

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
LABOR COMMITTEE
MINUTES

September 10, 1942

A meeting of the Labor Committee of the Board of Regents was held in the Regents' Room on Thursday, September 10, 1942 at two o'clock.

Present: Regent Lawson, presiding; Regents Olson, Pfaender, Quinlivan, Rogstad, and Snyder, and Mr. Coffey.

Mr. Peter Lucken, Business Representative of the International Union of Steam and Operating Engineers, Local Union No. 34, having appeared before the committee requesting adjustment in the pay of certain laborers employed at the Heating Plant, the committee voted to recommend to the Board that there be included in the Legislative Requests funds to equalize University non-academic rates with State civil service rates of pay.

Voted to recommend to the Board of Regents approval of the following report relative to the establishment of an Employees' Committee on Working Relationships:

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

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policy of the Board of Regents to make improvements, wherever and whenever possible, in the working conditions of the non-academic employees as well as to improve the understanding of the employees in matters relating to their employment.

It is therefore recommended that there be established, with the approval of the Board of Regents, a committee to be known as the Employees' Committee on Working Relationships.

It is further recommended that this employees' committee should consist of five members: one from and to be elected by and representing the Service Groups, one from and to be elected by and representing the Clerical Groups, one from and elected by and representing the Professional and Technical Groups (each of the foregoing groups as defined in the handbook of class specifications now in effect), one from and to be elected by and representing employees of the Department of Agriculture; and one to be named by the President as representative of the administration and to serve as chairman of the committee.

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

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

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

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

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
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September 11, 1942

A meeting of the Board of Regents was held in the Regents' Room on Friday, September 11, 1942, at nine-thirty o'clock.

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

Voted to approve the minutes of the following meetings:

Labor Committee of July 9, 1942
Board of Regents of July 10, 1942
Labor Committee of July 28, 1942

Voted to approve the following budget corrections:

Department 1107, Russell Ruud Messenger Library position to be reinstated in budget showing Russell Ruud on leave

Item 2, 2103, Alvin S Cutler Professor Civil Engineering Term BH75 \$3,562 to read B \$3,562* (\$4,750)

Item 7, 2212, Phillip W Manson Assistant Professor Agricultural Engineering at \$2,500 Term B to read \$2,500 Term AIV

Item 42, 2230, Ralph V Backstrom Assistant Agricultural Extension Specialist—Marketing at \$1,250 Term AHIV50 (\$1,250 additional from United States Department of Agriculture)

Item 45, 2230, Clifford H Schrader Agricultural Extension Specialist—Agronomy at \$1,400 Term AIV (\$1,600 additional from State Department of Agriculture) to read \$1,400 Term AHIV74 (\$1,600 additional from State Department of Agriculture)

Item 4, 2403, Elva Norden General Duty Nurse University of Minnesota Hospitals at \$960 plus maintenance to read \$1,080 plus board and laundry

Item 7, 2403, Almeda O Johnson General Duty Nurse University of Minnesota Hospitals at \$960 plus maintenance to read \$1,080 plus board and laundry

Item 70, 2700, LaFerne M Hulseman Dental Clinic Attendant School of Dentistry at \$950 to read at \$1,000

Item 8, 3200, Sarah A Davidson Research Assistant Graduate School to read Assistant Editor

* One-fourth time leave of absence without salary

Item 50, 3300, Earl R Larson Teaching Assistant School of Business Administration to come off budget

Item 8, 3800, Kenneth Cruse Record Clerk Military Department to come off budget

Item 11, 7002, Marie K Jordan Cook Coffman Union Food Service at \$960 plus lunches and dinners to read \$960 plus breakfasts and lunches

Item 1, 7009, Jane S Miller Matron-Housekeeper Cooperative Cottages at \$900 plus room to read \$960 plus room for 12 months and plus board for three months during the summer

Voted to approve the following amendment of minutes:

May 8, 1942, leave of absence without salary for Frona Wirtjes from April 1 to June 30, 1942 to read April 1 to May 31, 1942

Voted to accept the following resignations:

William H Easton Assistant Professor Mechanical Engineering effective September 15, 1942

John N Searles Assistant Professor Mines and Metallurgy effective August 17, 1942

Nat N Allen, Jr Assistant Professor Dairy Husbandry effective August 31, 1942

Wallace W Brookins Assistant Professor Extension Agronomist Agricultural Extension effective August 31, 1942

Belle O Fish Assistant Professor Extension Specialist in Family Relationships Agricultural Extension effective August 31, 1942

George E Crossen Assistant Professor College of Pharmacy effective August 28, 1942

Raymond F Blount Assistant Professor Anatomy effective August 29, 1942

Claudia Harney Instructor Sociology effective July 6, 1942

Herbert F Scobie Instructor Mechanical Engineering effective September 15, 1942

Ross D Smith Instructor School of Agriculture effective August 15, 1942

Mary Peterson School Nurse Instructor Northwest School and Experiment Station effective August 17, 1942

Ona M Scheidler Instructor Northwest School and Experiment Station effective July 2, 1942

Dolores B Webster Instructor Northwest School and Experiment Station effective August 17, 1942

Florence V Lambert Instructor North Central School and Experiment Station effective July 31, 1942

Robert E Mattison Clinical Instructor Obstetrics and Gynecology without salary effective May 1, 1942

Richard L Varco Instructor Surgery effective June 30, 1942

Stephen P Inglis Clinical Instructor School of Dentistry effective July 1, 1942 at time of appointment

Wilton B Gundlach Instructor University High School effective July 13, 1942

Gerald B Voelker Instructor University High School effective July 8, 1942
 Raymond Kehl Instructor University High School effective July 18, 1942
 Raymond H Larson Instructor University High School effective June 15, 1942
 Eunice L Hendrickson Instructor University High School effective August 24, 1942
 Shailer A Peterson Instructor University High School effective June 15, 1942
 Irene Taeuber Instructor University High School effective August 24, 1942
 Mary Jo Walker Instructor University High School effective August 24, 1942
 Virgil Walker Instructor University High School effective September 1, 1942
 Richard K Gaumnitz Instructor School of Business Administration effective July 27, 1942
 Albert Henwood Instructor School of Business Administration effective July 9, 1942
 Clarence W Tow Instructor School of Business Administration effective August 25, 1942
 Edward D Trembly Instructor School of Business Administration effective August 3, 1942
 C Richard Youngdahl Instructor School of Business Administration effective July 9, 1942
 James H Dean Instructor in Individual Orientation General College effective July 10, 1942
 Edgar E Hardy Instructor General College effective July 10, 1942
 Beatrice Baird Instructor Physical Education for Women effective July 10, 1942
 Albert B Weaver Teaching Assistant Physics effective June 15, 1942
 Otis D Duncan Teaching Assistant Sociology effective September 15, 1942
 Emmett M Laursen Research Assistant Engineering Experiment Station effective September 15, 1942
 Jere Knight Teaching Assistant Chemistry effective July 11, 1942
 Fred W Schonfeld Teaching Assistant Mines and Metallurgy effective June 15, 1942
 Max K Hinds Research Assistant Agricultural Economics effective July 9, 1942
 Weber H Peterson Research Assistant Agricultural Economics effective June 30, 1942
 Russell T Nelson Research Assistant Agronomy and Plant Genetics effective August 31, 1942
 Reinold W Kunkel Teaching Assistant Dairy Husbandry effective August 31, 1942

