

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
LABOR COMMITTEE
MINUTES

September 26, 1942

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

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

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

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

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

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

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

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

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

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

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

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

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
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September 26, 1942

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

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

Voted to approve the following correction of minutes:

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

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

Voted to accept the following resignations:

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

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

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

Carl P Klitzke Instructor German Department effective September 15, 1942

Channing MacFadon Instructor University High School effective September 1, 1942

Mary H Merrill Instructor Sociology effective September 15, 1942

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

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

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

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

Sally A Blair Teaching Assistant History effective September 15, 1942

S James Goffard Teaching Assistant Psychology effective September 14, 1942

Mary L Lively Teaching Assistant Psychology effective September 15, 1942

Philip Harden Teaching Assistant Zoology effective September 15, 1942

T Sterling Martin Teaching Assistant Zoology effective September 15, 1942

Caroline B Prim Teaching Assistant Zoology effective September 15, 1942

Theodore Wichman Teaching Assistant Zoology effective September 15, 1942

Leo Safranski Teaching Assistant Chemistry effective September 4, 1942

Glenn A Drager Teaching Assistant Anatomy effective September 15, 1942

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

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

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

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

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

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

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

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

Robert Urista Messenger Library effective September 5, 1942

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

Herbert Larson Assistant Gardener Botany effective August 31, 1942

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

Richard L Ryan Stores Clerk Chemistry effective August 25, 1942

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

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

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

Charles E Hart Janitor Physical Plant effective August 31, 1942

Lester Schlink Janitor Physical Plant effective August 30, 1942

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

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

The following in the University of Minnesota Hospitals

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

Voted to approve the following appointments:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

