

## The University of Minnesota

### MEETING OF THE EXECUTIVE COMMITTEE

#### MINUTES

September 4, 1914

A meeting of the Executive Committee was held in the President's office, Friday, September 4, 1914, at 3:30 p. m.

Present: Regent Nelson, presiding; Regents Partridge, Snyder, Sommers, and Vincent.

Voted to accept the following resignation:

Charles H. Rogers as Instructor in Pharmacy, effective July 31, 1914.

Voted to approve the following appointments:

George Maney as Instructor in Structural Engineering for one year beginning August 1, 1914, at a salary of \$1,200.

J. E. Weaver as Instructor in the Department of Botany for one year beginning August 1, 1914, at a salary of \$1,200.

Walter Scherer as service man in the Department of Physiology beginning August 1, 1914, at a salary of \$45.00 a month.

Fred Hobbs as service man in the Department of Pathology beginning August 1, 1914, at a salary of \$25.00 a month.

Adolph Nietz as Assistant in Chemistry for ten months beginning September 1, 1914, at a salary of \$50.00 a month.

Curtis W. Appleby as Assistant in Chemistry for ten months beginning September 1, 1914, at a salary of \$50.00 a month.

Leslie Garlough as Helper in the Department of Animal Biology for the academic year 1914-15, at a salary of \$225.

Robert R. Thompson as Helper in the Department of Animal Biology for the academic year 1914-15, at a salary of \$225.

Voted to approve, subject to concurrence by the Agricultural Committee, the following appointments:

W. L. Cavert as Farm Efficiency Agent in the Department of Agriculture, beginning September 1, 1914, at a salary of \$1,800, \$1,500 of which is to be paid by the United States Government.

S. B. Cleland as Farm Efficiency Agent in the Department of Agriculture, beginning September 1, 1914, at a salary of \$1,600 a year, \$1,300 of which is to be paid by the United States Government.

George T. Mullen as Power Plant Engineer at the University Farm, beginning as soon as possible after September 1, 1914, at a salary of \$100.00 a month.

R. L. Armstrong as mechanic in the Department of Agriculture, beginning August 1, 1914, at a salary of \$75.00 a month.

William Crisp as carpenter in the Department of Agriculture, beginning August 1, 1914, at a salary of \$75.00 a month.

Hugh Searl as carpenter in the Department of Agriculture, beginning August 1, 1914, at a salary of \$65.00 a month.

Felix Schneiderhan as Assistant in Plant Pathology on half time beginning October 1, 1914, at a salary of \$35.00 a month.

Katharine Burns as stenographer in the division of Soil Chemistry for one month beginning September 1, 1914, at a salary of \$65.00.

Albert Sutherland as engineer in the Department of Agriculture, beginning September 1, 1914, at a salary of \$75.00 a month.

A. C. McMillan as dairy feeder in the Department of Agriculture, beginning September 1, 1914, at a salary of \$70.00 a month.

Mary Johnson as telephone operator in the Department of Agriculture, beginning September 1, 1914, at a salary of \$50.00 a month.

Katharine Sullivan as telephone operator in the Department of Agriculture, beginning October 1, 1914, at a salary of \$45.00 a month.

Dorney Valteau as Station Research Assistant in the Department of Agriculture from August 1, 1914, to October 1, 1914, at a salary of \$100.00 a month.

Voted to approve the following increases in salary:

J. F. McClendon from \$1,600 to \$1,800, beginning August 1, 1914.

Voted to approve a memorandum regarding the future relationship to the University and compensation of Dr. J. F. McClendon. See Supplement to Minutes, page 59.

Voted to approve, subject to concurrence by the Agricultural Committee, the following increases in salary:

Michael Fay from \$55.00 to \$60.00 a month, beginning September 1, 1914.

Charles Nelson from \$60.00 to \$65.00 a month, beginning September 1, 1914.

Arthur Munck from \$60.00 to \$65.00 a month, beginning September 1, 1914.

Alfred T. Mueller from \$50.00 to \$65.00 a month, beginning September 1, 1914.

Voted to approve, subject to concurrence by the Agricultural Committee, the following trips outside the State:

W. L. Cavert and S. B. Cleland to Elmira, N. Y., and to Washington, D. C., to study the work of the Government Bureau, September 1, 1914, the expenses, not to exceed \$125.00 each, to be charged to Extension Funds.

E. C. Stakman to points in Colorado and Idaho to accompany a special party of plant pathologists in the investigation of potato diseases, the expense, not to exceed \$100, to be charged to Budget No. 241.

Voted to grant leave of absence to Professor F. L. Leavenworth until October 15, to continue work in the Yerkes Observatory.

Voted that, pending the determination of a general policy, no religious organization be at present assigned permanent quarters in the building of the Minnesota Union.

A conference with the Storehouse Committee was held and the plan for establishing a storehouse was discussed and considered. The following principles and regulations were adopted:

1. All requisitions for supplies, special and ordinary, will be sent to the general storehouse and filled from stock in the central storehouse and unit dispensing rooms (see No. 6), the items not in stock to be included in a general storekeeper's requisition. This will result in aggregating the supplies required by all departments and in the purchase of large quantities.

2. There shall be determined certain units which shall have the right to make requisitions and to receive supplies. While the department shall be the unit in Science, Literature, and the Arts, and Engineering, and the Division the unit in Agriculture, in Law, Medicine, Dentistry, Pharmacy, Chemistry, and Education the College or School as a whole shall be regarded as a unit.

3. All supplies used by two or more units shall be stored in the central storehouse and dispensed from that source.

(Note: In the case of a few rare drugs, etc., used chiefly by one unit and requiring special technical care and oversight, the supply may be kept in the dispensing room of the unit which is the chief user. The decision is to rest with the standing storehouse committee.)

4. Supplies shall be delivered to the central storehouse and checked with the orders and invoices, except supplies used exclusively by a single unit which shall be delivered to the

dispensing room of such unit, the unit reporting to the central storehouse the delivery and condition of such supplies.

5. The central storehouse shall keep a unified and corrected record of all supplies, not only in the central storehouse, but in the dispensing rooms of all units.

6. The supplies in the dispensing rooms as well as those in the central storehouse shall be considered storehouse stock and with the concurrence of the unit concerned subject to requisition by the department, divisions, and units.

7. In all questions as to the distribution of supplies between the central storehouse and unite dispensing rooms burden of proof shall rest upon the latter to show reason why the supplies in question should not go to the Central Storehouse.

8. The determination of technical questions in connection with the storehouse shall rest with a storehouse committee to be appointed by the President.

Voted to approve the following budget transfers:

Transfer \$1,600 from budget No. 237-A, Lever Fund, page 86, to pay-roll item No. 132, Lever Fund; also \$1,600 from pay-roll item No. 132, to budget No. 237, same page.

Transfer \$1,080 from pay-roll item No. 19, Custodial, page 28, establishing pay-roll item No. 6-A, Office Help, page 26, Superintendent of Buildings and Grounds.

Transfer \$12.00 from Reserve, page 18, to budget No. 18, page 21, for refund of fees to Mr. Blaha, a soldier in the Spanish-American War.

Transfer \$500 from pay-roll item No. 172, page 90, Adams Fund, to pay-roll item No. 163, page 89, Adams Fund, and \$500 from pay-roll item No. 163, page 89, Support Fund, to pay-roll item No. 172, page 90, Support Fund.

Transfer \$1,400 from pay-roll item No. 133, Agricultural Extension, page 86, to transient labor item No. 147, same page, the U. S. Government to pay \$1,400 of Mr. Erickson's salary.

Transfer \$200 from Reserve, page 18, to pay-roll item No. 30, page 52, to cover increase in salary of J. F. McClendon.

The following requisitions were approved:

Requisitions 14381 to 14418 inclusive.....	\$3,780.00
Requisitions 14421 to 14460 inclusive.....	4,390.84
14442, 14444, 14450, 14455 cancelled.	
Requisitions 14461 to 14500 inclusive.....	921.72
14478 cancelled.	
Requisitions 14805 to 14821 inclusive.....	741.53
Requisitions 1 to 40 inclusive (import).	5,818.78
Requisitions 41 to 80 inclusive.....	4,862.41
Requisitions 81 to 120 inclusive.....	25,507.23
Requisitions 121 to 160 inclusive.....	6,081.38
Requisitions 161 to 200 inclusive.....	3,746.66

Requisitions 201 to 240 inclusive.....	740.65
Requisitions 241 to 280 inclusive.....	147,258.40
Requisitions 281 to 320 inclusive.....	91,211.41
Requisitions 321 to 360 inclusive.....	4,644.93
Requisitions 361 to 400 inclusive.....	5,891.16
399 cancelled.	
Requisitions 401 to 440 inclusive.....	2,826.33
Requisitions 441 to 480 inclusive.....	7,869.18
Requisitions 481 to 520 inclusive.....	3,942.07
Requisitions 521 to 560 inclusive.....	3,392.33
Requisitions 561 to 600 inclusive.....	3,220.18
Requisitions 601 to 640 inclusive.....	3,276.92
Requisitions 641 to 680 inclusive.....	6,041.96
Requisitions 681 to 688 inclusive.....	5,643.65
Requisitions 721 to 760 inclusive.....	1,101.35
Requisitions 761 to 800 inclusive.....	2,282.90
Requisitions 801 to 840 inclusive.....	1,985.92
806 cancelled.	
Requisitions 841 to 880 inclusive.....	3,613.12
Requisitions 881 to 920 inclusive.....	3,419.74
Requisitions 921 to 960 inclusive.....	2,964.01
Requisitions 961 to 1000 inclusive.....	4,696.18
Requisitions 1001 to 1040 inclusive.....	2,521.50
Requisitions 1041 to 1080 inclusive.....	19,686.87
Requisitions 1081 to 1120 inclusive.....	1,244.34
Requisitions 1121 to 1160 inclusive.....	4,628.79
Requisitions 1161 to 1200 inclusive.....	3,423.27
Requisitions 1201 to 1240 inclusive.....	2,086.55
Requisitions 1241 to 1280 inclusive.....	1,848.38
Requisitions 1281 to 1320 inclusive.....	2,172.21
Requisitions 1321 to 1360 inclusive.....	5,362.14
Requisitions 1361 to 1400 inclusive.....	6,148.74
Requisitions 1401 to 1440 inclusive.....	2,425.42
Requisitions 1441 to 1480 inclusive.....	2,229.41
Voted to adjourn.	

GEORGE H. HAYES,  
Secretary

# The University of Minnesota

## BOARD OF REGENTS

### MINUTES

September 21, 1914

A meeting of the Board of Regents was held on board the Oronoco on the Mississippi River, Monday, September 21, 1914, at 10:00 a.m.

Present: Regent Nelson, presiding; Regents Butler, Eberhart, Mayo, Partridge, Schulz, Snyder, Vincent.

Voted to approve the minutes of the Board of Regents' meeting of August 15, 1914, the minutes of the Agricultural Committee meeting of August 15, and the minutes of the meeting of the Executive Committee of September 4.

Voted to approve the following appointments:

Albert N. Gilbertson as Instructor in Sociology for one year beginning August 1, 1914, at a salary of \$1,750.

Charles E. Muller as Instructor in Romance Languages for one year beginning August 1, 1914, at a salary of \$1,200.

Emil V. Molle as Assistant in Romance Languages for one year beginning August 1, 1914, at a salary of \$1,050.

Maximilian Dick as Instructor in Violin for the academic year 1914-15, the compensation to be the fees of the students who take the course.

Richard Lindenhahn as Instructor in Horn for the academic year 1914-15, the compensation to be the fees of the students who take the course.

Royal Chapman as Assistant in the Department of Animal Biology for the academic year 1914-15 at a salary of \$550.

Charlotte I. Thorne as Secretary and Pianist in the Department of Physical Education for Women for the academic year 1914-15 at a salary of \$378.

Blanche M. Oswald as Assistant in the Department of Physical Education for Women for the academic year 1914-15 at a salary of \$100.

Gladys Jenness as Scholar in Music for the academic year 1914-15 at a salary of \$225.

W. G. Bolcom as Scholar in the Department of Economics for the academic year 1914-15 at a salary of \$225.

Fred Tryon as Scholar in the Bureau of Statistical Research for the academic year 1914-15 at a salary of \$225.

Franz A. Linder as Scholar in the Department of Rhetoric and Public Speaking for the academic year 1914-15 at a salary of \$225.

Anna A. Smart as Scholar in the Department of Philosophy and Psychology for the academic year 1914-15 at a salary of \$225.

Allen R. Benham as Scholar in the Department of English for the academic year 1914-15 at a salary of \$225.

W. B. Lang as Assistant in Map and Laboratory work in the Department of Geology for the academic year 1914-15 at a salary of \$100.

John O. Cederberg as Instructor in Working Drawings and Specifications in the Department of Architecture for the academic year 1914-15 at a salary of \$600.

F. K. Cowley as Instructor in Freehand Drawing in the Department of Architecture from month to month at the rate of \$140 a month.

Golder L. McWhorter as Teaching Fellow in Surgery for the academic year 1914-15 at a salary of \$500.

S. E. Moore as Teaching Fellow in Obstetrics for the academic year 1914-15 at a salary of \$500.

H. J. Leonard as Instructor in Oral Surgery for eleven months beginning September 1, 1914, at a salary of \$600.

Charles Wulling as Instructor in Pharmacy to fill temporarily the vacancy created by the resignation of C. H. Rogers, at the rate of \$1,500 a year.

Anna Copeland as office assistant in the School of Chemistry for ten months beginning September 15, 1914, at a salary of \$40.00 a month.

I. O. Juvrud as Assistant in the School of Chemistry for ten months beginning September 1, 1914, at a salary of \$500.

R. D. May as Assistant in the School of Chemistry for ten months beginning September 1, 1914, at a salary of \$300.

M. M. Goldstein as Storekeeper of Scientific Supplies beginning as soon as possible at a salary of \$1,200 a year.

Mrs. Mary Woodruff as director of the cafeteria in Shevlin Hall, the salary to be \$70.00 for the first three months, and \$80.00 thereafter if the services are satisfactory.

Clara Hankey as Assistant in the office of the Registrar at a salary of \$50.00 a month.

Jean Muir as College of Agriculture Scholar for the academic year 1914-15 with free tuition.

Joseph Nellar as Macalester College Scholar for the academic year 1914-15 with free tuition.

Voted to approve the following readjustments of salaries:

R. C. Jones, Architecture, from \$1,000 to \$1,200, from August 1, 1914, on account of increased time.

Leslie Brooks, Chemistry, from \$35.00 to \$50.00 a month from















