case shall inquiry be made as to religious or political affiliations of an applicant or an incumbent.
10. *Working Day:*
- A. The standard working day for office employees shall be seven and one-half hours except for Saturday. Employees will be allowed a half holiday on Saturday afternoon whenever the work in their department is completed and there is no other necessary work to be done.
 - B. The standard working day for other than office employees shall be eight hours except as otherwise approved by the Board of Regents.
 - C. Overtime without pay shall be required when necessary, but may be compensated for in a reasonable manner by hours of leave at times when the work will allow it.
11. *Relatives:*
- A. Not more than one member of a family may be employed in a temporary or permanent capacity without the specific approval of the Board of Regents.
 - B. "Members of a family" shall be interpreted as including relatives of the fourth degree (uncles and aunts) or closer, including relatives of the same degree resulting from marriage or adoption.
 - C. The employment of two members of the same family by the University of Minnesota shall not be regarded as violating the spirit of the regulation if any of the following is true:

- (1) that either member is in the University primarily in the capacity of a student and only secondarily in the capacity of an employee. This will cover such cases as irregular work by the hour done by students; those engaged as fellows, scholars, assistants, readers, and the like.
 - (2) that because of the location of the work, it is difficult if not impossible to secure suitable employees without using more than one member of the same family. This situation applies particularly to the outlying stations.
 - (3) that one is a member of the University academic or Civil Service staff on leave of absence without pay for service in the armed forces.
12. *Registration in University Classes:*
- A. Full-time Civil Service employees may enroll in University courses that do not conflict with their regularly prescribed hours of employment.
 - B. Full-time Civil Service employees working in departments that operate on the customary University work schedule (8:30 a.m. to 5:00 p.m. with adjustment on the Farm Campus, at the outlying stations, and during the summer months) may not enroll in University classes during the hours the department offices are expected to be open except as indicated below.
 - C. Full-time Civil Service employees working on fixed time schedules and in departments that operate on other than the customary work schedule of the University may enroll in University classes that do not conflict with their regularly prescribed hours of employment.
 - D. Full-time Civil Service employees who do not have regularly prescribed working hours may not enroll in University classes without the written approval of the department head, the dean or administrative officer, and the Vice President, Business Administration.
 - E. Full-time Civil Service employees who desire to enroll in University classes which do conflict with their regularly prescribed working hours may do so upon approval of the department head and dean or administrative officer, provided that their compensation is proportionately adjusted in the regularly prescribed manner.
13. *Retirement: Insurance:*
- A. Full-time employees in the Civil Service shall be included in retirement and insurance plans in accordance with the provisions of the plans as approved by the Board of Regents.
14. *Regents Scholarships:*
- A. Regents Scholarships are provided for members of the Civil Service staff to prepare them through study in University classes for advancement in their present positions and for promotion to more responsible positions.

15. *Hospitalization:*

- A. Full-time Civil Service employees shall be eligible for group hospitalization in accordance with the provisions of the plan approved by the Board of Regents.

16. *Vacation Leave:*

- A. Civil Service employees on the regular payroll on a twelve months' full-time appointment shall, upon completion of their probationary period of six full months prior to their first acquisition of Civil Service status, be entitled to the vacation leave with pay designed for the position in *Class Specifications for Positions in the Civil Service* and included in the appointment form. This leave shall accrue according to the following schedule:

2 work days per month for AIV appointments

1½ work days per month for AIII appointments

1 work day per month for AII appointments

- B. Vacation leave accrues during the probationary period and may be taken by employees upon completion of the probationary period at the discretion of the department head.
- C. Civil Service employees on the miscellaneous payroll for twelve months' full-time service shall be entitled to vacation leave with pay in accordance with the same schedule as that for employees on the regular payroll, except that they are not entitled to vacation leave until they have completed twelve months of continuous full-time service. Vacation leave shall accrue during this period of full-time service.
- D. Civil Service employees who have rendered twelve months' full-time continuous service on both the regular and the miscellaneous payrolls shall be entitled to vacation leave under the same conditions as those for employees on the miscellaneous payroll.
- E. For purposes of determining accrual of vacation leave, appointments beginning prior to the sixteenth of any month shall be considered as of the first of that month. Other appointments shall be considered as of the first of the following month.
- F. Saturdays or any part of a day taken as vacation leave shall be counted as one full day.
- G. All vacations shall be taken at a time acceptable to and convenient for the department concerned.
- H. Vacation leave with pay earned in any fiscal year must be taken by June 30 of the following fiscal year.
- I. Janitresses in downtown office buildings are to be granted vacation leave with pay.
- J. All leaves of absence with pay, regardless of duration, and leaves of absence without pay to a maximum of four months, may be counted as part of the period of service in determining vacation allowances. Leaves of absence without pay

- longer than four months shall be deducted in their entirety from the year of service.
- K. 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 other privileges of civil service employees.
 - L. Members of the Civil Service staff are not entitled to additional vacation leave at the time of student recesses and vacations.
 - M. Provisions for vacation leave do not apply to employees in the skilled trades group receiving prevailing wages.
17. *Sick Leave:*
- A. In addition to and upon attaining eligibility for vacation leave, Civil Service employees shall be granted one working day of sick leave with pay per calendar month of service rendered. Sick leave may be accumulated to a total not exceeding twenty-four working days.
 - B. 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 sick leave and other privileges of Civil Service employees.
 - C. These provisions for sick leave do not apply to employees in the skilled trades group receiving prevailing wages.
18. *Unauthorized Leave:*
- A. Any absence of an employee from duty that is not authorized by a specific grant of leave of absence or taken as earned sick leave or annual leave about to expire, shall be deemed to be an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action any employee who absents himself for three consecutive days without leave shall be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.
19. *Military Leave of Absence:*
- A. All officers and employees of the University of Minnesota who have been employed full time during the academic or fiscal year and who have been on the regular payroll for at least six months may be granted leave without pay during their active service in the armed forces of the United States. Such officers and employees shall be reinstated to their former positions provided:
 - (1) That the officer or employee presents an honorable discharge or other form of release in which satisfactory service in the armed forces is indicated, and
 - (2) That an application for reinstatement be submitted by the officer or employee within forty-five days following his or her honorable discharge from the armed forces, and

- (3) That the officer or employee be physically and mentally qualified to carry on the work in the position for which leave of absence was granted, and
 - (4) That the same or a similar position then exists.
- B. Leaves of absence for military service should be dated to run concurrently with the fiscal year, and may be renewed each succeeding fiscal year by action of the Board of Regents.
20. *Leave for State Guard Service:*
- A. Subject to the conditions hereinafter prescribed any employee of the University who has been in full-time service of the University for not less than six months who shall be a member of the Minnesota State Guard or any other component of the militia of the State of Minnesota now or hereafter organized under state or federal law shall be entitled to a leave of absence without loss of pay, seniority status, efficiency rating, vacation, sick leave, or other benefits for all the time when he is engaged with such organization or component in training or active service ordered or authorized by proper authority pursuant to law, whether for state or federal purposes, but not exceeding a total of 15 days in any calendar year. Such leave shall be allowed only in case the required military or naval service is satisfactorily performed, which shall be presumed unless the contrary is established. Such leave shall not be allowed unless the employee
- (1) returns to active service in his position with the University immediately upon being relieved from such military or naval service, or as soon thereafter as the terms of this employment require, or
 - (2) is prevented from so returning by physical or mental disability.

Part IV

Procedure for Consideration and Settlement of Grievances of the Civil Service Staff

1. *Kinds of Grievances:*

- A. Grievances of members of the Civil Service staff in general can be classed under one of the following five heads:
- (1) Those involving *Policy Interpretations*, that is, interpretation of established rules, regulations, and policies as they relate to an individual employee in such matters as sick leave, vacation leave, family relationship, retirement, insurance, promotion, etc.
 - (2) Those involving *Personal Relationships*, for example, alleged discrimination on the part of superiors, unsatisfactory co-worker relationships, unjustifiable work assignment, etc.

- (3) Those involving *Disciplinary Action*, such as suspensions or discharges by administrative officers.
- (4) Those involving *Finance*, such as class or individual pay adjustments.
- (5) Those involving *Policy Changes and Classifications*, such as changes in established rules, regulations, and policies governing such matters as sick leave, vacation leave, retirement, promotions, etc.; and changes in group classes, or in the classification of an individual.

2. *Disposition of Grievances:*

- A. Any employee, his authorized representative or Grievance Committee, shall be privileged at any time to present in writing and to discuss with the Director of Civil Service Personnel any facts pertaining to any grievance of any kind.
- B. After consultation with such employee, his authorized representative or Grievance Committee and the administrative officer or officers involved, the Director shall be authorized to settle grievances involving (1) policy interpretations, (2) personal relationships, and (3) disciplinary action. Settlement of grievances involving finance shall require the approval of the Vice President, Business Administration, the President, and the Board of Regents; and settlement of grievances involving classification and policy changes shall require the approval of the Civil Service Committee, the President, and the Board of Regents. In these latter two types of grievances the Director shall have the responsibility for presenting to the approving officer or agency all information that has come to him from all sources.
- C. Every order made by the Director in the settlement of grievances shall be in writing and a copy thereof shall be mailed to the employee, to the administrative officer, or officers involved, and if the employee has an authorized representative (which may be a Grievance Committee) to such representative.
- D. Each order shall contain a statement of the right of any interested party, his authorized representative or Grievance Committee, to appeal therefrom.

3. *Appeal from Director's Grievance Decisions:*

- A. Any interested party—employee, Grievance Committee, or administrative officer—shall be privileged to appeal the Director's decision in any grievance case, to the Civil Service Committee, and such interested parties, or the Director may then appeal to the Board of Regents.
- B. An appeal from an order of the Director settling a grievance shall be taken by filing with the Director a written notice of appeal, signed by the employee, his authorized representative or Grievance Committee, or the administrative officer or officers involved, such filing to be made within ten days after mailing of a copy of the order appealed from.

C. Appeals from decisions of the Civil Service Committee shall be made in the same manner except that the notice of appeal shall be filed with the Secretary of the Board of Regents.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
LABOR COMMITTEE
MINUTES

November 5, 1943

A meeting of the Labor Committee of the Board of Regents was held in the Regents' Room on Friday, November 5, 1943 at three o'clock.

Present: Regent Quinlivan, presiding; Regents Lawson, Olson, and Snyder.

Voted to recommend to the Board approval of the "Statement of Regents' Position Relative to Items Included in the Proposed Union Employment Agreement," filed supplement to the minutes, page 3205.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

Jane S Knourek as Clerk-Stenographer Office of Dean of Students October 13, 1943 to June 30, 1944 at the rate of \$1,287 Term AIII

Marion S Krueger as Speech Clinician Speech Clinic—Office of Dean of Students October 1 to December 15, 1943 at \$529 Term C (\$1,905 B rate)

Dorothy L Anderson as Junior Clerk-Stenographer Office of Admissions and Records October 6, 1943 to June 30, 1944 at the rate of \$1,098 Term AIII

Donalda Fletcher as Junior Library Assistant Library October 4, 1943 to June 30, 1944 at the rate of \$1,413 Term AXIII

Gladys L Johnson as Junior Clerk-Stenographer Library November 1, 1943 to June 30, 1944 at the rate of \$1,098 Term AIII

Alice C Frykman as Clerk-Stenographer Mathematics October 14, 1943 to June 30, 1944 at the rate of \$1,287 Term ATIII

Audrey E Hanson as Junior Record Clerk Office of Admissions and Records—Department of Agriculture September 16, 1943 to June 30, 1944 at the rate of \$1,098 Term AIII

Dorothy P Jorstad as Junior Library Assistant Library—Department of Agriculture October 1, 1943 to June 30, 1944 at the rate of \$1,413 Term AIII

Anna M Gage as Clerk-Stenographer Agricultural Extension October 11, 1943 to June 30, 1944 at the rate of \$1,287 Term AIII

Margaret M Hermes as Junior Mail Clerk Agricultural Extension October 1, 1943 to June 30, 1944 at the rate of \$1,098 Term AIII

Melvin C Hildreth as Herdsman North Central School and Experiment Station October 1, 1943 to June 30, 1944 at the rate of \$1,500 and room Term AIII

Bonnie M Dille as Clerk School of Dentistry November 1, 1943 to June 30, 1944 at the rate of \$1,287 Term AIII

Esther M Puetz as Junior Clerk-Stenographer Administration College of Education September 22, 1943 to June 30, 1944 at the rate of \$1,098 Term AIII

Phyllis A Mattlin as Junior Library Assistant Division of Library Instruction September 16, 1943 to June 30, 1944 at the rate of \$1,413 Term AIII

Sheldon Beise as Assistant Coach Physical Education for Men September 16 to November 15, 1943 at \$200 Term CH40

Lois H Radke as Junior Record Clerk Correspondence Instruction October 16, 1943 to June 30, 1944 at the rate of \$1,098 Term AIII

Elroy Burgor as Janitor Physical Plant November 1, 1943 to June 30, 1944 at the rate of \$1,476 Term ATII

Beth M Hoel as Clerk-Stenographer OSRD Research Funds October 16, 1943 to June 30, 1944 at \$912 Term C (\$1,287 A rate)

Mary Lou Shoemaker as Laboratory Technologist W F Straub and Company Funds October 1 to November 30, 1943 at \$267 Term C

Christ Aemmer as Assistant Laboratory Attendant Anatomy—National Foundation for Infantile Paralysis Funds September 27, 1943 to June 30, 1944 at the rate of \$1,350 Term ATII

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

November 6, 1943

A meeting of the Board of Regents was held in the Regents' Room on Saturday, November 6, 1943 at nine-thirty o'clock.

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

Voted to approve the minutes of the following meetings:

Board of Regents of September 10, 1943

Board of Regents of September 25, 1943

Board of Regents of October 2, 1943

Labor Committee of October 7, 1943

Board of Regents of October 16, 1943

Board of Regents of October 25, 1943

Voted to approve the following terminations of employment:

Rudolph W Norvold Assistant Professor School of Dentistry effective October 23, 1943

Paul W Beck Instructor Physics effective September 10, 1943

Rhea M Wood Teaching Assistant History effective September 15, 1943

Raul L Engelking Medical Fellow Mayo Foundation effective October 15, 1943

Frances I Keech Senior Clerk Office of the Comptroller effective October 30, 1943

Ann Marie Jensen Clerk-Stenographer Office of Dean of Students effective October 9, 1943

Samuel H Hoover Senior Stores Clerk Chemical Storehouse effective November 18, 1943 (deceased October 18, 1943)

Sylvia E Marrs Clerk-Stenographer Mathematics effective October 23, 1943

Gertrude M Meyers Clerk-Stenographer Aeronautical Engineering effective November 20, 1943 (noon)

William G Waller Laboratory Attendant Chemistry effective October 23, 1943

Arliss A Carlson Junior Clerk-Stenographer Plant Pathology and Botany effective October 18, 1943

Mary L Lage Clerk School of Dentistry effective October 31, 1943

Marjorie A Pomeroy Laboratory Technician Physiology—Graduate School Funds effective September 30, 1943

Ferne Shortridge Head Cook Northwest School and Experiment Station effective September 24, 1943

The following Maids Pioneer Hall

	Effective Date
Anna Abrham	September 30, 1943
Wally Albers	September 30, 1943
Dora Dennis	September 30, 1943
Agata Elletson	September 30, 1943
Anna Erickson	September 30, 1943
Anna Gulla	September 30, 1943
Agnes Nilsen	September 30, 1943
Jennie Oftedal	August 15, 1943

Elaine R Olson Clerk-Stenographer Coffman Memorial Union effective October 1, 1943

Dorothy A Coolidge Assistant to the Director Coffman Memorial Union—Farm effective October 25, 1943 (noon)

Lillian S Haabala Domestic Helper Students Health Service effective June 15, 1943

Pauline K Stever Clerk Students Health Service effective September 30, 1943

Olga Pastuschenko Mail Clerk Mimeograph and Bulletins effective August 15, 1943

Viola Lee Hand Ironer and Presser University Laundry effective November 4, 1943

Vern F Olson recipient of Caleb Dorr College Freshman Scholarship for 1943-44 effective at time of appointment

LeRoy W Hanson recipient of Caleb Dorr College Sophomore Scholarship for 1943-44 effective at time of appointment

Gustaf A Johnson Floorman University of Minnesota Hospitals effective September 23, 1943

Agnes M Nelson General Duty Nurse University of Minnesota Hospitals effective September 15, 1943

Maxine R Ryan General Duty Nurse University of Minnesota Hospitals effective September 24, 1943

Voted to approve the following appointments:

M Grace Arthur as Lecturer General Education for the fall quarter of 1943-44 at \$250 Term CH25

Antoinette Smith as Instructor English—October 16 to December 15, 1943 at \$143 Term CHX33

Mary C Turpie as Instructor English for 1943-44 at \$1,935 Term B

Nicholas A Fattu as Instructor Mathematics for 1943-44 at \$2,400 Term B

Robert S Lind as Instructor Electrical Engineering for 1943-44 at \$2,250 Term BX

Ivar A Glemming as Instructor School of Agriculture October 11 to December 31, 1943 at \$109 Term CH25 (\$1,463 E rate)

Thomas W Larimore as Instructor School of Agriculture October 1, 1943 to March 31, 1944 at \$443 Term CH48 (\$1,463 E rate)

Sidney Roberts as Instructor Physiology for 1943-44 at \$1,935 Term BX

Frances W Hoffert as Instructor School of Nursing—United States Cadet Nurse Corps September 29, 1943 to June 30, 1944 at \$1,813 Term C (\$2,400 A rate)

Agnes D Love as Instructor School of Nursing—United States Cadet Corps October 10, 1943 to June 30, 1944 at \$1,524 Term C (\$2,100 A rate)

Avron I Medalia as Research Fellow WPB Rubber Research September 16, 1943 to June 30, 1944 at \$950 Term CH50 (\$2,400 A rate)

Ray T Wendland as Research Fellow WPB Rubber Research October 1 to December 31, 1943 at \$750 Term C (\$3,000 A rate)

Clavton M Huggett as Research Fellow OSRD Research Funds October 1, 1943 to June 30, 1944 at \$2,250 Term C (\$3,000 A rate)

John J McBrady as Research Fellow OSRD Research Funds October 1, 1943 to June 30, 1944 at \$2,250 Term C (\$3,000 A rate)

L Meyer Jones as Research Fellow American Veterinary Medical Association for 1943-44 at \$2,400 Term AIV

Bernard Gimmetstad as Teaching Assistant English for the fall quarter of 1943-44 at \$442 Term C

Audrey L H Parish as Teaching Assistant English for 1943-44 at \$332 Term BHX25

Margaret Wacknitz as Teaching Assistant German for 1943-44 at \$664 Term BH50

James W Davis as Teaching Assistant Political Science October 1, 1943 to June 15, 1944 at the rate of \$664 Term BH50

Joao N Figueiredo as Teaching Assistant Romance Languages October 1 to December 15, 1943 at \$184 Term CHX50

Ruth Swanson as Teaching Assistant Speech for the fall quarter of 1943-44 at \$221 Term CH50

Eugene A Comlev as Teaching Assistant Chemistry for 1943-44 at \$1,106 Term BH84

Edgar E Renfrew as Teaching Assistant Chemistry October 16 to December 15, 1943 at \$147 Term CH50

George W Sears as Teaching Assistant Chemistry October 16 to December 31, 1943 at \$184 Term CH50

Katherine C Estes as Teaching Assistant Preventive Medicine and Public Health for 1943-44 at \$664 Term BH50

Theta H Wolf as Teaching Assistant Neurophysiology October 16, 1943 to June 30, 1944 at the rate of \$566 Term AH32

Dorothy L Sheldon as Teaching Assistant General College for 1943-44 at \$1,328 Term B

Fern W Smith as Teaching Assistant Extension Class Instruction for the fall quarter of 1943-44 at \$221 Term CH50

Donald G Hoag as Research Assistant Plant Pathology and Botany October 1, 1943 to June 30, 1944 at \$664 Term CH50

Myron G Anderson as Teaching Assistant School of Nursing—United States Cadet Nurse Corps September 15 to December 31, 1943 at \$261 Term CH50

Wilfred J Bushard as Medical Fellow Ophthalmology and Otolaryngology December 1-31, 1943 at \$91.50 Term C

William S Chalgren as Medical Intern University of Minnesota Hospitals October 1 to December 31, 1943 at \$45 and as Medical Fellow Neuropsychiatry January 1 to June 30, 1944 at the rate of \$1,098 Term AIV

Sewell Gordon continuation of appointment as Medical Fellow University of Minnesota Hospitals September 16 to December 23, 1943 at \$297 Term C

Patrick Pih Tsang Wu as Medical Fellow in Surgery Mayo Foundation October 1 to December 31, 1943 at \$278 Term C

Ernani T Torres as Medical Fellow in Pathology Mayo Foundation October 1, 1943 to September 30, 1944 at \$1,110 Term A

Joyce E Fritter as Administrative Fellow Office of Dean of Students October 11, 1943 to June 15, 1944 at the rate of \$664 Term BH50

The following as Medical Fellows Mayo Foundation for three years beginning October 1, 1943 at the rate of \$1,110 Term A

David T Carr	Medicine
Letizia C Ciaramelli	Medicine
Ralph A Deterling, Jr	Surgery
John A Evert, Jr	Surgery
Leonard C Hallendorf	Surgery
Kristian Jonasson	Obstetrics and Gynecology
Grace K Lightfoot	Medicine
Mason S Maynard	Medicine
Ralph A Pourier	Surgery
Gonzalo Zuluaga	Surgery

The following as Medical Interns University of Minnesota Hospitals October 1 to December 31, 1943 at \$45 Term C

John B Balken	Robert A Huseby
Ivan D Baronofsky	Arnold Kadish
Paul S Blake	Julian R B Knutson
John A Bolz	Achilles C Lisle, Jr
Albert Canfield	Allan E Moe
Aaron A Cohen	Jack M Mosely
Roy F Drake	Katherine Pennington
Robert W Emmons	Louis E Sigler, Jr
Stanley R Friesen	Stephen G Thein
Carter W Howell	James M Wilson

Roy G Hemple as Electrician Physical Plant October 1, 1943 to June 30, 1944 at the rate of \$2,480 Term AII

Frank J Gerga, Jr as Meat Cutter Cold Storage Plant October 16, 1943 to June 30, 1944 at the rate of \$1,800 Term AII

Carol E Carlson as Laboratory Technologist Physiology—National Foundation for Infantile Paralysis Funds October 1, 1943 to June 30, 1944 at the rate of \$1,602 Term AIII

Rosalind Novick as Laboratory Technician Physiology—National Foundation for Infantile Paralysis Funds September 16, 1943 to June 30, 1944 at the rate of \$1,350 Term AIII

Barbara Phillips as Clerk-Stenographer School of Nursing—United States Cadet Nurse Corps October 4, 1943 to June 30, 1944 at \$955 Term C (\$1,287 A rate)

Sophia A Oltman as Clerk-Stenographer United States Public Health Service Training of Public Health Nurses October 1, 1943 to June 30, 1944 at the rate of \$1,287 Term AIII

Patricia L Barker as recipient of a George T Slade Scholarship of \$250 for the winter and spring quarters of 1943-44 College of Science Literature and the Arts

Marion Rosenwald as recipient of a George T Slade Scholarship of \$100 for the winter and spring quarters of 1943-44 College of Science Literature and the Arts

Nahum I Klein as recipient of a Latin-American Tuition Exemption Scholarship for 1943-44 in the Graduate School

Mary R Maid and Ruth M Skorseth as recipients of a LaVerne Noyes Scholarship of \$34 each for 1943-44 College of Science Literature and the Arts

Winifred Marlink as recipient of a LaVerne Noyes Scholarship of \$73 for 1943-44 Medical School

Dorothy M Johnson as recipient of a W K Kellogg Foundation Student Aid Fund Scholarship of \$75 for 1943-44 Medical School

Alice L Sickels as recipient of a Rockefeller Foundation Scholarship of \$1,800 November 1, 1943 to April 30, 1944 Graduate School

Osgood T Magnuson and Jean H Morkassel as recipients of UNAX Agricultural Scholarship of \$100 in each quarter of 1943-44 contingent upon completion of satisfactory work during previous quarter in College of Agriculture Forestry and Home Economics

Philip J Dzyk as recipient of a Sears Roebuck Agricultural Scholarship of \$50 for the fall and winter terms of 1943-44 School of Agriculture

Richard C Sevcik as recipient of a Sears Roebuck Agricultural Scholarship of \$50 for the fall and winter terms of 1943-44 School of Agriculture

Danforth Sherman as recipient of a Sears Roebuck Agricultural Scholarship of \$50 for the fall and winter terms of 1943-44 School of Agriculture

Donald A Throlson as recipient of a Sears Roebuck Agricultural Scholarship of \$50 for the fall and winter terms of 1943-44 School of Agriculture

Owen K Hallberg as recipient of a Caleb Dorr College Freshman Scholarship of \$50 for the 1943-44 College of Agriculture Forestry and Home Economics

Lois M Todnem as recipient of a Caleb Dorr College Special Achievement Award Scholarship of \$50 for 1943-44

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:

Donald C Balfour, Jr as Medical Fellow in Surgery Mayo Foundation for three years beginning October 1, 1943 at the rate of \$1,110 Term A (brother W M Balfour Fellow in Medicine and father D C Balfour, Director and Professor Mayo Foundation)

Ethel M Bellefeuille as General Duty Nurse University of Minnesota Hospitals beginning October 18, 1943 at \$85 per month plus maintenance (aunt Hazel Chapman Switchboard Operator University of Minnesota Hospitals Term AIII)

Minnie Bohman and Martha M Negaard as Domestic Helpers Navy Machinists Mates beginning September 28, 1943 at \$91.50 per month (sisters)

Brunhilde L Brown as General Duty Nurse University of Minnesota Hospitals beginning September 19, 1943 at \$115 per month plus room (brother Dr L Lima Physician and Instructor Students Health Service Term B)

James H Crawford as Physician Students Health Service for short period beginning October 16, 1943 until call for military service at \$3 per hour (wife Mary S Crawford Physician Students Health Service hourly basis)

Pauline Hollis as Junior Clerk Employment Bureau October 13, 1943 to March 1, 1944 at \$91.50 per month (father Venning P Hollis Manager Photographic Laboratory Farm Campus Term AIII)

Noboru Inamoto as Instructor Far Eastern Area and Language at \$185 per month and Ruby Inamoto as Instructor at \$160 per month (husband and wife)

Palma M Jergenson as Ward Helper University of Minnesota Hospitals beginning October 4, 1943 at \$91.50 per month (brother Lawrence Jergenson Herdsman Veterinary Medicine Term AIII)

Helen B Kimm as General Duty Nurse University of Minnesota Hospitals beginning October 6, 1943 at \$5 per day (mother Katherine S Boice Laboratory Technologist Term AIII)

Margaret C Lefevre as Teaching Assistant English September 16 to December 31, 1943 at \$145 per month (husband Carl Lefevre Instructor English Term B)

Hazel M Libby as Ward Helper University of Minnesota Hospitals beginning October 7, 1943 at \$91.50 per month (sister-in-law Florence Miller Hospital Attendant University of Minnesota Hospitals Term AII)

John H Mollins continuation of appointment as Maintenance Mechanic North Central School and Experiment Station beginning August 16, 1943 at 65¢ an hour (wife Marie O Mollins Dining Hall Matron and Instructor Term AIV)

Catherine W Nylund as Assistant Laboratory Technician Horticulture October 4, 1943 to June 20, 1944 at 52¢ an hour (husband Robert E Nylund Instructor Horticulture Term AIV)

Frances Pavlik as Ward Helper University of Minnesota Hospitals beginning October 6, 1943 at \$91.50 per month (sister Agnes Crawford Sorter and Marker University Laundry Term AII)

Alice F Pfeiffer as Junior Record Clerk School of Architecture beginning October 11, 1943 at 52¢ an hour (husband Frederick L Pfeiffer Assistant Professor German Term B)

Donald Scott as Janitor ASTP Program beginning October 18, 1943 at \$123 per month (wife Belle Scott Maid University of Minnesota Hospitals on monthly basis)

Elsie Vasek and Martha Vasek as Domestic Helpers Northwest School and Experiment Station beginning October 1, 1943 at \$51.50 per month plus maintenance (sisters)

Louise C Weber continuation of appointment as Laboratory Technologist Animal and Poultry Husbandry October 11, 1943 to November 11, 1943 at 75¢ an hour (father W B Combs Professor Dairy Husbandry Term AIV)

Voted to approve the following promotions and transfers:

Edmund B Flink from Instructor in Medicine and Associate Scientist University of Minnesota Hospitals at \$2,430 Term AXIV to Assistant Professor of Medicine at the rate of \$3,400 Term AXIV September 1, 1943 to June 30, 1944

Donald E Hudson from Teaching Assistant Physics at \$664 Term B to Instructor at \$1,800 Term B for 1943-44

Arthur H Mankin Teaching Assistant Physics at \$664 Term BH50 to serve as Instructor at \$450 for 75% time fall quarter of 1943-44

Nicholas Efimenko Teaching Assistant Political Science at \$664 Term BH50 to serve as Instructor at \$322 for 50% time fall quarter of 1943-44

Hamilton A Stewart from Research Fellow Animal and Poultry Husbandry at \$1,800 Term AIV to Instructor at the rate of \$2,400 Term AIV September 1, 1943 to June 30, 1944

Malcolm D Wall from Teaching Assistant History at \$664 Term BH50 to Instructor Pre-Flight Program at \$1,935 Term B for 1943-44 (father-in-law E W Davis Professor Mines Experiment Station)

Marion J Edwards from Clerk-Stenographer Engineering Experiment Station at \$1,413 Term AIII to Research Assistant at the rate of \$1,770 Term AIV September 16, 1943 to June 30, 1944

Mary R Muedeking from Teaching Assistant Bacteriology at \$664 Term BH50 to Teaching Assistant and Research Assistant Bacteriology and Hormel Institute at the rate of \$1,328 Term B October 16, 1943 to June 15, 1944

Elaine Argetsinger Clerk-Stenographer Neuropsychiatry at \$644 Term AH50 to receive \$18 for 25% additional time as Teaching Assistant General Education September 16-30, 1943

Wesley J Dale from Teaching Assistant Chemistry at \$664 Term BH50 to Junior Chemist WPB Rubber Research at \$1,417 Term C (\$2,000 A rate) October 16, 1943 to June 30, 1944

George B Risty from Financial Adviser to Student Organizations—Office of Dean of Students at \$3,000 Term AXIII to Director of Bureau of Student Loans and Scholarships without change in salary October 15, 1943 to June 30, 1944

Charles T Haley from Freeborn County Club Agent Agricultural Extension at \$2,000 (\$1,800 University—\$200 County) Term AHIV90 to Goodhue County Club Agent at the rate of \$2,000 (\$1,800 University—\$200 County) Term AHTIV90 October 1, 1943 to June 30, 1944

Rose Scales from Clerk-Stenographer General Storehouse at \$1,350 Term AIII to Senior Clerk at the rate of \$1,476 Term AIII October 1, 1943 to June 30, 1944

Josephine E Pederson from Clerk-Stenographer Library Department of Agriculture at \$1,287 Term AIII to Clerk-Stenographer School of Mines and Metallurgy without change in salary October 11, 1943 to June 30, 1944

Bernice A Gjovig from Senior Account Clerk Agricultural Extension at \$1,539 Term AIII to Principal Clerk at the rate of \$1,728 Term AIV September 16, 1943 to June 30, 1944

H Marian Brewer from Junior Library Assistant Law School at \$1,224 Term AIII to Clerk-Stenographer Physiology at the rate of \$1,287 Term AIII August 23, 1943 to June 30, 1944

Ruth M Johnson from Assistant Laboratory Technician Graduate School Research Funds at \$1,224 Term AIII to Laboratory Technician at the rate of \$1,350 Term AIII September 1, 1943 to June 30, 1944

John S Reynolds from Assistant Laboratory Attendant Physiology—Cancer Research Funds at \$1,350 Term AII to Laboratory Attendant at the rate of \$1,665 Term AII October 1, 1943 to June 30, 1944

Anna Iverson from Janitress Physical Plant at \$1,350 Term AII to Elevator Operator at the rate of \$1,413 Term AII September 27, 1943 to June 30, 1944

Voted to approve the following salary adjustments:

Charles E Rudolph Professor School of Dentistry at \$2,000 Term BH4 to receive \$2,000 additional as Director of Dental Research Clinic Term BH8 for 1943-44

Alan Holske Assistant Professor German from \$3,200 Term B to the rate of \$3,500 Term B October 1, 1943 to June 15, 1944

Marguerite Booth Assistant Professor Institute of Child Welfare at \$1,200 Term BH50 to receive \$900 for 38% additional time Markle Foundation for Asthma Research and Mead-Johnson Company Grants for 1943-44

Richard Bachelder Lecturer College of Pharmacy at \$200 Term CH12 for the winter quarter of 1943-44 also to serve for the fall quarter at \$200 Term CH12

Herbert G Heneman Instructor School of Business Administration from \$1,935 Term B to \$2,400 Term B for 1943-44

Carroll Hawkins Instructor Political Science at \$1,258 Term BHX65 to receive \$225 for 35% additional time for the fall quarter of 1943-44

Herbert McClosky Instructor Political Science at \$1,258 Term BHX65 to receive \$677 for 35% additional time Pre-Meteorology and Navy Training Program for 1943-44

Arthur Naftalin Instructor Political Science from \$322 Term CHX25 to \$1,071 Term CHX83 (\$1,935 B rate) for the fall and winter quarters of 1943-44

Borghild G Behn Instructor Preventive Medicine and Public Health from \$1,875 Term BH75 to \$2,500 Term B for 1943-44

Charlotte Bühler Instructor and Clinical Psychologist Minneapolis General Hospital at \$1,500 Term AH50 to the rate of \$2,250 Term AH75 October 13, 1943 to June 30, 1944

Tinsley Helton Teaching Assistant English at \$597 Term BHX45 to receive \$145 for 33% additional time for the fall quarter of 1943-44

Orrin H Cross Teaching Assistant Psychology at \$332 Term BH25 to receive \$272 for 60% additional time September 16 to October 10, 1943 and 50% additional time October 11 to December 31, 1943

Ralph Johnson Teaching Assistant Chemistry from \$664 Term BH50 to \$996 Term BH75 for 1943-44

Truman S Licht Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$885 Term BH67 for 1943-44

Dumas Otterson Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$996 Term BH75 for 1943-44

Alice D Carlson Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Maxine B Clapp Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Virginia E Cook Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Kathryn Crowley Library Assistant Library from \$1,665 Term AIII to the rate of \$1,728 Term AIII September 1, 1943 to June 30, 1944

Joyce Davenport Library Assistant Library from \$1,602 Term AIII to the rate of \$1,665 Term AIII September 1, 1943 to June 30, 1944

Jeannette D Dobrick Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Viola Ferris Laboratory Technologist Medicine—Sharp & Dohme Research Funds from \$1,539 Term AIII to the rate of \$1,602 Term AIII August 16, 1943 to June 30, 1944

Mary L Friedrich Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Evelyn A Furber Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Norma L Hovden Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Margery L Hutchison Junior Library Assistant Library from \$1,413 Term AIII to the rate of \$1,476 Term AIII September 1, 1943 to June 30, 1944

Mary E Kendall Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Dorothy C Lundeen Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Vera Makivirta Library Assistant Library from \$1,665 Term AIII to the rate of \$1,728 Term AIII September 1, 1943 to June 30, 1944

Theodora G Melone Junior Library Assistant Library from \$1,287 Term AXIII to the rate of \$1,413 Term AXIII September 1, 1943 to June 30, 1944

Gladys Miller Library Assistant Library from \$1,665 Term AIII to the rate of \$1,728 Term AIII September 1, 1943 to June 30, 1944

Elizabeth Moore Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Ester E Motz Library Assistant Library from \$1,602 Term AIII to the rate of \$1,665 Term AIII September 1, 1943 to June 30, 1944

Gladys Nollman Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Yvonne A Novak Junior Library Assistant Library from \$1,287 Term AIII to the rate of \$1,476 Term AIII September 1, 1943 to June 30, 1944

Janet C Rhame Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Emma Rinteela Junior Library Assistant Library from \$1,413 Term AIII to the rate of \$1,476 Term AIII September 1, 1943 to June 30, 1944

Mary L Schwedes Junior Library Assistant Library from \$1,287 Term AIII to the rate of \$1,476 Term AIII September 1, 1943 to June 30, 1944

Marie P Samanisky Library Assistant Library from \$1,602 Term AIII to the rate of \$1,665 Term AIII September 1, 1943 to June 30, 1944

Evelyn B Thompson Junior Library Assistant Library from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Ruth V White Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Virginia Wilson Library Assistant Library from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Gladys V M Roskilly Senior Clerk-Stenographer Administration Institute of Technology from \$1,665 Term AIII to the rate of \$1,731 (COLS rate increase) Term AIII for 1943-44

Edith L Gardner Junior Library Assistant Architecture from \$1,413 Term AIII to the rate of \$1,476 Term AIII September 1, 1943 to June 30, 1944

Marie J Eller Library Assistant Library Department of Agriculture from \$1,539 Term AIII to the rate of \$1,602 Term AIII September 1, 1943 to June 30, 1944

Emily P Fried Junior Library Assistant Library Department of Agriculture from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Jean J Gardner Junior Library Assistant Library Department of Agriculture from \$1,224 Term AIII to the rate of \$1,413 Term AIII September 1, 1943 to June 30, 1944

Myrtle F Hales Junior Library Assistant Library Department of Agriculture from \$1,413 Term AIII to the rate of \$1,476 Term AIII September 1, 1943 to June 30, 1944

Henry W Kramer Plot Supervisor Soils from \$1,800 Term AIII to the rate of \$1,980 Term AIII October 1, 1943 to June 30, 1944

Adeline Melcher Chief Switchboard Operator Physical Plant from \$1,350 Term AIII to \$1,476 Term AIII for 1943-44

Edith Corbett Switchboard Operator Physical Plant from \$1,098 Term AIII to \$1,161 Term AIII for 1943-44

Ann Burckhard Switchboard Operator Physical Plant from \$1,098 Term AIII to \$1,161 Term AIII October 1, 1943 to June 30, 1944

Myrtle Gable Switchboard Operator Physical Plant from \$1,098 Term AIII to \$1,224 Term AIII for 1943-44

Catherine Heller Switchboard Operator Physical Plant from \$1,098 Term AIII to \$1,161 Term AIII for 1943-44

Edith Hermann Switchboard Operator Physical Plant from \$1,098 Term AIII to \$1,224 Term AIII for 1943-44

Margaret Knowlton Switchboard Operator Physical Plant from \$1,098 Term AIII to \$1,224 Term AIII for 1943-44

Marie Steele Night Switchboard Operator Physical Plant from \$1,224 Term AIII to \$1,350 Term AIII for 1943-44

Richard Buelow Watchman Physical Plant from \$1,476 Term AII to \$1,539 Term AII for 1943-44

Arthur Ernest Watchman Physical Plant from \$1,665 Term AII to \$1,728 Term AII for 1943-44

Louis Mercil Watchman Physical Plant from \$1,665 Term AII to \$1,728 Term AII for 1943-44

Earl S Myers Watchman Physical Plant from \$1,665 Term AII to \$1,728 Term AII for 1943-44

Francis O Peterson Watchman Physical Plant from \$1,665 Term AII to \$1,728 Term AII for 1943-44

Julius Syverson Janitor Physical Plant from \$1,665 Term AII to \$1,728 Term AII for 1943-44

Oscar E Nelson Driver University Farm General Service and Maintenance from \$1,665 Term AII to \$1,728 Term AII for 1943-44

Hazel Chapman Switchboard Operator University of Minnesota Hospitals from \$1,098 Term AIII to \$1,224 Term AIII for 1943-44

Hazel J Foss Switchboard Operator University of Minnesota Hospitals from \$1,098 Term AIII to \$1,224 Term AIII for 1943-44

Marie Reinertson Psychopathic Head Nurse University of Minnesota Hospitals at \$1,320 and maintenance to serve at the rate of \$2,040 Term AIV October 1-31, 1943

Esther Tank Psychopathic Head Nurse University of Minnesota Hospitals continuation of adjustment from \$1,260 and maintenance Term AIV to the rate of \$1,500 and maintenance Term AIV October 1-31, 1943

Voted to approve the following leaves of absence:

Sverre Norborg Assistant Professor Philosophy leave without salary October 16, 1943- to June 15, 1944 for confidential service in Washington DC

Esperanza Figueroa Lecturer Romance Languages leave without salary September 16-30, 1943 while detained in Mexico

Johanna Hognason Instructor and Matron School of Agriculture continuation of leave with salary November 1-15, 1943 on account of illness

Gerald M Koepcke Clinical Assistant Ophthalmology and Otolaryngology without salary leave of absence October 1, 1943 to June 30, 1944 for military service

Richard C Miller Medical Fellow Mayo Foundation leave without salary October 16, 1943 to June 30, 1944 for military service

Gordon A Campbell Associate Metallurgist Mines Experiment Station leave without salary September 22-30, 1943 to be married

Mildred P Kindseth Junior Record Clerk Office of Admissions and Records leave without salary October 18 to November 6, 1943 on account of illness

Julia P Richie Junior Clerk-Stenographer Soils leave without salary October 16 to December 31, 1943 to visit husband who is in the Air Service

Rosella E Leeper Clerk-Stenographer Agricultural Extension leave without salary October 1-10, 1943 to visit with husband on furlough from the armed services

Dorothy A Coolidge Assistant to the Director Coffman Memorial Union—Farm leave without salary October 1-15, 1943 on account of illness

Helen Higgins Assistant Cook University of Minnesota Hospitals leave without salary September 27 to December 31, 1943 on account of accident

Elsie M Holte General Duty Nurse University of Minnesota Hospitals leave without salary September 16 to October 3, 1943 on account of illness

Edna Navratil General Duty Nurse University of Minnesota Hospitals leave without salary September 2 to October 15, 1943 for vacation and rest

Zilpha St Onge Ward Helper University of Minnesota Hospitals leave without salary September 19 to October 15, 1943 on account of illness

President Coffey reported for the information of the Board receipt of a letter of appreciation from Mrs. Lucian S. Strong, Vice Chairman, Hennepin County Camp and Hospital Committee, American Red Cross, relative to free admission of disabled veterans to University football games.

Voted effective the beginning of the fall quarter 1943-44 to allow tuition exemption to students enrolled in the final year of Master's degree (including Agricultural Technologist's degree) curricula in undergraduate colleges under the same conditions as provided for students enrolled in the Graduate School.

The President reported for the information of the Board that since the last meeting he had approved two confidential war research contracts for the Office of Scientific Research and Development, filed supplement to the minutes, page 3206.

Voted to approve list of candidates for degrees (Navy ROTC and V-12, October 22, 1943) as recommended by the faculties and certified by the Director of Admissions and Records, filed supplement to the minutes, page 3207.

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, 1944, filed supplement to the minutes, page 3208.

Voted to approve the assignment of the Nordihydroguaiaretic Acid patent to the United States Secretary of Agriculture for use as an anti-oxidant, filed supplement to the minutes, page 3209.

Voted to approve report of the Labor Committee as set forth in the "Statement of Regents' Position Relative to Items Included in Proposed Union Employment Agreement," filed supplement to the minutes, page 3205.

Voted in cases of emergency in connection with labor policies to authorize members of the Board resident in the Twin City area to take such action as is deemed advisable by them under the circumstances.

Voted to approve the following security transactions of the Investments Committee:

July 10, 1943 through October 15, 1943

ACQUISITIONS

Stocks

Group Investments

Amount	Security	Maturity	Cost
	Philadelphia Electric Company, 500 shares common stock		\$10,087.19

Bonds

Mayo Foundation

\$20,000.00	New York, Chicago, and St. Louis Railway Company Equipment Trust Certificates, Se- ries of 1941, 1¾%	6-15-50/51	19,593.82
27,000.00	Great Northern Rail- way Company, First and Refunding 4¼% Bonds	7-1-61	30,008.14
15,000.00	Northern Indiana Pub- lic Service Company, Series "C," First mort- gage bonds, 3½%	8-1-73	15,431.25
25,000.00	United States Treas- ury Bonds, 2%	9-15-53	25,000.00

George E. Eitel Scholarship Fund

3,000.00	United States Savings Bonds—Series "G," 2½%	9-1-55	3,000.00
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Group Investments

Amount	Security	Maturity	Cost
35,000.00	Northern Indiana Public Service Company, Series "C," First mortgage bonds, 3½%	8-1-73	36,006.25
30,000.00	Pennsylvania Electric Company, First mortgage bonds, 3½%	9-1-73	31,950.00
Minnesota Hospital and Home for Crippled Children— Endowment			
50,000.00	United States Treasury Bonds, 2%	9-15-53	50,000.00
48,000.00	United States Treasury Certificate of Indebtedness, ⅞%	8-1-44	48,000.00
Senate Committee on Intercollegiate Athletics—Endowment			
20,000.00	The Baltimore and Ohio Railroad Company, Series "M" Equipment Trust Certificate, 3%	5-1-47/48	20,476.59
25,000.00	Pennsylvania Railroad Company Equipment Trust Certificate Series "L," 1¾%	2-1-46	25,314.36
30,000.00	United States Treasury Notes, Certificate of Indebtedness, ⅞%	9-1-44	30,000.00

MATURITIES

Mayo Foundation

Amount	Security	Maturity	Amount Paid	Amount Received
\$10,000.00	Atchison, Topeka and Santa Fe Railway Equipment Trust, Series "E," 1½%, 3470-79	9-10-43	\$10,221.43	\$10,000.00
10,000.00	Chesapeake and Ohio Railway Equipment Trust, 1½% Third Series of 1941	8-1-43	10,168.62	10,000.00
10,000.00	Illinois Central Equipment Trust, 2%, No. 1701-10, Series "V"	9-1-43	10,236.95	10,000.00

Amount	Security	Maturity	Amount Paid	Amount Received
4,000.00	King County, Washington "Indigent Relief" bonds, 6%	7-1-43	4,223.28	4,000.00
10,000.00	Michigan Consolidated Gas, 4% Series Notes	8-1-43	10,330.00	10,000.00
2,000.00	Province of Ontario, Canada, 6%, No. 6607955-6	9-1-43	2,000.00	2,070.00
9,000.00	Ramsey County Hospital bonds, 4¼%	8-1-43	9,116.86	9,000.00

**Minnesota Hospital and Home for Crippled Children—
Endowment**

48,000.00	United States of America Certificate of Indebtedness, ¾%	8-1-43	Par	48,000.00
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**William J. Murphy Endowment Fund for a School of
Journalism**

5,000.00	Birmingham, City of, School Building 5% Bonds	10-1-43	5,281.35	5,000.00
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Group Investments

15,000.00	State of Mississippi 3¼% Highway Bonds	8-1-43	15,862.50	15,000.00
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Senate Committee on Intercollegiate Athletics—Temporary

	Certificate of Deposit—Commercial State Bank, St. Paul	7-22-43		5,000.00
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CALLED

**Minnesota Hospital and Home for Crippled Children—
Temporary**

\$30,000.00	Canada, Dominion of, 2½%	8-15-45	\$29,662.50	\$30,000.00
1,000.00	Cincinnati Gas and Electric Company, 3¼%	8-1-66	1,087.68	1,050.00

**William J. Murphy Endowment Fund for a School of
Journalism**

5,000.00	Central Pacific Railway First and Refunding, 4%	8-1-49	Par	4,743.65
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SALES

Mayo Foundation

Amount	Security	Maturity	Amount Paid	Amount Received
\$15,000.00	Austin, City of, Minnesota, 4½% Sewers	11-15-46	Gift	\$16,650.00
30,000.00	Central Pacific Railway, 4%, Through Short Line	10-1-54	Gift	28,200.00
10,000.00	Kokomo, City of, Indiana Sewer 4%	8-1-52	10,612.86	11,907.51
10,000.00	Washington, City of, Indiana Water, 6%	4-1-49	10,788.00	12,184.34

Voted to accept with thanks the following gift:

Donor National Live Stock and Meat Board
 Amount \$3,600
 Fund National Live Stock and Meat Board Research
 (formerly the National Research Council and National Live Stock Fellowship)

Voted to accept with thanks the following gift:

Donor Josiah Macy, Jr., Foundation
 Amount \$3,500
 Fund Josiah Macy, Jr., Foundation Research
 Purpose To establish a research on the influence of nutrition upon fracture healing and disuse atrophy of bone, under the direction of Dr. W. D. Armstrong, in accordance with correspondence filed supplement to the minutes, page 3210.

Voted to accept with thanks the following gift:

Donor Joslyn Manufacturing and Supply Company
 Amount \$1,000
 Fund Joslyn Research Fund

Voted to accept with thanks the following gifts:

Donors \$50 Beverley C. Compton
 and 5 Dr. O. F. Robbins
 Amounts
 Fund Robert Meyer Clinical Associate Professorship Fund

Voted to accept with thanks the following gift:

Donor Maxine Slingsby
 Amount \$50
 Fund Medical Social Work Fund

Voted to approve the report of the Vice President, Business Administration, to the Chairman of the Executive and Finance Committee, filed supplement to the minutes, page 3211.

Voted to approve transfers of funds No. 407 to No. 464.

Voted to approve journal vouchers No. 3501 to No. 4500, with the exception of the following numbers: 3593, 3594, 3813, 3928, 3929, 3947, 4359, 4482, 4483, 4493, and 4496.

Voted to approve requisitions No. 56077 to No. 57598, \$305,460.19.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary