

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS
LABOR COMMITTEE

MINUTES

March 9, 1944

A meeting of the Labor Committee of the Board of Regents was held in the Regents' Room on Thursday, March 9, 1944 at 2:00 o'clock.

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

Mr. Claude Skeldon, Business Manager, International Brotherhood of Electrical Workers Local Union No. 292, appeared to present request for a wage increase and change in work week for electricians.

Miss Gertrude Gilman, Assistant Superintendent of the University Hospitals, and Mr. William J. Klein, Director of Service and Supplies, appeared to appeal the dispositions of Grievance No. 70, Mr. Willis S. Giles, and Grievance No. 72, Caroline Hansrud and Ida Bucher.

Mr. Norman Carle, Business Representative of Public Building Service Employees Union, Local 113, appeared with Mr. Al Hanson of the Central Labor Union and the following members of his Grievance Committee: Earl Leighton, Laurence Jergenson, and Kenneth Trachy.

Voted to recommend approval of the following revision of rates, effective January 1, 1944:

Steam Operating Engineer, Class 9628:

Present Scale:

Basic AII 2100-2160-2220-2280-2340-2400
Adjusted AII 2280-2340-2400-2460-2520-2580

New Revised Scale:

Basic AII 2100-2220-2340-2400
Adjusted AII 2280-2400-2520-2580

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New Revised Scale:

Basic AII 2100-2220-2340-2400
Adjusted AII 2280-2400-2520-2580

Fireman, First Class, Class 9678:

Present Scale:

Basic AII 1740-1800-1860-1920-1980-2040-2100
Adjusted AII 1917-1980-2040-2100-2160-2220-2280

New Revised Scale:

Basic AII 1740-1860-1980-2100
Adjusted AII 1917-2040-2160-2280

Voted to postpone action on the appeal of grievance presented by Regent Olson involving cost of living adjustment for Fred Giesler, County Agent. The Secretary was notified to obtain the cost of giving similar cost of living adjustments for other County Agents and employees similarly affected in the Department of Agricultural Extension. The Secretary was further instructed to have Mr. Middlebrook, Business Vice President, and Mr. P. E. Miller, Director of Agricultural Extension, present at the next Labor Committee meeting when this case will again be brought up.

Voted not to approve the request of Mr. Skeldon, Business Manager, International Brotherhood of Electrical Workers Local Union No. 292, for a 40-hour week and a monthly wage of \$260 for electricians.

Voted to sustain the decision of the Director of Civil Service Personnel in the following cases appealed by Miss Gilman and Mr. Klein:

A-18, W. S. Giles, Grievance Case Number 70

A-19, Hansrud and Bucher, Grievance Case Number 72

Voted not to approve the appeal of Mr. Carle regarding the granting of sick leave to part-time janitresses employed in downtown office buildings as presented in the case of Inga Anderson, et al. from the Flour and Corn Exchange Buildings.

Voted to take actions as indicated on the following proposals of Public Building Service Employees Union, Local 113, for changes in Civil Service Rules:

ARTICLE 1 (A and B)

Extract from Union Proposal

“(A) All non-academic employees shall be free to join the union. Membership or non-membership in the union shall not be a condition precedent to obtaining or retaining employment.

- "(B) There shall be no discrimination against any employee because of union affiliation, nor favor to any employee by reason of non-affiliation with the union."

Action of the Labor Committee

The Labor Committee is concerned that there be no discrimination against any employee because of union affiliation. They believe this has been accomplished by Rule 9 A which reads as follows:

9. Religion, Politics and Union Affiliation

- A. In no case shall inquiry be made as to the religious, political or union affiliation of an applicant or an employee, nor shall there be any discrimination because of religious, political or union affiliation.

ARTICLE 1

Extract from Union Proposal

- "(c) The Board of Regents recognizes the right of the union to elect or select a Job Steward or committee to handle the union business from time to time on both the main campus and farm campus, and will allow the posting of union notices of a normal nature, such as meetings, etc. on the regular bulletin boards; and further, will allow time off for any employees who are elected or delegated to handle union grievances along with the Business Representative with no loss of pay, for such time off. Further, the Board of Regents will recognize any of the employees elected or delegated to a convention of the American Federation of Labor, with no loss of pay for such time off."

Action of the Labor Committee

The Labor Committee recognizes the right of the Union to elect or select any Job Steward or Job Committee which it may desire. The Labor Committee stipulates, however, that any University employee so elected or selected shall not undertake functions which interfere with the performance of University assigned duties. They believe this has been accomplished by Rule 9 B which reads as follows:

9. Religion, Politics and Union Affiliation

- B. Any employee shall be free to join any union or other lawful organization, but the right to work in the University cannot be dependent upon membership or non-membership in any union or other lawful organization. Any employee shall be free to hold office in any union or other lawful organization, provided the holding of such office does not interfere with the performance of assigned University duties.

The Labor Committee concurs with the present practice of allowing the Grievance Committee to meet with the Director of Civil Service Personnel and with the Labor Committee without loss of pay. The Committee recognizes as well that the union, as it has done in the past, may post formal notices of meetings. If the work of the department allows, an employee may be given a leave of absence without pay to attend the American Federation of Labor Convention as a delegate.

ARTICLE 2

Extract from Union Proposal

"Any claim of alleged violation of any provision of this statement, to receive consideration, must be in writing, specifying the details of the alleged violation. Any claim of alleged violation of any provision of this statement with respect to wages, hours, vacations and days off, shall be presented within thirty (30) days after first obtaining knowledge of the alleged grievance."

Action of the Labor Committee

The Committee believes that Rule 2 A, Part IV accomplishes this purpose. It reads as follows:

2. Disposition of Grievance

- A. Any employee or his authorized representative (which may be a grievance committee) shall have the right 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; provided, however, that grievances involving wages, hours, vacations, and sick leave must be presented within 30 days after the pay day for the period in which the alleged grievance arose.

ARTICLE 3

Extract from Union Proposal

"It shall be optional upon the employee as to whether he or she shall take room, meals or laundry at the University. If such service is furnished, a charge not to exceed \$10 (ten dollars) per month for room, \$25 (twenty-five dollars) per month for three (3) meals per day, and \$5 (five dollars) per month for laundry may be deducted from the employee's pay.

"Any employee requesting the discontinuance of such services, such payments to the University shall cease and shall revert back to the employee in addition to his regular pay from the date of the discontinued service.

"Any employee desiring any of the above services shall notify the department head in writing of such desire, and any

employee wishing to discontinue such services shall do likewise. Such service shall be by the month only."

Action of the Labor Committee

The schedule of perquisites published annually in the operating budget of the University and in the *Class Specifications for Positions in the Civil Service* are now as follows:

Code No.	Perquisite	Value Per Month
1	Residence	\$40.00
2	Full Maintenance	40.00
3	Board and Room	35.00
4	Board and Laundry	30.00
5	Board Only	25.00
6	Room Only	10.00
7	Dinners Only	12.50
8	Lunches Only	7.50
9	Breakfasts Only	5.00
10	Laundry Only	5.00

The rates set forth in the first paragraph of Article V above are in conformity with this published schedule.

The Committee calls attention to Rule 7 B, Part III, Page 4, which reads as follows:

7. Salary Schedules:

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.

This rule was adopted after hospital employees in a vote indicated overwhelmingly their desire for cash in lieu of meals. In order that there may not be any hardship imposed upon employees, the University as an administrative practice has provided for the furnishing of meals *on a cash basis* to those employed in food preparation and handling where other eating facilities are not reasonably available. In view of the shortage of help, and because of the complications arising under the point system in the feeding of Army and Navy trainees, it is not feasible to provide eating arrangements which might vary by an employee's option every month of the year as proposed in Article III.

ARTICLE 3 (Paragraphs 3 and 5)

Extract from Union Proposal

"The Board of Regents shall not increase the rates of the above services except by mutual consent of the union and the Board of Regents.

"The Board of Regents agrees that all conditions of employment relating to wages, hours, overtime differentials, vacations, meals, room and working conditions, shall be maintained at not less than the minimum standards established by this statement."

Action of the Labor Committee

This is not legal under the opinion of the Attorney General. The Regents must reserve the right to revise the schedule of prerequisites as, in their judgment, necessity requires.

ARTICLE 4

Extract from Union Proposal

"The regular work week for all non-academic employees as herein defined, shall be forty (40) hours; (five (5) eight (8) hour days.) Anyone working in excess of the above shall constitute overtime and shall be paid at the rate of time and one-half. Where full time employees are now working less than the above work week, their hours per week shall not be increased. No employee shall be required to work over eight (8) hours in any twelve (12) hour period of a twelve hour day. All employees shall be entitled to at least thirty (30) minutes for meals. All employees shall be entitled to two (2) days off per week, in which one of those days must be on Sunday every other week. Employees shall not be required to take time off in lieu of any overtime work."

Action of the Labor Committee

This article involves (1) the establishment of a forty-hour week of five eight-hour days, and (2) overtime pay at time and a half.

Both of these proposals would require substantial additional funds. The legislative appropriations to the University for operation in the biennium 1943-1945 made no provision for additional staff which would be necessary with a shortening of the work week, and no funds for payment above existing rates of pay now in effect. When the legislative requests of the University for appropriations were prepared for the biennium 1943-1945 the Regents fully understood that the rates of pay for certain classes of University employees were lower than the rates of pay for like work of other state employees, and that hours of service required of University employees were in some instances in excess of those required of other state employees doing like work. It was the judgment of the Regents that funds should be requested first for an equalization of rates of pay. This was done. The equalization of rates has been accomplished. It is the plan of the Regents to request in the next legislative session the funds which will permit an equalization of hours of service. They pledge their efforts to this end. In the absence of funds the Regents have endeavored to meet the overtime problem, wherever it was unavoidable, either by corresponding time off or by payment at the established rates of pay.

ARTICLE 5

Extract from Union Proposal

"Employees who have to work the following days shall receive time and one-half as their compensation, viz; New Year's Day, Decoration Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day."

Action of the Labor Committee

The following civil service rule, recently approved, is the Committee's position on this proposal:

10. Working Day:

D. Employees who are on an annual or monthly pay basis who are required to work on New Year's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Decoration Day, Fourth of July, Labor Day, Election Day (even numbered years), Armistice Day, Thanksgiving Day and Christmas Day, shall be granted at the discretion of the department either equivalent time off within 30 days or additional pay for service on these days at the University established rates of pay. If the department is unable to grant the time off within 30 days after the holiday, the employee may accept the payment or request the time to accumulate to be taken at a later date at his convenience.

ARTICLE 6

Extract from Union Proposal

"Each employee shall be allowed four (4) weeks' sick leave with pay (twenty-eight (28) days) each fiscal year, accumulative not to exceed one hundred (100) days, upon the completion of one year's service on either the miscellaneous or regular pay roll. Employees having worked less than one year shall receive one day's sick leave per month for each month of service up to one year, and then be accorded the above-mentioned privileges."

Action of the Labor Committee

The civil service rules have recently been amended to provide a change in the maximum accumulation of sick leave from twenty-four (24) days to one hundred (100) days effective January 1, 1944. This amended rule, 17 A, Part III reads as follows:

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 100 working days.

ARTICLE 7 (Paragraph 1)

Extract from Union Proposal

"Each non-academic employee who has been in the employ of the employer for a period of one year or more and has had not less than forty (40) weeks (or its equivalent—240 days) of employment during the year prior to October 1st of the current year, and would be in the employ of the University, shall receive two (2) weeks vacation with full pay. Such vacation shall be given between the months of May and October 1st, inclusive, and in the order of their seniority unless some other time is mutually agreed upon between the Employer and the employee or the Union."

Action of the Labor Committee

The University allows 12 working days of vacation with full pay, which is the equivalent of the two weeks' vacation cited above. Limitation of *all* vacations to the period between May 1 and October 1 is not feasible at the University where the range of activities is wide, and where, as in farm operations, the May 1 to October 1 period is the time of heaviest work. In other respects the University's existing rules and regulations are more liberal than requested above. Attention in this respect is directed to 16 J and K, Part III, Page 7, which read as follows:

16. Vacation Leave:

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.

For purposes of interpretation, Rule 16 J applies to all employees on the regular pay roll on a twelve-month full-time appointment and Rule 16 K applies to all employees on the miscellaneous pay roll for twelve-month continuous full-time service.

ARTICLE 7

Extract from Union Proposal

"Those employees who receive maintenance at the University shall receive their full cash equivalents in lieu of any maintenance during their vacations, providing, however, such employee does not partake of any of those services mentioned in Article 3 during said vacation."

Action of the Labor Committee

The Committee calls attention to a recent addition to the Civil Service rules, Rule 16 N, Part III, which provides as follows:

16. Vacation Leave:

N. Any employee who is receiving board as part compensation and who is granted vacation or sick leave with pay shall be given the cash equivalent of such board during such leave provided the leave of absence extends at least one week.

This is the policy now in effect in state institutions for other state employees.

ARTICLE 8

Extract from Union Proposal

"In the reduction of the personnel because of the lack of work, because of quitting, or because of the constant turn-over, or for any other reasons, all employees in the order of their seniority may qualify for the better positions before any new employees are hired. Night employees shall be first considered for the day jobs.

"The University will endeavor to recognize seniority on the basis of the length of service, relative capability and eligibility, through examination of any employee in connection with the nature of the work to be performed, will be considered. Senior employees shall be accorded a chance to qualify for a thirty (30) day period; after completion of such shall be considered a permanent employee for such position."

Action of the Labor Committee

The Committee believes that employees already in the service should be given first opportunity to qualify for vacancies and they have recognized in their rules that seniority is of importance. Attention is called to 3 B, Part III, Page 3 which reads as follows:

3. Transfers, Promotions, and Demotions:

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.

The present policy is to give employees on night shifts first opportunity to qualify for transfer to positions in the same classification in the daytime service. The Labor Committee is requesting the Civil Service Committee to consider the desirability of formally including this policy in the civil service rules.

ARTICLE 8 (Paragraph 3)

Extract from Union Proposal

"Upon the vacancy of any position of the non-academic service, such vacancy shall be posted upon the bulletin board for a period of five (5) days to allow any present employee to qualify for such position; and that a notice of such position be forwarded to the Union for posting."

Action of the Labor Committee

Existing rules provide for the posting of vacancies. Attention is called to 5 B, Part III, Page 4, which reads as follows:

5. Notice of Vacancies:

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.

The Labor Committee is requesting the Civil Service Committee to formulate and recommend an amended rule to provide for posting vacancies at least five days before filling positions.

The Regents have already instructed the Director of Civil Service Personnel to furnish Local 113 with a notice of such vacancies in the service group.

ARTICLE 9

Extract from Union Proposal

"Should an employee be called or enlist in the Military Service of the United States in case of war or the declaration of an emergency, such employee shall continue to accrue seniority until returning to work, providing that the employee shall return to work within forty (40) days after completion of such service."

Action of the Labor Committee

It is the opinion of the committee that Rule 19, Part III makes provision for this proposal. It reads as follows:

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 pay roll for at least six months may be granted leave without pay during their active service in the armed forces of the United States. For such officers and employees seniority shall accrue during leave, and they shall be reinstated to their former position 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.

This rule is more liberal in length of time for reporting than Article 9.

The Committee also calls attention to the leave provision for service in the Minnesota State Guard, which reads as follows:

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.

ARTICLE 10

Extract from Union Proposal

"Any employee who wishes to quit his or her position shall give the Board of Regents two weeks' notice. If the Board of Regents wishes to discharge an employee, it shall give the employee two (2) weeks' notice. Such notices shall be in writing and a copy of same sent to the union."

Action of the Labor Committee

The Committee is in accord with the general provision of Article 10 and is referring to the Civil Service Committee for its consideration and recommendation the proposal that Rule 4 A, Part III which now reads as follows:

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.
- be amended to add
- B. Any employee in the Civil Service who resigns shall give notice of such resignation not less than two weeks prior to the last day of service.
- C. If for any reason other than disciplinary the service of an employee on the regular pay roll or full time on the miscellaneous pay roll for not less than six months is terminated, notice of such termination shall be given the employee not less than two weeks prior to the last day of service.

The proposal that a copy of discharge notices be sent to the Union assumes knowledge on the part of the University that the employee is a member of the Union. The University does not have and does not intend, as stated in Rule 9 A, Part III amended, to accumulate such information. It is of course understood that if the Union feels that any member has been unjustly discharged a grievance may be presented, to be handled in accordance with the procedure set forth in Part IV.

ARTICLE 11 (Paragraph 1)

Extract from Union Proposal

"All janitors, janitresses, laborers, maids, domestic helpers, all attendants, kitchen help, seamstresses, laundry help, main-

tenance mechanics, maintenance men, all farm help, floor men, hospital help and any employee coming under the non-academic group now or in the future (excepting skilled trades having a jurisdictional mutual understanding) shall be recognized as being included and covered by this statement in respect to wages, hours, conditions of employment, and all other matters not specifically covered by this statement."

Action of the Labor Committee

No action. The intent of this paragraph should be clarified.

ARTICLE 11 (Paragraph 2)

Extract from Union Proposal

"All employees shall be considered permanent employees upon completion of a six (6) months' probationary period, and shall be placed on the permanent or monthly pay roll. No employee shall suffer a reduction because of such change. Upon the changeover from the miscellaneous pay roll to the permanent or monthly pay roll, such employee shall be entitled to the first \$5 monthly increment and with an additional \$5 increment per month each fiscal year thereafter until the maximum for such classification is reached."

Action of the Labor Committee

The University maintains two pay rolls, commonly called the *regular pay roll* and the *miscellaneous pay roll*. Employees on the regular payroll occupy positions which are considered as permanent and continuing. In normal times employees on the miscellaneous pay roll occupy positions which are considered as neither permanent nor continuing but instead casual, temporary and provisional. This distinction arises in normal times from various circumstances: (1) Because there are time limitations of funds which do not justify inclusion on the regular pay roll of certain positions and (2) because there are peaks of University work which can be met only by temporary employment during the peak periods and (3) because the University, as an educational institution, must in every way possible use needy students in its service in order that they may be given financial help to continue their education. Student employment is thus necessarily temporary and casual. It must also be stressed that during the current war period the University has necessarily employed many people on the miscellaneous pay roll, particularly in the service groups whose services are needed in the housing and feeding of Army and Navy personnel, but whose services in these positions probably will not be required when these programs of training are terminated. The Committee therefore cannot agree to the proposed provision that "all employees shall be considered permanent employees upon completion of a six months' probationary period and shall be placed on the permanent or monthly pay roll." The Com-

mittee endorses the policy of recruiting from the miscellaneous pay roll group for vacancies on the regular, continuing pay roll. It is furthermore the hope of the Regents that many of the employees who continue in the University service during the war period will find permanent and continuing employment with the University after the war. It seems clear that there will be increased enrollment in the University after the war and consequently some expansion of pre-war normal employment.

In this connection attention is directed to Rules 1 E, 3 D, 3 F, 3 G, and 7 A, Part III which read as follows:

1. Appointments:

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.

3. Transfers, Promotions, and Demotions:

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.

F. There shall be no reduction in the rate of pay of a Civil Service 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.

G. No employee shall be required without his consent to assume temporarily the duties of a higher salary class for longer than one month cumulatively in any fiscal year without adjustment in pay to at least the minimum of the higher class.

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.

ARTICLE 11 (Paragraph 3)

Extract from Union Proposal

"All employees changing from one classification to another which is higher, as prescribed under Article 8, shall receive the next highest rate above their previous rate under the old classification plus the regular \$5 increment as defined above. No employee shall be required to assume any position which is higher for any period of time, unless such employee is paid at the higher rate during the period of such vacancy."

Action of the Labor Committee

It is the Committee's opinion that provision for the above has been made in Rules 1 E, 3 D, 3 F, 3 G, and 7 A, Part III, as indicated under the Committee's action on Article 11 (Paragraph 2) on page 259.

ARTICLE 11

Extract from Union Proposal

"Proposed recommendation for wage schedule, both minimum and maximum, with the proposed increments we believe essential; the establishment of such should eliminate the now existing normals.

Minimum Rates (Male)

	Mini- mum	Maxi- mum
Floor Men, Laborers, Farm Laborers, Store Clerks, Asst. Laboratory Attendant, Laboratory Technician (Male), Asst. Laboratory Mechanic, Asst. Maintenance Mechanic, Asst. Gardener	\$1,500	\$1,800 annually
Jr. Stores Clerk	\$1,200	\$1,500 annually
File and Mail Clerks	\$1,680	\$1,980 annually
Janitors, Truck Drivers, Maintenance Man, Maintenance Mechanics, Laboratory Attendants, Asst. Herdsmen, Asst. Washmen, Laboratory Attendants, Ice Cream Maker, Watchmen, Sr. Stores Clerk, Laboratory Mechanic, Creamery Man, Gardener Plot Supervisor, Poultry Man	\$1,800	\$2,100 annually
Book Binders, and Forwarders, Herdsmen, Washmen, General Mechanics, Farm Foremen, Sr. Laboratory Mechanics	\$2,100	\$2,400 annually
Custodial and Sub-Foreman, Mechanic Foreman	\$2,400	\$2,700 annually
Chief Laboratory Mechanic and Sr. Custodial Foreman	\$2,700	\$3,000 annually

	Mini- mum	Maxi- mum
Sr. Mechanic Foremen	\$3,000	\$3,300 annually
Steamfitters	Prevailing Scale	
Electricians	Prevailing Scale	

\$60 annual increments shall be included to the above minimums until the maximums have been reached.

Minimum Rates (Female)

Kitchen Help, Dishwashers, Salad Girls, Counter Girls, Maids, Domestic Helpers, Ward Helpers, Asst. Seamstresses, Asst. Laboratory Technicians (Female), Clerk Stenographers, Laundresses (except hand ironers and press operators) Elevator Operators	\$1,200 to \$1,500 annually	
Asst. Cook, Matron Housekeeper, Seamstresses	\$1,500 to \$1,800 annually	
Cooks, and Janitresses, Hand Ironers and Press Operators	\$1,680 to \$1,980 annually	
First Cooks	\$1,800 to \$2,100 annually	
Head Cooks	\$2,100 to \$2,400 annually	

\$60 annual increments shall be included to the above minimums until the maximums have been reached.

"Any employee now receiving in excess of the above schedules shall not suffer any reduction in pay because of this contract, but shall receive the next higher schedule to conform with years of service in accordance to the increment and automatic schedule."

Action of the Labor Committee

The Labor Committee is referring these proposed rate changes to the Civil Service Committee for investigation with the understanding that the committee investigation will include among others things (1) the interrelation of the wage structure within the whole civil service and the relationship of the civil service wage structure to the salary scale of academic groups (2) the relationship to the state civil service structure and (3) the relationship to prevailing wages in comparable employment in this area.

ARTICLE 11

Extract from Union Proposal

"Employees required to report for work and who have not received notice the day before not to report, shall be granted at least four (4) hours work or paid four (4) hours in lieu thereof (one-half day.) Any work over four (4) hours shall be paid at the regular rate up to eight (8) hours with time and one-half over eight (8) hours."

Action of the Labor Committee

It is the opinion of the Committee that Rule 7 E, Part III covers this proposal. It reads as follows:

7. Salary Schedules:

E. Any employee in the Civil Service who is required to report for full-time service shall be given either four hours of work on the day of reporting or be given four hours pay in the absence of such work.

ARTICLE 11

Extract from Union Proposal

"All wages as herein provided shall be computed on a monthly basis and shall be paid semi-monthly on a regular date. Five (5) days shall be allowed the Employer to make up and distribute the pay roll."

Action of the Labor Committee

The employees on the semi-monthly miscellaneous pay rolls have received their pay from seven to ten days after the close of each pay roll period. Because of the physical separation of the many University units and the requirement that all checks be approved and signed by the State Auditor and the State Treasurer in St. Paul, it is the opinion of the Committee that there are no ways by which this period may be shortened at this time.

Voted to adjourn.

HEDWIN C. ANDERSON, Secretary Pro Tem

Martha Barker from Assistant Cook University of Minnesota Hospitals at \$1,224 Term AII to Acting Cook at the rate of \$1,350 Term AII February 16 to June 30, 1944

Harriet Fitzpatrick from Assistant Nursing Supervisor University of Minnesota Hospitals at \$1,680 and room Term AIV to Nursing Supervisor (Night) at the rate of \$1,800 and room Term AIV January 16 to June 30, 1944

Maxine Knutilla from General Duty Nurse University of Minnesota Hospitals at \$1,500 Term AIV to Head Nurse at the rate of \$1,680 Term AIV February 16 to June 30, 1944

Esther R McGuire from Psychopathic General Duty Nurse University of Minnesota Hospitals at \$1,620 Term AIV to Acting Psychopathic Head Nurse at the rate of \$1,740 Term AIV November 1, 1943 to June 30, 1944

Louise I Tomm Assistant Nursing Supervisor University of Minnesota Hospitals at \$1,380 and maintenance Term AIV to serve as Nursing Supervisor at the rate of \$1,500 and maintenance Term AIV October 19, 1943 to March 31, 1944

Voted to approve the following salary adjustments:

Norton C Ives Assistant Professor and Extension Agricultural Engineer Agricultural Extension from \$2,700 Term AIV to the rate of \$3,200 Term AIV February 16 to June 30, 1944

Gordon V Anderson Acting Director Office of Dean of Students—Student Counseling Bureau from \$2,700 Term AXIII to the rate of \$3,000 Term AXIV January 1 to June 30, 1944

Karl d'A Andresen Clinical Instructor Medicine at \$1,072 Term AH40 (\$2,680 A rate) to the rate of \$670 Term AH25 (\$2,680 A rate) January 16 to June 30, 1944

Elmer W Ziebarth Instructor and Program Director Speech and Radio Broadcasting at \$2,568 Term C (50% time in Radio Broadcasting at \$3,000 rate per Term A and 50% time in Speech as Instructor at \$2,135 rate per Term B) to receive \$1,315 January 24 to June 30, 1944 Term C (75% time in Radio Broadcasting at \$3,052 rate per Term A and 25% time in Speech at \$2,135 rate per Term B)

Anne Petrovich Instructor School of Nursing United States Public Health Service—Nurse Cadet Corps at \$1,225 Term C (\$2,100 A rate) December 1, 1943 to June 30, 1944 to \$900 Term C (\$2,160 A rate) February 1 to June 30, 1944

Jeneva L Skoglund Instructor School of Nursing United States Public Health Service—Nurse Cadet Corps at \$1,316 Term C (\$1,920 A rate) October 25, 1943 to June 30, 1944 to \$900 Term C (\$2,160 A rate) February 1 to June 30, 1944

Jean Knutilla Instructor School of Nursing United States Public Health Service at \$2,000 Term AIV to \$439 Term C (\$2,100 A rate) January 1 to March 15, 1944

Joseph R Baldrige Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 1 to June 15, 1944

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

March 10, 1944

A meeting of the Board of Regents was held in the Regents' Room on Friday, March 10, 1944 at ten o'clock.

Present: Regent Snyder, presiding; Regents 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 February 11, 1944
Labor Committee of February 11, 1944

Voted to approve the following corrections of minutes:

September 25, 1943, resignation of Ruth E Shrader Laboratory Technician Veterinary Medicine effective September 30, 1943 to read September 20, 1943

November 20, 1943 the Nursing Supervisor title of Harriet Fitzpatrick should read Assistant Nursing Supervisor

Voted to approve the following terminations of employment:

Lester B Shippee Professor and Chairman History effective March 9, 1944 (deceased February 9, 1944)

Charles W Nichols Associate Professor English effective March 15, 1944 (deceased February 15, 1944)

Archibald B Butter Clinical Associate Professor School of Dentistry effective March 6, 1944 (deceased February 6, 1944)

Esperanza Figueroa Lecturer Romance Languages effective March 15, 1944

Nicholas Efimenco Instructor Political Science effective March 15, 1944

Arthur H Mankin Teaching Assistant Physics effective February 15, 1944

Irving Simos Teaching Assistant Psychology effective February 15, 1944

Eugene Comley Teaching Assistant Chemistry effective February 15, 1944

Horace R Davis, Jr Teaching Assistant Chemistry effective February 29, 1944

Joseph Vodonik Teaching Assistant Chemistry effective February 15, 1944

Stanley Rolfson Research Assistant Abbott Laboratories effective February 15, 1944

Jose E Bisquerrt Medical Fellow Mayo Foundation effective February 15, 1944

George V Brindley, Jr Medical Fellow Mayo Foundation effective March 15, 1944

George J Hummer Medical Fellow Mayo Foundation effective September 30, 1943

Jean E Maack Associate Scientist Hormel Institute of Research effective February 21, 1944

Elsie N Hanson Account Clerk Office of the Comptroller effective February 29, 1944

Lois J Wold Junior File and Mail Clerk Office of the Comptroller effective February 8, 1944

Ida Kreilkamp Senior Clerk Office of Dean of Students—Student Counseling Bureau effective March 15, 1944

Phyllis W Rasmussen Clerk-Stenographer Office of Dean of Students effective February 25, 1944

Eugenie S Meyer Record Clerk Admissions and Records effective March 6, 1944

Doris M Hansen Clerk-Stenographer Physics effective February 10, 1944 (noon)

Hilda A Bauer Assistant Laboratory Attendant Chemistry effective February 15, 1944

Mary B Tritle Record Clerk Admissions and Records effective February 28, 1944

Julia P S Richie Junior Clerk-Stenographer Soils effective February 15, 1944

Cleo E Scott Stearns County Home Demonstration Agent Agricultural Extension effective March 25, 1944

Helen M Stensgaard Nicollet County Home Demonstration Agent Agricultural Extension effective March 17, 1944

Telford Hellie Farm Laborer West Central School and Experiment Station effective February 9, 1944

Edith A Lindberg Clerk-Stenographer Physiology effective December 31, 1943

Elaine C Walsh Senior Clerk-Stenographer Administration College of Education effective March 14, 1944

Marjorie G Carlson Junior Clerk-Stenographer Graduate School effective February 15, 1944 (noon)

DeLoris J Seifert Junior Clerk-Stenographer Library Instruction effective February 28, 1944 (noon)

Bernice A Fairfax Clerk-Stenographer Municipal Reference Bureau effective February 15, 1944

Fred M Pedersen Maintenance Mechanic Physical Plant effective February 24, 1944 (Deceased January 24, 1944)

Mabel I Johnson Maid Ada Comstock Hall effective February 24, 1944

Lois M Hanson Assistant Sales Manager University of Minnesota Press effective February 9, 1944 (noon)

Margaret Opdahl Clerk-Stenographer National Foundation for Infantile Paralysis—Training Courses in Kenny Technique effective February 29, 1944

Christ Aemmer Assistant Laboratory Attendant Anatomy—National Foundation for Infantile Paralysis effective February 7, 1944

The following in the University of Minnesota Hospitals

		Effective Date
James A Boland	Cook	February 25, 1944
Phyllis Eberlein	Medical Social Worker	February 19, 1944
Gertrude L Gunn	Senior Record Clerk	December 31, 1943
Teresa O Hanson	Head Nurse	February 17, 1944
Helen Knauff	General Duty Nurse	February 23, 1944
Herbert Norberg	Hospital Attendant	March 9, 1944

Jack Tjossem recipient of a University High School tuition scholarship effective March 16, 1944

Shirley A Boberg as recipient of a Pratt-Whitney scholarship effective September 6, 1943

Sarah Bobst as recipient of a Pratt-Whitney scholarship effective September 6, 1943

Voted to approve the following appointments:

Andrew Boss Professor Emeritus Experiment Station Department of Agriculture to serve as Acting Associate Director Experiment Station without additional remuneration during the leave of absence of Forrest R Immer beginning February 15, 1944 for the duration of the European Campaign

Haven Emerson as Professorial Lecturer Preventive Medicine and Public Health for the spring quarter of 1943-44 at \$2,400 Term CX

August C Krey Professor History to serve as Chairman of History Department beginning March 1, 1944

Halvor O Halvorson Professor Bacteriology and Acting Director of the Hormel Institute of Research to serve as Director of the Hormel Institute of Research beginning February 7, 1944

Amaretta Jones as Lecturer Sociology for the spring quarter of 1943-44 at \$1,000 Term C

Louis H Towley as Lecturer Sociology for the spring quarter of 1943-44 at \$200 Term CH20

Paul S Parker Clinical Assistant Professor School of Dentistry March 27 to June 15, 1944 at the rate of \$1,050 Term BH3 (\$3,850 B rate)

J Horton Daniels as Physician Students Health Service and Instructor Preventive Medicine and Public Health March 1 to June 15, 1944 at the rate of \$3,600 Term BX

Elizabeth M Whitman as Instructor Rhetoric January 16 to March 31, 1944 at \$206 Term CHX50 (\$1,485 B rate)

Cynthia P Holly as Instructor School of Nursing United States Public Health Service—Cadet Nurse Corps February 14 to June 30, 1944 at \$728 Term C (\$1,920 A rate)

Maria Hortelius as Instructor Scandinavian Language and Area Group beginning January 1, 1944 at \$160 per month (68 years of age)

Nora L Larson as Research Fellow Zoology Research Funds February 1 to June 30, 1944 at \$750 Term C (\$1,800 A rate)

Daniel Tenenberg as Research Fellow Zoology Research Funds February 1 to June 30, 1944 at \$712 Term C (\$1,710 A rate)

David Spriestersbach as Research Assistant Biochemistry—Minnesota Dairy Industry Committee Research February 1 to June 30, 1944 at \$738 Term C

James F Bosma as Research Fellow Pediatrics National Foundation for Infantile Paralysis—Research on Physiological Problems of Infantile Paralysis February 1 to June 30, 1944 at \$750 Term CH75 (\$2,400 A rate)

Janet Craig as Teaching Assistant History January 16 to June 15, 1944 at \$123 Term CHX17

Vita K Birnberg as Teaching Assistant Psychology January 24 to June 15, 1944 at \$175 Term CH25

Richard T Centers as Teaching Assistant Psychology for the spring quarter of 1943-44 at \$166 Term CH38

Loraine W Funk as Teaching Assistant Chemistry February 16 to June 15, 1944 at \$369 Term CH63

Amy J Holmblade as Research Assistant Graduate School Research Funds February 1 to June 30, 1944 at \$443 Term CH60

John Standish continuation of appointment as Research Assistant Entomology and Economic Zoology. Soy Flour Association Fellowship February 1 to June 30, 1944 at \$500 Term CH68

Caroline A Rosenwald as Teaching Assistant Preventive Medicine and Public Health February 16 to June 30, 1944 at the rate of \$1,328 Term E

Catherine D Carlson as Medical Fellow Obstetrics and Gynecology for 1944-45 at \$1,098 Term AXIV

Harold C Anderson as Medical Fellow University of Minnesota Hospitals January 1 to June 30, 1944 at the rate of \$1,098 Term AIV

Robert W Emmons as Medical Fellow University of Minnesota Hospitals January 1 to June 30, 1944 at the rate of \$1,098 Term AXIV

Manuel Llerenas as Medical Fellow Surgery Mayo Foundation for three years beginning January 1, 1944 at the rate of \$1,110 Term A

The following as Medical Fellows Mayo Foundation for three years beginning February 1, 1944 at the rate of \$1,110 Term A

Mary E Giffin	Medicine
William D Loose	Surgery
Irwin M Vigran	Medicine
James M Wilson	Surgery

Douglas H Taylor as Medical Fellow Minneapolis General Hospital Fund January 1 to June 30, 1944 at the rate of \$1,098 Term AIV

Elizabeth Lowry as Clinical Assistant Pediatrics without salary February 1 to June 30, 1944

Roy F Drake as Intern University of Minnesota Hospitals at \$22.50 January 1 to February 15, 1944 and as Intern and Physician Students Health Service February 16 to March 23, 1944 at \$126 Term C

Fern M Halverson as Assistant Home Demonstration Agent Agricultural Extension January 19 to June 30, 1944 at the rate of \$1,900 Term AIV

Sylvia I Runsvold as Assistant Home Demonstration Agent Agricultural Extension February 15 to June 30, 1944 at the rate of \$1,700 Term AIV

Juanita M Smith as Assistant Home Demonstration Agent Agricultural Extension January 27-31, 1944 at the rate of \$1,900 Term AIV and as Nicollet County Home Demonstration Agent Agricultural Extension February 1 to June 30, 1944 at the rate of \$1,900 Term AIV

Margaret F Fox as Junior File and Mail Clerk Office of the Comptroller February 9 to June 30, 1944 at the rate of \$1,098 Term AIII

M Jane Monson as Senior Account Clerk Office of the Comptroller February 3 to June 30, 1944 at the rate of \$1,476 Term AXIII

Bernadette L Thureson as Junior Clerk-Stenographer Admissions and Records February 15 to June 30, 1944 at the rate of \$1,098 Term AIII

Oscar C Anderson as Senior Stores Clerk General Storehouse February 1 to June 30, 1944 at the rate of \$1,476 Term AXIII

Margaret S Alstad as Messenger Library February 1 to June 30, 1944 at the rate of \$1,098 Term AIII

Merle Trangle as Junior Library Assistant Library February 1 to June 30, 1944 at the rate of \$1,413 Term AIII

Hattie C Little as Clerk-Stenographer Pediatrics February 1 to June 30, 1944 at the rate of \$1,287 Term AIII

Elsie L Lund as Clerk-Stenographer Correspondence Study February 16 to June 30, 1944 at the rate of \$1,287 Term AIII

Evelyn B Ertl continuation of appointment as Junior Scientist Zoology Research Funds February 1 to June 30, 1944 at \$750 Term C (\$1,800 A rate)

Marguerite C Erickson as Clerk-Stenographer Administration College of Science Literature and the Arts February 16 to June 30, 1944 at the rate of \$1,287 Term AIII

Michiko Imoto as Clerk-Stenographer Administration College of Education January 18 to June 30, 1944 at the rate of \$1,287 Term AIII

Marie S Hanson as Laboratory Technologist Physiology—Graduate School Research Funds January 24 to June 30, 1944 at the rate of \$1,602 Term AIII

Barbara M Krezowski as Junior Clerk-Stenographer Graduate School February 16 to June 30, 1944 at the rate of \$1,098 Term AIII

Lede Kuehl as Clerk-Stenographer Municipal Reference Bureau February 16 to June 30, 1944 at the rate of \$1,287 Term AIII
 Akiko Oka as Laboratory Technician WPB Rubber Research December 28, 1943 to June 30, 1944 at \$690 Term C (\$1,350 A rate)

Kiyoshi Tsuji as Assistant Laboratory Attendant Anatomy National Foundation for Infantile Paralysis February 8 to June 30, 1944 at the rate of \$1,350 Term AII

Helen M Safford as Junior Scientist National Foundation for Infantile Paralysis February 14 to June 30, 1944 at the rate of \$1,800 Term AIII

Lillian Salkin as Clerk-Stenographer School of Nursing United States Public Health Service—Cadet Nurse Corps February 1 to June 30, 1944 at \$536 Term C (\$1,287 A rate)

Ellen N Stahlke as Junior Clerk-Stenographer School of Nursing United States Public Health Service—Cadet Nurse Corps January 3 to June 30, 1944 at \$272 Term CH50 (\$1,098 A rate)

Helen B Norman as Clerk-Stenographer School of Nursing United States Public Health Service—Cadet Nurse Corps February 1 to June 30, 1944 at \$536 Term C (\$1,287 A rate)

The following in the University of Minnesota Hospitals

			Annual Salary	Term
Margery Ann Bost	Psychopathic General Duty Nurse	March 1, 1944	\$1,560	AIV
Vernetta E Hamilton	Psychopathic General Duty Nurse	March 1, 1944	1,560	AIV
Shirley A Knudson	General Duty Nurse	Feb 16, 1944	1,500	AIV
Avis Tompkins	Head Nurse	Feb 16, 1944	1,680	AIV
Frieda L Van Hale	Medical Social Worker	Feb 23, 1944	1,845	AIV

Clifford Nelson as recipient of a Sears-Roebuck Scholarship of \$25 for the winter term of 1944 at the North Central School and Experiment Station

Lucila E Sogandares as recipient of a Latin-American Tuition Scholarship January 4 to February 4, 1944 Graduate School

Rosemary L Thorndike as recipient of a George T Slade Scholarship of \$50 March 15 to June 30, 1944 Institute of Technology

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:

Ralph C Dickson as Farm Laborer West Central School and Experiment Station beginning January 22, 1944 at \$65 per month plus board and room (uncle Alfred Larson Farm Laborer West Central School and Experiment Station monthly basis)

Jane G Guddal as Account Clerk School of Nursing United States Public Health Service—Cadet Nurse Corps January 17 to June 30, 1944 at \$588 Term C (\$1,287 A rate) (uncle Robert G Green Professor Bacteriology Term B)

Delores Harthan as Domestic Helper North Central School and Experiment Station beginning January 25, 1944 at \$30 per month plus board and room (sister Lucille Harthan Domestic Helper North Central School and Experiment Station monthly basis)

Margaret Hair Medical Fellow in Medicine Mayo Foundation at \$1,110 Term A now Margaret Hair Kirklin (husband John W Kirklin Medical Fellow Mayo Foundation Term A father-in-law Byrl R Kirklin Professor of Radiology Mayo Foundation without salary)

Imadec F Jordan as Instructor West Central School and Experiment Station January 31 to February 4, 1944 at \$6 a day (husband Philip S Jordan Assistant Professor West Central School and Experiment Station Term A)

Mervin S Milsten as Assistant County Agricultural Agent January 14-31, 1944 and as Acting Fillmore County Agricultural Agent Agricultural Extension February 1 to June 30, 1944 at the rate of \$2,500 Term ATIV (sister-in-law Doris Luehmann Clerk-Stenographer Agricultural Extension Term AIII)

Constance O Sandberg as Clerk-Stenographer Agricultural Extension beginning January 19, 1944 at \$107.25 per month (sister-in-law Della M Sandberg General Duty Nurse University of Minnesota Hospitals hourly basis)

Clara M Szego as Instructor Physiology United States Public Health Service—Cadet Nurse Corps January 1 to March 31, 1944 at \$645 Term C (husband Sidney Roberts Instructor Physiology Term BX)

Gladys Swanson as Instructor Scandinavian Language and Area Group beginning January 1, 1944 at \$160 per month (sister Florence Lindberg Senior Clerk Admissions and Records Term AIII)

Hayden W Tyrrell as Maintenance Man Physical Plant beginning January 24, 1944 at 55¢ an hour (wife Lois Tyrrell Domestic Helper University of Minnesota Hospitals monthly basis)

Voted to approve the following promotions and transfers:

Mark O Pattridge from Associate Professor School of Dentistry at \$1,600 Term BH4 to Professor without change in salary Term BH4 beginning April 1, 1944

Borghild G Behn from Instructor Preventive Medicine and Public Health at \$2,500 Term B to Assistant Professor at the rate of \$2,700 Term B February 1 to June 15, 1944

Thora V Eglund from Freeborn County Home Demonstration Agent Agricultural Extension at \$2,400 (\$2,066 University—\$334 County) Term AHIV86 to Instructor—State Club Agent at the rate of \$2,500 Term AIV March 1 to June 30, 1944

David F Eggers, Jr Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 1-29, 1944 and to Research Fellow NDRC Research at \$800 Term C (\$2,400 A rate) March 1 to June 30, 1944

Ellery M James from Medical Fellow Pathology at \$1,098 Term AIV to Instructor at \$750 Term CHX70 (\$2,580 A rate) February 1 to June 30, 1944

Henry H Hagen from Cass County Assistant County Agricultural Agent Agricultural Extension at \$2,200 Term AIV to Cass County Agricultural Agent without change in salary Term AIV January 1 to June 30, 1944

Hazel E Komula from Junior Account Clerk Office of the Comptroller at \$1,098 Term AIII to Account Clerk at the rate of \$1,287 Term AIII March 1 to June 30, 1944

Shirley G Durrin Record Clerk Admissions and Records at \$1,287 from Term ATIII to AIII March 7 to June 30, 1944

Ann B Kowall from Junior Record Clerk Admissions and Records at \$1,098 Term AIII to Record Clerk at the rate of \$1,287 Term ATIII March 7 to June 30, 1944

Beulah I Smith from Clerk-Stenographer Military Department at \$1,287 Term AIII to Clerk-Stenographer Physics without change in salary Term AIII February 10 to June 30, 1944

Audrey E Hanson from Junior Record Clerk Admissions and Records Department of Agriculture at \$1,098 Term AIII to Record Clerk at the rate of \$1,287 Term AIII March 1 to June 30, 1944

Lucile Hunter from Clerk-Stenographer Administration Extension Division at \$1,413 Term AIII to Junior Library Assistant Law School at the rate of \$1,476 for 50% time February 1-15, 1944 (50% as Clerk-Stenographer Administration Extension Division at \$1,413 rate) and Term AIII February 16 to June 30, 1944

Eleanor C Swanson from Clerk-Stenographer Correspondence Study at \$1,413 Term AIII to Clerk-Stenographer Administration Extension Division without change in salary Term AIII February 16 to June 30, 1944

Mabel M Duffy Clerk-Stenographer Civil Engineering from \$1,413 Term AIII to Clerk-Stenographer School of Journalism—Research Division without change in salary Term AIII February 16 to June 30, 1944 (this cancels the leave of absence of January 16 to April 30, 1944)

Grace A Martens from Head Technologist Human Serum Laboratory at \$1,740 Term AIII to Senior Laboratory Technologist at the rate of \$1,980 Term AIII November 16, 1943 to June 30, 1944

Miriam M Pennoyer from Medical Fellow Pediatrics—National Research Council Funds at \$450 Term CH82 July 16, 1943 to January 15, 1944 to Clinical Assistant Pediatrics—Washburn Home Fellowship and National Research Council—Research on Fat Metabolism at \$690 Term CH85 January 16 to June 30, 1944

John A Ulrich from Teaching Assistant Bacteriology at \$664 Term BH50 to serve in addition as Associate Scientist Zoology Research Funds at \$500 Term C (\$2,400 A rate) February 1 to June 30, 1944

Karen M Heyerdahl from Clerk-Stenographer Bacteriology at \$1,413 Term AIII to Clerk-Stenographer Professional Colleges Bookstore without change in salary Term AIII February 16 to June 30, 1944

Gerald A Boyack Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 1 to June 15, 1944

John G Erickson Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Gordon Ide Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 16 to June 15, 1944

Jean P Manion Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 16 to June 15, 1944

George E Moore Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Orear K Neville Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Dumas A Otterson Teaching Assistant Chemistry at \$664 Term BH50 to receive \$177 for 25% additional time as Research Assistant Plant Pathology and Botany Research Funds February 7 to June 30, 1944

Robert G Parr Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

John W Richter Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Wolfgang M Schubert Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Philip E Shafer Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Jorma J Sjoblom Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Burris Tiffany Teaching Assistant Chemistry from \$553 Term BH42 to the rate of \$830 Term BH63 February 1 to June 15, 1944

Paul F Wiley Teaching Assistant Chemistry from \$664 Term BH50 to the rate of \$830 Term BH63 February 1 to June 15, 1944

James W Crossett Publicity Assistant News Service from \$900 Term AH50 to the rate of \$900 Term CH30 October 25, 1943 to January 15, 1944 and at the rate of \$1,500 Term AH50 February 1 to June 30, 1944

Richard S Davidson Research Assistant Plant Pathology and Botany from \$1,018 Term CH65 October 1, 1943 to March 31, 1944 and Term C April 1 to June 30, 1944 to \$885 Term C January 1 to June 30, 1944

Harold J Aase North St Louis County Club Agent Agricultural Extension from \$3,060 (\$600 University—\$2,460 County) Term AHIV20 to the rate of \$3,090 (\$600 University—\$2,490 County) Term AHIV19 January 1 to June 30, 1944

Mabel I Fertig North St Louis County Club Agent Agricultural Extension from \$2,700 (\$645 University—\$2,055 County) Term AHIV25 to the rate of \$2,709 (\$645 University—\$2,064 County) Term AHIV24 January 1 to June 30, 1944

Diedrich T Grussendorf South St Louis County Agricultural Agent Agricultural Extension from \$3,060 (\$1,380 University—\$1,680 County) Term AHIV45 to the rate of \$3,330 (\$1,380 University—\$1,950 County) Term AHIV41 January 1 to June 30, 1944

John J McCann West St Louis County Agricultural Agent Agricultural Extension from \$2,716 (\$806 University—\$1,910 County) Term AHIV30 to the rate of \$2,986 (\$806 University—\$2,180 County) Term AHIV27 January 1 to June 30, 1944

Glen Myers Assistant Agricultural Extension Specialist—Farm Management Agricultural Extension from \$2,500 Term AIV to the rate of \$2,800 Term AIV January 1 to June 30, 1944

August Neubauer North St Louis County Agricultural Agent Agricultural Extension from \$3,360 (\$1,350 University—\$2,010 County) Term AHIV40 to the rate of \$3,510 (\$1,350 University—\$2,160 County) Term AHIV38 January 1 to June 30, 1944

Evelyn M Sell South St Louis County Home Demonstration Agent Agricultural Extension from \$2,560 (\$1,452 University—\$1,108 County) Term AHIV57 to the rate of \$2,590 (\$1,452 University—\$1,138 County) Term AHIV56 January 1 to June 30, 1944

Elizabeth Ann Spriestersbach North St Louis County Home Demonstration Agent Agricultural Extension from \$2,700 (\$1,447 University—\$1,253 County) Term AHIV54 to the rate of \$2,707 (\$1,447 University—\$1,260 County) Term AHIV53 January 1 to June 30, 1944

Oscar M Anderson Assistant Maintenance Mechanic West Central School and Experiment Station from \$1,476 Term AII to the rate of \$1,539 Term AII January 1 to June 30, 1944

Walter B Hokanson Herdsman West Central School and Experiment Station from \$1,556 Term AIII to the rate of \$1,770 Term AIII February 1 to June 30, 1944

Torris Larson Assistant Maintenance Mechanic West Central School and Experiment Station from \$1,476 Term AII to the rate of \$1,539 Term AII January 1 to June 30, 1944

Grace G Keen Editorial Assistant University of Minnesota Press from \$1,413 Term AIII to the rate of \$1,476 Term AIII November 16, 1943 to June 30, 1944

Sigrid Green Cook University of Minnesota Hospitals from \$1,287 Term AII to the rate of \$1,350 Term AII October 16, 1943 to June 30, 1944

Bertha Nilson Acting Head Nurse University of Minnesota Hospitals from \$1,200 and maintenance Term AIV to the rate of \$1,500 plus room and laundry Term AIV January 16 to June 30, 1944

Jane E Rietz Senior Laboratory Technologist University of Minnesota Hospitals from \$1,665 Term AIII to the rate of \$1,750 Term AIII September 1, 1943 to June 30, 1944

Anna Tabaka Cook University of Minnesota Hospitals from \$1,350 Term AII to the rate of \$1,413 Term AII October 16, 1943 to June 30, 1944

Esther Tank Psychopathic Head Nurse University of Minnesota Hospitals continuance of adjustment from \$1,260 and maintenance Term AIV to the rate of \$1,500 and maintenance Term AIV November 1, 1943 to June 30, 1944

Voted to approve the following leaves of absence:

Elvin C Stakman Professor and Chief Plant Pathology and Botany leave without salary March 1 to April 30, 1944 to continue wheat investigations in Mexico and to advise the Rockefeller Foundation with respect to the development of their agricultural improvement program

Gilbert J Thomas Clinical Associate Professor Surgery without salary leave of absence January 27 to June 30, 1944 to take over practice of son-in-law in California

Allan E Martin Assistant Professor Mines and Metallurgy leave without salary for the spring quarter of 1943-44 for position with the NDRC work at the University of Chicago

Edwin A Hanson Assistant Professor—Extension Dairyman Agricultural Extension continuation of leave without salary February 16 to June 30, 1944 on account of illness

Ella K S Oerting Instructor Rhetoric leave without salary January 16 to March 31, 1944 to serve under the miscellaneous payroll teaching English classes in the servicemen's units

Eva C Paulson Instructor West Central School and Experiment Station leave with salary January 29 to February 4, 1944 on account of illness

George E Brown Medical Fellow Mayo Foundation leave without salary January 1 to June 30, 1944 for military service

William F Northrup, Jr Medical Fellow Mayo Foundation leave without salary January 1 to September 30, 1944 for service at Rochester State Hospital

Clinton T Johnson Field Auditor Office of the Comptroller leave without salary March 28 to June 30, 1944 for military service

H Max McMillin Fillmore County Agricultural Agent Agricultural Extension leave without salary February 6 to June 30, 1944 for military service

Ida Kreilkamp Senior Clerk Dean of Students—Student Counseling Bureau leave without salary February 7-19, 1944 for home duties

Mary A Powers Principal Clerk Agricultural Experiment Station leave with salary January 25 to March 15, 1944 on account of illness

Florence Ludvigson Clerk-Stenographer School of Nursing leave without salary February 16 to April 15, 1944 to visit husband

Lois H Radke Junior Record Clerk Correspondence Study leave without salary January 21-31, 1944 on account of illness of father

Frank Hoglund Laborer Physical Plant continuation of leave with salary February 26 to March 31, 1944 on account of illness

M Magdalene Ruoff Senior Domestic Helper Pioneer Hall leave with salary February 15 to March 6, 1944 on account of injury

Hazel M Pettijohn Maid Ada Comstock Hall continuation of leave without salary January 1 to February 29, 1944 for rest

Elizabeth R Brewer Assistant Dietitian Students Health Service continuation of leave without salary February 16 to April 30, 1944 for confinement

Marjorie O'Neill Hand Ironer and Presser University Laundry leave without salary February 7-12, 1944

Evalyn Eklund General Duty Nurse University of Minnesota Hospitals leave without salary December 16-23, 1943 on account of illness

Ethel Stenhaugen Domestic Helper University of Minnesota Hospitals leave without salary January 3-31, 1944 on account of illness at home

The Secretary reported to the Board letter of appreciation from Regent Fred B. Snyder of the birthday greetings sent on behalf of the Board of Regents.

The President reported for the information of the Board letter of commendation from Mr. M. R. Trabue, Dean of the College of Education, State College, Pennsylvania, on the report of the Committee on Educational Research.

Voted unanimously to approve the following resolution:

RESOLUTION

Mindful of the loyalty and devotion which he has given through years of service extending back to 1916, the Regents of the University of Minnesota through formal action hereby express their deep appreciation to John Torrence Tate. As instructor, assistant professor, associate professor, and professor his scholarly interests and research abilities have brought great prestige to him and to the department with which he has for so many years been associated. Latterly, as Dean of the College of Science, Literature, and the Arts, he inspired confidence in the members of his faculty, and carried forward the traditions that have established for this college a reputation for significant educational leadership.

It was inevitable that a research physicist with his qualifications should be called upon for war service, and the value of that

service is now fully recognized but can be described with the commendation it merits only when the war is over. In relieving Mr. Tate of his deanship the Regents are acceding to his judgment that the college with which he has been associated needs in these difficult times the continuous guidance of a dean who can devote his full energies and thought to the problems that must be faced. The imperative need for his services away from the campus, precludes Mr. Tate from carrying this responsibility. The Regents, in accepting his resignation as dean, are greatly heartened in the fact that when the war ends, Mr. Tate will return to the University of Minnesota as research professor of physics, and that as such he will continue here in the future the teaching and the scientific investigations that have brought him and the institution such high distinction in the past.

Voted unanimously to approve the following resolution:

RESOLUTION

In recognition of her achievement in bringing to the students of this University and to the people of the state of which it is a part the best that the world of music can offer, the Regents of the University of Minnesota by formal action express their gratitude and appreciation to Verna Golden Scott. The University Artists Course was her creation, and her guidance and management through the years have made it a cultural force that extends far beyond the campus. There is no higher achievement than to influence for the better the lives of one's fellow citizens. Through music, Mrs. Scott has exerted such an influence, and the most meaningful tribute to her accomplishment is found not in words, but in the spirit of song that fills the hearts of thousands upon thousands of men and women to whom her efforts have brought deep and abiding satisfaction.

Voted to approve degrees granted Naval R.O.T.C. and V-12 candidates for degrees as recommended by the deans of the several colleges, filed supplement to the minutes, page 3280.

Voted to grant permission to Dr. Maurice B. Visscher, Professor and Head, Department of Physiology, to serve as consultant to the Aero-Medical Laboratory, Wright Field, Ohio, two or three days twice a month.

Voted to approve a course fee of \$3 for the following courses in the Department of Preventive Medicine and Public Health:

Workshop in Industrial Health (PM&PH 182) effective June 12, 1944

Workshop in Community and School Health Education (PM&PH 180) effective July 22, 1944

Voted to approve the budget for the 1944 Summer Session amounting to \$197,028, with the understanding that the following clause shall be inserted in all Summer Session appointment letters:

The University reserves the right to cancel any and all classes which, in the judgment of the Director of the Summer Session, have insufficient registration to justify their continuation. In such a case, the instructor's time and salary will be adjusted accordingly.

Voted to approve establishment of the "Friends of the University of Minnesota Library" organization in accordance with proposal filed supplement to the minutes, page 3281, and to provide from Regents' Reserve \$2,000 for the support of the organization.

Voted to authorize Clyde H. Bailey, Dean of the Department of Agriculture, to accept membership on the Scientific Advisory Committee of the American Institute of Baking.

Voted to approve the following memorandums of agreement:

War Production Board, covering research on the penicillin-producing fungi, \$75,000, effective February 7, 1944, filed supplement to the minutes, page 3282.

War Food Administration, United States Department of Agriculture, covering emergency war food production and conservation activities, for the period January 1 to June 30, 1944, filed supplement to the minutes, page 3283.

Voted to accept assignment of the following patent application:

Robert R. Williams, Serial No. 519,587, Despeciation of Albumin, filed supplement to the minutes, page 3284.

The Business Vice President reported for the information of the Board receipt of the original patent No. 2,334,103, C. F. Koelsch, Process of Producing Substitute Alpha-Naphthoquinones, filed supplement to the minutes, page 3285.

The President having reported for the information of the Board fire at the Southeast Experiment Station, Waseca, voted to provide funds from Reserve, estimated cost \$1,000, for necessary repairs.

The Business Vice President reported for the information of the Board that under the will of Louis Andersch,

deceased January 14, 1944, the University has received the following:

- 3 leather bound volumes of the work of Audubon and Bachman
- 3 volumes of Andersch Brothers *Hunting and Trapping Guide*

On recommendation of the Business Vice President voted to authorize settlement of the estate of H. C. Wieman on the basis of \$2,500 for share of equipment owned jointly by Mr. Wieman and his father and the balance of cash and bonds after payment of probate and other expenses of the executor.

Voted to approve purchase of the following described property at a purchase price of \$2,500, funds to be provided from the Agricultural Campus gravel fund:

That part of South 690 ft. of East $\frac{1}{2}$ of West $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ and of South 690 ft. of West 49.50 ft. of East $\frac{1}{2}$ of said $\frac{1}{4}$, $\frac{1}{4}$ Section Nly. of following described line: Commencing at a point on East line 610.50 feet West and 502 ft. North of S. E. corner of said $\frac{1}{4}$, $\frac{1}{4}$ Section, thence North $76^{\circ}41'$ West 389.80 ft. to a point on West line of Section Twenty (20) Town Twenty-nine (29) Range Twenty-three (23).

and

That part of East $\frac{1}{2}$ of West $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ and of West 49.50 feet of E $\frac{1}{2}$ of said $\frac{1}{4}$, $\frac{1}{4}$ Section Sly. of a line 35 ft. Sly. from and parallel to following described line: Commencing at a point on East line 610.50 ft. West and 502 ft. North of S. E. corner of said $\frac{1}{4}$, $\frac{1}{4}$ Section, thence N. $76^{\circ}41'$ West 389.80 ft. to a point on West line of Section Twenty (20) Town Twenty-nine (29) Range Twenty-three (23).

The President distributed for the information of the Board "Statement of Business Vice President" relative to questions raised by Regent Bell in letter of February 9, 1944 to Regent Fred B. Snyder.

Academic Vice President Willey reported to the Board on the present status of Army and Navy training programs.

Voted effective July 1, 1942 to authorize payment of the cost-of-living salary adjustment on the basis of cash compensation plus budget stated value of perquisites, with the understanding that no cost-of-living salary adjustment will be granted to student nurses and employees receiving perquisites alone.

Voted to authorize the proper officers of the University to execute the agreement with the Hoffman-La Roche Company relative to Vitamin E patent applications, filed supplement to the minutes, page 3286.

Voted to approve the following lists of buildings needed by the University during the next ten-year period, with the understanding that the stated order of importance is of necessity tentative for the reason that the needs of the University must be dependent upon conditions as they develop in the postwar period :

**List No. 1—Buildings and Improvements Requiring
Legislative Appropriations**

1. General Classroom Building, Main Campus, \$500,000.
Class and seminar rooms, administrative offices for Science, Literature, and the Arts and Graduate School, and additional library stacks and connecting underground unit with Library.
2. Library Building, Farm Campus, \$300,000.
3. College of Education Building, \$950,000.
4. Animal and Poultry Husbandry Building, \$350,000.
5. Chemical Engineering Building, \$500,000.
6. Boiler, Main Campus Heating Plant, \$225,000.
- 6a. Addition to Home Economics Building, \$250,000.
7. Medical Laboratory and Research Building, Mayo Memorial Supplementary, \$500,000.
8. Addition to complete Physics Building, \$300,000.
9. Building Improvements, Agricultural Substations, \$208,000.
Including Dairy Barn, Waseca, \$10,000; Dairy Barn, Duluth, \$18,000; Horse Barn, Duluth, \$18,000; Water Lanes and Sprinklers, Cloquet, \$12,000; Water Tank, Duluth, \$10,000; Heating Plant and Boiler, Morris, \$75,000; Road Construction, Cloquet, \$15,000; Sewage Disposal, Grand Rapids, \$25,000; Road Construction, Grand Rapids, \$25,000.
10. Completion of Vincent and Murphy Halls, Connecting Unit, \$350,000.
11. Addition to Main Engineering for Engineering and Architecture, \$450,000.
12. Pharmacy Building Addition, \$210,000.
13. Law School Addition, \$150,000.
14. Agronomy and Plant Pathology Addition, \$75,000.
15. Addition to Zoology Building to complete, \$150,000.
16. Addition to General Storehouse for chemicals, \$200,000.
17. New Heating System, Farm Campus, \$1,000,000.
18. Millard Hall remodeling and Anatomy Roofhouse, \$300,000.
19. Theater and Fine Arts, \$750,000.

20. New Armory, \$700,000.
21. Further Additions to Main Engineering for Engineering and Architecture, \$600,000.
22. Education Elementary School Building, \$250,000.

List No. 2—Improvements Other Than Buildings

Depression of Washington Avenue, \$3,000,000.

List No. 3—Buildings not Requiring Legislative Appropriations

Through gifts and earnings from self-supporting enterprises the University hopes to construct the following buildings:

- Medical-Biological Library
- School of Public Health Building
- Winter Sports Building
- Laundry Building
- Women's Dormitory
- Men's Dormitory
- Farm Campus Union
- Cold Storage Plant
- Underground Garages

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

January 1, 1944 through February 29, 1944

ACQUISITIONS

Bonds

Mayo Foundation

Par Amount	Security	Maturity	Cost
\$ 30,000.00	Phillips Petroleum, 2¾% Sinking Fund Debentures, dated 2-1-1944	2-1-1964	\$ 30,345.84
100,000.00	United States of America Defense Bonds 2½% Series "C"	1-1-1956	100,000.00
Mayo Aviation Medical Research Fund			
16,000.00	United States Treas- ury 1¼% Notes	3-15-1945	16,167.36

Mayo Public Health Fund

Par Amount	Security	Maturity	Cost
50,000.00	United States 7/8% Government Certificates of Indebtedness..	2-1-1945	50,000.00
100,000.00	United States 1 1/2% Treasury Notes	9-15-1947	100,781.25
100,000.00	United States 2% Treasury Bonds	9-15-1952/50	100,718.75
100,000.00	United States 2 1/4% Treasury Bonds	9-15-1959/56	100,000.00
50,000.00	United States 2 1/2% Treasury Bonds	3-15-1970/65	50,000.00
100,000.00	United States of America Defense Bonds 2 1/2% Series "G"	2-1-1956	100,000.00

Minnesota Hospital and Home for Crippled Children— Endowment

100,000.00	United States of America Defense Bonds 2 1/2% Series "G"	1-1-1956	100,000.00
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Student Organization Group Investment Fund

10,600.00	United States of America Defense Bonds 2 1/2% Series "G"	1-1-1956	10,600.00
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Stocks

Mayo Foundation

No. of Shares	Corporation	Type	Cost
32	Consolidated Natural Gas Company \$15.00 par value—Stock distribution, Standard Oil Company of New Jersey	Capital	Stock Distribution

"B" Scholarship and Loan Fund

15	Aluminum Company of America 6% Cumulative Preferred each @ \$100.00 par value.....	Cumulative Preferred	Gift
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Group Investment Fund

No. of Shares	Corporation	Type	Cost
250	Firestone Tire and Rubber Company 4½% Cumulative Preferred each @ \$100.00 par value	Cumulative Preferred	\$25,000.00

Land O'Lakes Patronage Fund

2	Land O'Lakes Creameries Non-cumulative Preferred each @ \$25.00 par value.....	Non-cumulative Preferred	Patronage Distribution
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Charles E. Merrill Service Men's Rehabilitation Fund

200	Decca Records, Incorporated each @ \$1.00 par value	Capital	Gift
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MATURITIES

Mayo Foundation

Par Amount	Securities	Maturity	Cost	Received
\$ 10,000.00	Minnesota, State of, Rural Credit 4¼% Bonds	2-15-1944	\$10,000.00	\$10,000.00
10,000.00	Minnesota, State of, Rural Credit 4¾% Bonds	2-15-1944	10,700.44	10,000.00
1,000.00	Yankton, City of, South Dakota, 5% Refunding Bonds	2-1-1944	1,063.58	1,000.00

W. J. Murphy Fund

3,000.00	Clark County, South Dakota, 4% Court-house and Jail Construction Bonds	2-1-1944	3,210.90	3,000.00
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Samuel W. Melendy Fund

1,000.00	McCook County, South Dakota 4% Courthouse and Jail Construction Bonds ...	2-1-1944	Gift	1,000.00
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Senate Committee on Intercollegiate Athletics—Endowment

Par Amount	Securities	Maturity	Cost	Received
110,000.00	United States Treasury Certificates of Indebtedness, Series "A" 7/8%	2-1-1944	110,000.00	110,000.00

CALLED BONDS

Mayo Foundation

25,000.00	Delaware Power and Light Company First Mortgage 4½% Bonds, dated as of December 1, 1943 @ 102.....	1-1-1969	26,375.00	25,500.00
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W. J. Murphy Fund

15,000.00	Delaware Power and Light Company First Mortgage 4½% Bonds, called as of December 1, 1943 @ 102.....	7-1-1971	14,975.00	15,300.00
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Group Investment Fund

3,000.00	Delaware Power and Light Company First Mortgage 4¼% Bonds, called as of December 1, 1943 @ Par.....	1-1-1969	3,060.00	3,000.00
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REORGANIZATION

Samuel W. Melendy Fund

2,000.00	Montana Deaconess Hospital First Mortgage 6% Bonds, principal reduction of 25% new rate 3%, new maturity date 1-1-1954. Balance of principal still unpaid is \$1,087.50			Gift
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TRANSFERS

University Grove Mortgages

\$ 5,298.52	To William E. Morris Lot 6 Block 4, from George H. Montillon			
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Voted to accept with thanks the following gift:

Donor Mrs. Georgiana Slade Peet
Amount \$750
Fund George T. Slade Scholarship Fund

Voted to accept with thanks the following gift:

Donor American Foundation for Pharmaceutical Education
Amount \$400
Fund American Foundation for Pharmaceutical Education Scholarships
Purpose To establish two scholarships of \$200 each for needy students in the College of Pharmacy, in accordance with correspondence filed supplement to the minutes, page 3287

Voted to accept with thanks the following gift:

Donor Soy Flour Association
Amount \$350
Fund Soy Flour Association Fellowship Fund
Purpose For continuation of research in accordance with memorandum of agreement, filed supplement to the minutes, page 3288

Voted to accept with thanks the following gifts:

Donors \$75 Addison Lewis and Associates
and 15 Mr. Louis Towley
Amounts 10 Miss Loula Dunn
10 Mr. Harrison Lillibridge
5 Miss Ruth Houlton
5 Mrs. A. J. Larson
5 Mr. and Mrs. Lawrence M. Orton
5 Mrs. Joseph B. Pope
1 Miss Ida Oppenheimer
Fund William Hodson Memorial Fund

Voted to accept with thanks the following gift:

Donor Comstock Hall Government Association
Amount \$75
Fund Leora E. Cassidy Scholarship Fund
Purpose To establish a scholarship for a junior resident of Comstock Hall, in accordance with correspondence filed supplement to the minutes, page 3289

Voted to accept with thanks the following gifts:

Donors \$10 Mary Gold
and 5 Evalena Ford
Amounts
Fund Medical Social Work Fund

Voted to accept with thanks the following gifts:

Donors	\$10	Claire Meyer
and	5	Dr. O. F. Robbins
Amounts	3	Dr. J. C. McKelvey
Fund		Robert Meyer Clinical Associate Professorship Fund

Voted to accept with thanks gift of 350 law books from Court House wastepaper drive for the Law Library, selected at invitation of Judge Paul S. Carroll and Judge W. W. Bardwell.

Voted to accept with thanks gift of seven paintings and miscellaneous frames from Dean Emeritus Frederick J. Wulling for the University Gallery.

Voted to accept with thanks gift of a silver embroidered runner from Mrs. H. C. S. MacMillan to the Division of Home Economics.

Voted to approve the report of the Business Vice President to the Chairman of the Executive and Finance Committee, filed supplement to the minutes, page 3290.

Voted to approve transfers of funds No. 965 to No. 1133.

Voted to approve journal vouchers No. 10501 to No. 12500, with the exception of Nos. 10907, 10977, 12271, 12404, 12405, 12406, 12450, 12485, 12486, and 12487.

Voted to approve requisitions No. 64638 to No. 66703, \$610,460.26.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary