

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
LABOR COMMITTEE
MINUTES

February 19, 1943

A meeting of the Labor Committee of the Board of Regents was held in the Regents' Room on Friday, February 19, 1943 at nine o'clock.

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

Voted to recommend to the Board of Regents approval of the following report:

In order that there may be a clear and common understanding of the procedures to be followed in the consideration and settlement of grievances of the non-academic staff and particularly a clarification of the relationships between the Director of Non-academic Personnel and the Public Building Service Local No. 113 Grievance Committee (referred to in the Regents' resolution of October 17, 1942 and hereinafter referred to as the Director and the Grievance Committee) as well as of his relationships to other administrative officers and agencies, your Labor Committee recommends approval of the following statement of (1) kinds of grievances, (2) disposition of grievances, and (3) appeal from Director's grievance decisions:

Kinds of Grievances

Grievances of members of the non-academic staff in general can be classed under one of the following five heads:

1. Those involving **Policy Interpretations**, that is, interpretation of established rules, regulations and policies as they relate to an individual employee in such matters as sick leave, vacation leave, family relationship, retirement, insurance, promotion, etc.
2. Those involving **Personal Relationships**, for example, alleged discrimination on the part of superiors, unsatisfactory co-worker relationships, unjustifiable work assignment, etc.
3. Those involving **Disciplinary Action**, such as suspensions or discharges by administrative officers.
4. Those involving **Finance**, such as class or individual pay adjustments.

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2. Those involving **Personal Relationships**, for example, alleged discrimination on the part of superiors, unsatisfactory co-worker relationships, unjustifiable work assignment, etc.
3. Those involving **Disciplinary Action**, such as suspensions or discharges by administrative officers.
4. Those involving **Finance**, such as class or individual pay adjustments.

5. Those involving **Policy Changes and Classifications**, such as changes in established rules, regulations and policies governing such matters as sick leave, vacation leave, retirement, promotions, etc.; and changes in group classes, or in the classification of an individual.

Disposition of Grievances

Any employee, his authorized representative, or the Grievance Committee shall be privileged at any time to present in writing and to discuss with the Director of Non-academic Personnel any facts pertaining to any grievance of any kind.

After consultation with such employee, his authorized representative, or the Grievance Committee and the administrative officer or officers involved, the Director shall be authorized to settle grievances involving, (1) policy interpretations, (2) personal relationships, and (3) disciplinary action. Settlement of grievances involving finance shall require the approval of the Comptroller, the President, and the Board of Regents; and settlement of grievances involving classification and policy changes shall require the approval of the Civil Service Committee, the President, and the Board of Regents. In these latter two types of grievances the Director shall have the responsibility for presenting to the approving officer or agency all information that has come to him from all sources.

Every order made by the Director in the settlement of grievances shall be in writing and a copy thereof shall be mailed to the employee, to the administrative officer or officers involved, and if the employee has an authorized representative (which may be the Grievance Committee) to such representative.

Each order shall contain a statement of the right of any interested party, his authorized representative, or the Grievance Committee to appeal therefrom.

Appeal from Director's Grievance Decisions

Any interested party—employee, Grievance Committee, or administrative officer—shall be privileged to appeal the Director's decision in any grievance case, to the Civil Service Committee, and such interested parties, or the Director may then appeal to the Board of Regents.

An appeal from an order of the Director settling a grievance shall be taken by filing with the Director a written notice of appeal, signed by the employee, his authorized representative, the Grievance Committee, or the administrative officer or officers involved, such filing to be made within ten days after mailing of a copy of the order appealed from.

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

Amendment of Present Rules and Regulations Relating to Personnel

The Rules and Regulations Relating to Personnel covering suspensions and discharges should be amended as indicated below. (The italicized words in parentheses are those of the original, while the words of the amendment are in bold face type.)

7. Suspensions: Discharges: Any employee in the classified 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 *(Secretary)* **Director of Non-academic Personnel** of the reasons for such suspension or discharge and said employee shall have the right of appeal to the *(Committee)* **Director** within *(two weeks)* **ten days** after the *(receipt)* **mailing** of such notice. *(The Committee shall if requested provide a hearing and make recommendation to the President and the Board of Regents for action.)*

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

Voted to accept with thanks gift of a portfolio of Spanish-Colonial design, from Mr. Vernon Hunter, to the University Gallery.

Voted to accept with thanks gift of a Fred S. Carver Hydraulic Press of 25,000-pound capacity, to the Department of Mechanical Engineering, from McLaughlin Gormley King Company.

Voted to accept with thanks 1,664 gifts to the Library from four donors.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS
MINUTES

February 19, 1943

A meeting of the Board of Regents was held in the Regents Room on Friday, February 19, 1943 at ten o'clock.

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

Voted to approve the report of the Labor Committee of February 19, 1943.

Voted to approve the minutes of the following meeting:

Board of Regents of January 15, 1943

Voted to approve the following budget amendment:

44-6100 John B Ryan Maintenance Mechanic Physical Plant at \$1,500 Term AII (name was omitted from budget in error)

Voted to approve the following amendment of minutes:

October 24, 1942, leave of absence without salary for Maynard E Pirsig Professor Law October 6 to December 31, 1942 to read October 6, 1942 to January 3, 1943 (Supreme Court term dates extended to and including January 3, 1943)

Voted to approve the following correction of minutes:

September 11, 1942, promotion and transfer of Nelle C Cowles from Matron-Housekeeper Ada Comstock Hall at \$1,002 and maintenance Term AII to Senior Domestic Helper at the rate of \$1,173 and board Term AII September 1, 1942 to June 30, 1943 to read at the rate of \$1,173 without board Term AII beginning September 1, 1942 to June 30, 1943

Voted to approve the following retirement:

Hugh A Searl Maintenance Mechanic Physical Plant to retire on Minnesota State Employees Retirement Fund December 15, 1942

Voted to approve the following terminations of employment:

Ralph V Ellis Physician Students' Health Service and Associate Professor Preventive Medicine and Public Health effective January 31, 1943

Robert S Lind Instructor Electrical Engineering effective December 31, 1942

Archie R Stone Instructor Electrical Engineering effective
 December 31, 1942
 Ernest T Baughman Instructor Extension Economist in Mar-
 keting Agriculture Extension effective February 27, 1943
 Maurice Ostrander Instructor Physical Education for Men
 effective January 5, 1943
 Verl J Young Instructor and Assistant Coach Physical Edu-
 cation for Men effective February 8, 1943
 Beatrice E J Mooney Instructor United States Public Health
 Service—Refresher Course effective January 15, 1943
 Jean H Johnson Teacher Institute of Child Welfare effective
 January 15, 1943
 Francis X Barron Teaching Assistant Psychology effective
 December 31, 1942
 James Fisher Teaching Assistant Chemistry effective Decem-
 ber 31, 1942
 John H Thomas Teaching Assistant Chemistry effective De-
 cember 15, 1942
 James J Jezeski Research Assistant Dairy Husbandry effec-
 tive January 31, 1943
 Edgar E Selke Research Assistant Dairy Husbandry effec-
 tive January 16, 1943
 Jane F Dunlap Pre-service Fellow in Public Administration
 effective January 15, 1943
 Charles H Weitz Pre-service Fellow in Public Administra-
 tion effective December 31, 1942
 Samuel M Brooks Medical Fellow Mayo Foundation effective
 January 15, 1943
 Richard H Fenstermacher Medical Fellow Mayo Foundation
 effective January 31, 1943
 Frank H Tanner Medical Fellow Mayo Foundation effective
 December 31, 1942
 E Walter Geckler Accountant Office of the Comptroller effec-
 tive February 15, 1943
 Viola M Dietz Blue Earth County Home Demonstration
 Agent Agricultural Extension effective January 2, 1943
 Wallace T Johnson Wrestling Coach and Assistant Football
 Coach Physical Education for Men effective February 8, 1943
 Wesley A Pierson Mower County Club Agent Agricultural
 Extension effective February 7, 1943
 Alice S Whelan Psychiatric Social Worker and Instructor
 Psychiatric Clinic for Children effective February 15, 1943
 Harry M Winn Junior Chemist Mines Experiment Station
 effective January 31, 1943
 Marianne C Johnson Junior Record Clerk Office of Admis-
 sions and Records effective January 9, 1943
 Frances Ottmar Junior Record Clerk Office of Admissions
 and Records effective January 15, 1943
 Mark C Paulsen Clerk Library effective January 19, 1943
 Peter Roman Messenger Library effective January 11, 1943
 William L Smith Clerk Library effective February 11, 1943

Roderick J Aird Laboratory Mechanic Physics effective January 2, 1943

Mary A Gleason Clerk-Stenographer Sociology effective January 17, 1943 (deceased December 17, 1942)

A Georgene Holter Junior Clerk-Stenographer Horticulture effective December 15, 1942

Jean Henderson Clerk-Stenographer Agricultural Extension effective February 12, 1943

Harold Borg Laborer Administration Medical School effective January 11, 1943

Richard J Hennesy Laborer Administration Medical School effective December 31, 1942

Beatrice M Stevens Laboratory Technician Surgery effective December 31, 1942

Margy V Clay Assistant Librarian Law School effective February 12, 1943

Dorothy Anderson Clerk-Stenographer Administration College of Education effective January 15, 1943

Dorothy E Rieman Junior Clerk-Stenographer Administration College of Education effective January 9, 1943

Lavon Gerdes Statistical Clerk Graduate School Research Grant effective January 16, 1943

Betty J Dexter Junior Record Clerk Correspondence Study effective January 15, 1943

Joseph H Quady Steam and Operating Engineer Physical Plant effective January 14, 1943

Julia Breslin Elevator Operator Minnesota Hospital and Home for Crippled Children—Corn Exchange Building effective January 18, 1943 (deceased)

James P O'Keefe Maintenance Mechanic Minnesota Hospital and Home for Crippled Children—Flour Exchange Building effective January 31, 1943 (deceased January 1, 1943)

Marjorie N Peppard Senior Domestic Helper Northwest School and Experiment Station effective December 31, 1942

Byron C Smith Senior Account Clerk Coffman Memorial Union effective January 23, 1943

Jeanette Schlicht Junior Clerk Students Health Service effective February 28, 1943

Phyllis S Sittko Dental Clinic Attendant Students Health Service effective February 8, 1943

Virgil J Fencil Assistant Manager Folwell Hall Bookstore effective January 26, 1943

Mary M Shattuck Junior Account Clerk Folwell Hall Bookstore effective February 3, 1943

Rennette Busdicker File and Mail Clerk Mimeograph and Bulletins effective December 31, 1942

Lois D LaCounte Senior Office Appliance Operator Mimeograph and Bulletins effective January 9, 1943

Margaret Hudak Locker Room Attendant Physical Education for Women effective December 31, 1942

Leota A Schlesselman Clerk-Stenographer Obstetrics and Gynecology effective January 31, 1943

Walter Carlock recipient of a Sears-Roebuck Agricultural Scholarship effective January 4, 1943

Robert E Nelson recipient of a Sears-Roebuck Agricultural Freshman Scholarship effective January 5, 1943

Lawrence I Sorum recipient of a Sears-Roebuck Agricultural Freshman Scholarship effective January 5, 1943

Raymond T Wanquist recipient of the Alpha Zeta Freshman Scholarship effective September, 1942

Harold Bremer recipient of a School of Agriculture Sears-Roebuck Scholarship effective December 19, 1942

John Wagner recipient of a School of Agriculture Sears-Roebuck Scholarship effective December 19, 1942

The following in the University of Minnesota Hospitals

		Effective Date
Lewis A Aaker	Floorman	December 14, 1942
Muriel K Amdahl	Acting Head Nurse	January 10, 1943
Clara Bergerson	Senior Clerk- Stenographer	February 14, 1943
Louise M Betcher	General Duty Nurse	January 29, 1943
Thora Bothne	General Duty Nurse	January 15, 1943
Anita B Brink	General Duty Nurse	January 15, 1943
Francis Cox	Floorman	January 17, 1943
Catherine Curyl	Elevator Operator	December 27, 1942
Marguerite Donker	Nursing Supervisor and Instructor	February 12, 1943
Harold Gustafson	Floorman	December 31, 1942
Helen Haukos	Domestic Helper	January 15, 1943
Mary Mayhugh	Maid	January 22, 1943
Robert Miller	Custodial Foreman	January 15, 1943
Clarice Olson	Maid	December 31, 1942
Shirley A Podas	General Duty Nurse	January 15, 1943
Marjorie Pool	Junior Clerk	January 1, 1943
Anna C Stanek	Maid	February 1, 1943
S Elaine Streeter	Maid	January 24, 1943
June A Walter	Psychopathic General Duty Nurse	January 15, 1943
Beth H Widen	Psychopathic General Duty Nurse	January 15, 1943
Pearl Wilson	Domestic Helper	February 8, 1943

Voted to approve the following appointments:

Berry Campbell as Assistant Professor Anatomy and Pediatrics for 1943-44 at \$3,000 Term B

Jennie Hall as Lecturer General Education for the winter and spring quarters of 1942-43 at \$375 Term CHX19 (\$3,000 B rate)

Ingwald Kvitrud as Lecturer Drawing and Descriptive Geometry January 16 to June 15, 1943 at \$1,333 Term CX (\$2,400 B rate)

Walter Seidenkranz as Instructor English for the winter quarter of 1942-43 at \$645 Term C (\$1,935 B rate)

Corine Twetley as Instructor English for the winter quarter of 1942-43 at \$645 Term C (\$1,935 B rate)

Helen J Bozicevich as Instructor Mathematics February 16 to June 15, 1943 at \$720 Term CX (\$1,620 B rate)

Ellis Peilen as Instructor Aeronautical Engineering for the winter and spring quarters of 1942-43 at \$1,267 Term CX (\$1,900 B rate)

Richard C Nelson as Instructor Plant Pathology and Botany January 1-31, 1943 at \$175 Term CX

Isobel G Walling as Instructor Institute of Child Welfare January 21 to June 15, 1943 at \$1,044 Term CX (\$1,935 B rate)

Sheldon Beise as Instructor Physical Education for Men January 5 to March 18, 1943 at \$400 Term CHX72 (\$2,000 B rate)

Una S Hoisser as Instructor School of Nursing United States Public Health Service—Refresher Course December 28, 1942 to March 31, 1943 at \$469 Term C (\$1,800 A rate)

Floyd C Olson as Research Associate Agricultural Experiment Station, February 1 to June 30, 1943 at the rate of \$3,000 Term AIV

Adele M Teschion as Clinical Fellow University Testing Bureau January 11 to June 15, 1943 at the rate of \$653 Term BH50

Henry Kaplan as Clinical Assistant Radiology and Physical Therapy without salary January 1 to June 30, 1943

Mohan Sekhon as Clinical Assistant Surgery without salary January 15 to June 30, 1943

Donald C Kull as Pre-service Fellow in Public Administration January 25 to June 15, 1943 at the rate of \$650 Term E

Louise Klohn as Teaching Assistant English for the winter quarter of 1942-43 at \$145 Term CH33

Willmar L Thorkelson as Teaching Assistant Journalism December 16, 1942 to June 15, 1943 at the rate of \$326 Term BHX25

Ruth B Lind Teaching Assistant Mathematics for the winter and spring quarters of 1942-43 at \$365 Term CH42

Eugenia M Conway Teaching Assistant Sociology for the winter and spring quarters of 1942-43 at \$434 Term CH50

Katherine L Krantz as Teaching Assistant Sociology for the winter and spring quarters of 1942-43 at \$434 Term CH50

Sarah E Brody as Teaching Assistant Speech for the winter quarter of 1942-43 at \$218 Term CH50

Milton L Hoeffle as Teaching Assistant Chemistry February 1 to June 15, 1943 at the rate of \$548 Term BH42

Robert L James as Teaching Assistant Chemistry for the winter and spring quarters of 1942-43 at \$435 Term CH50

Dorothy L Hawley as Research Assistant Entomology and Economic Zoology January 1 to June 30, 1943 at the rate of \$660 Term AH38

Waldemar E Sackston as Research Assistant Plant Pathology and Botany January 7 to April 6, 1943 at \$109 Term CH25

Hugh Shafer as Teaching Assistant General Education for the winter quarter of 1942-43 at \$109 Term CH25

Florence Gilmore as Research Assistant Graduate School Research Grant January 1 to March 31, 1943 at \$435 Term C

Frances A Covell as Teaching Assistant School of Business Administration for the winter quarter of 1942-43 at \$290 Term CH67

Ching Fan Luh as Research Assistant Biochemistry—American Dry Milk Institute Fellowship January 1 to June 30, 1943 at \$435 Term CH50

Jeanette C Opsahl as Teaching Assistant Physiology—United States Public Health Service January 1 to March 15, 1943 at \$275 Term CH76

Sara C Godwin as Teacher Institute of Child Welfare January 16 to June 15, 1943 at the rate of \$1,095 Term B

Paul van Rohr Heise as Medical Fellow Pathology January 1 to June 30, 1943 at \$398 Term C

Harry A Wilmer as Medical Fellow Pathology January 1 to June 30, 1943 at \$199 Term CH50

Fred Kolouch, Jr as Medical Fellow Surgery January 1 to June 30, 1943 at the rate of \$690 Term AXIV

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

James G Bennett	Pathology
Allan J Benson	Medicine
Alberto Calero	Surgery
Marvin Calmenson	Surgery
Hiram Dee Cochran	Pediatrics
William J Coughlin	Surgery
Martin M Fahey	Surgery
Lucille L Fortner	Pediatrics
Theodore A Guenther	Anesthesia
Selwyn P R Hutchins	Urology
Jack J Kaplan	Surgery
Thomas J Kennedy	Radiology
William G Kirkland	Surgery
Cyril J Multhauf	Surgery
Harold O Padgett	Obstetrics and Gynecology
Juan Ruiz	Surgery
Beatrice M Sweeney	Physiology
Stuart D Whetstone	Anesthesia
Thomas R Wilson	Obstetrics and Gynecology
Patrick Pih Tsang Wu	Pathology

Donald L Drukey as Junior Scientist Physics OSRD contract March 12 to June 30, 1943 at \$547 Term C (\$1,800 A rate)

Wallace T Leland as Junior Scientist Physics OSRD contract March 12 to June 30, 1943 at \$547 Term C (\$1,800 A rate)

Muriel E Wessman as Junior Account Clerk Office of the Comptroller January 25 to June 30, 1943 at the rate of \$942 Term AIII

Dorothy L King as Editorial Assistant Field Secretary and Alumni Association January 11 to June 30, 1943 at \$623 Term CX

Virginia Wilson as Junior Library Assistant Library January 4 to June 30, 1943 at the rate of \$1,068 Term AIII

June Specht as Clerk-Stenographer Sociology January 5 to June 30, 1943 at the rate of \$1,068 Term AIII

Viola D Lueders as Junior Clerk-Stenographer Horticulture December 16, 1942 to June 30, 1943 at the rate of \$942 Term AIII

Joyous D Krabbenhoft as Junior Clerk-Stenographer Agricultural Extension January 2 to June 30, 1943 at the rate of \$942 Term AIII

Lorraine M Shoden as Junior Mail Clerk Agricultural Extension February 1 to June 30, 1943 at the rate of \$879 Term AIII

Llewellyn A Reese as Farm Foreman North Central School and Experiment Station January 1 to June 30, 1943 at the rate of \$1,000 plus room (\$600 additional from the Regional Service Breeding Laboratory) Term AIII

Rose Heikes as Matron-Housekeeper Northeast Experiment Station January 1 to June 30, 1943 at the rate of \$780 and maintenance Term ATII

Harold B Borg as Laborer Administration Medical School January 7 to June 30, 1943 at the rate of \$660 Term AH50

Oliver S Osterberg as Laborer Administration Medical School January 25 to June 30, 1943 at the rate of \$660 Term AH50

Marie J Eller as Library Assistant Law School February 1 to June 30, 1943 at the rate of \$1,383 Term AIII

Avona O Hatling as Junior Clerk-Stenographer Administration College of Education January 13 to June 30, 1943 at the rate of \$471 Term AH50

Jean Slaten as Clerk-Stenographer Administration College of Education January 16 to April 30, 1943 at \$312 Term C

Lenore H Nelson as Record Clerk School of Business Administration December 26, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Winifred E Gilbertson continuation of appointment as Clerk-Stenographer Physics January 1-15, 1943 at \$45 Term CX

Peter Kokosinski as Floorman Physical Plant December 16, 1942 to June 30, 1943 at the rate of \$1,131 Term AII

Charles P Ament as Watchman Physical Plant January 16 to June 30, 1943 at the rate of \$1,383 Term ATII

Erick Johnson as Watchman Physical Plant January 16 to June 30, 1943 at the rate of \$1,509 Term ATII

Cynthia A Neumann as Mail Clerk Mimeograph and Bulletins December 22, 1942 to June 30, 1943 at the rate of \$1,068 Term AIII

Margaret F Primrose as Junior Scientist Rockefeller Foundation—Lipoid Metabolism December 14, 1942 to June 30, 1943 at \$821 Term C (\$1,500 A rate)

Cora Shodin as Launderer University Laundry December 16, 1942 to June 30, 1943 at the rate of \$875 Term ATII

Leah Silverman as Clerk-Stenographer Cancer Institute February 1 to June 30, 1943 at the rate of \$660 Term AH50

Manda Stefansen as Launderer University Laundry December 16, 1942 to June 30, 1943 at the rate of \$875 Term ATII

Henry Rybisky as Laboratory Attendant Floyd B Olson Cancer Research January 1 to June 30, 1943 at \$818 Term C

Mary A G Baldwin continuation of appointment as Senior Clerk-Stenographer Training Courses in Kenny Technique—National Foundation for Infantile Paralysis January 1 to June 30, 1943 at \$660 Term C

Martha R Davies continuation of appointment as Physical Therapy Technician Training Courses in Kenny Technique—National Foundation for Infantile Paralysis January 1 to June 30, 1943 at \$818 Term C

Vivian C Hannon continuation of appointment as Physical Therapy Technician Training Courses in Kenny Technique—National Foundation for Infantile Paralysis January 1 to June 30, 1943 at \$818 Term C

Ida M Kay continuation of appointment as Physical Therapy Technician Training Courses in Kenny Technique—National Foundation for Infantile Paralysis January 1 to June 30, 1943 at \$818 Term C

Alva E Lembkey continuation of appointment as Physical Therapy Technician Training Courses in Kenny Technique—National Foundation for Infantile Paralysis January 1 to June 30, 1943 at \$818 Term C

Margaret Opdahl as Clerk-Stenographer National Foundation for Infantile Paralysis January 16 to June 30, 1943 at the rate of \$1,068 Term AIII

Phyllis Delmore Medical Social Worker University of Minnesota Hospitals January 2 to June 30, 1943 at the rate of \$1,950 Term AIV

Barbara P Abbott as Acting Head Nurse University of Minnesota Hospitals January 1 to June 30, 1943 at the rate of \$1,068 and maintenance Term AIV

Oscar B Nelson as Engineer Physical Plant January 20 to February 13, 1943 at \$1.00 an hour (special approval requested as Mr. Nelson is beyond retirement age)

Robert Bradseth as recipient of a Sears-Roebuck Scholarship of \$25 for the winter term of 1942-43 North Central School and Experiment Station

The following as recipients of Sears-Roebuck scholarships for the winter term of 1942-43 at the School of Agriculture

Philip J Dziuk	\$25.00
Walter Carlock	12.50
Arthur Laufenburger	12.50

The following as recipients of LaVerne Noyes Scholarships January 15 to June 12, 1943 College of Science, Literature, and the Arts

Betty A Alexander	\$ 68.00
Esther V Noren	68.00
Marjorie H Hersleth	68.00
Bertha J Sommer	68.00
John R Spreiter	82.00
Otis W Joslyn	118.00

Stuart V Thorson as recipient of a LaVerne Noyes Scholarship of \$172 January 15 to June 12, 1943 Medical School

Elinor M Erickson as recipient of a Twin City Panhellenic Council Scholarship of \$50 for the winter quarter of 1942-43 College of Science, Literature, and the Arts

Virginia Swenson as recipient of a Twin City Panhellenic Council Scholarship of \$50 for the winter quarter of 1942-43 College of Education

Helen V Grays as recipient of a W K Kellogg Foundation Student Aid Scholarship of \$10 January 25 to June 4, 1943 Nursing Education

Nancy E Way as recipient of a W K Kellogg Foundation Student Aid Scholarship of \$70 January 1 to June 12, 1943 College of Science, Literature, and the Arts—5-year Nursing Course

Gale L Sperry as recipient of an Appreciation Day Band Fund Scholarship of \$20 for the winter quarter of 1942-43 College of Education

LeRoy W Hanson as recipient of the Alpha Zeta Freshman Scholarship of \$50 for 1942-43 College of Agriculture, Forestry, and Home Economics

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:

Arnold S Stein as Instructor English January 1 to March 15, 1943 at \$538 Term CX (wife, Bess Dworsky Stein substitute Instructor in the Extension Division for 1942-43)

Alf Bueling as Laborer Mines Experiment Station beginning January 27, 1943 at 55c an hour (brother, Oscar Bueling, Laborer Farm Campus at 55c an hour)

Betty B Dearing as Junior Clerk-Stenographer Military Department beginning January 25, 1943 at 45c an hour and in the Office of the Comptroller beginning February 5, 1943 at \$78.50 per month (husband, G Bruce Dearing substitute Instructor English for 1942-43)

Myrtle C Couette as Domestic Helper Coffman Union Food Service beginning January 25, 1943 for duration of war at 35c per hour and meals on duty (nephew, Jess Young, Supervisor Coffman Memorial Union Bowling Alley)

June Elliott as Domestic Helper University of Minnesota Hospitals January 2-15, 1943 at \$57.50 and board per month (mother, Mabel Elliott) Assistant Cook University of Minnesota Hospitals)

Magdalena Caron as Domestic Helper University of Minnesota Hospitals beginning January 28, 1943 at \$57.50 and board per month (niece, Yvonne Sullivan Junior Clerk University of Minnesota Hospitals Term AIII)

Voted to approve the following promotions and transfers:

Miland E Knapp Clinical Assistant Professor Radiology and Physical Therapy at \$1,200 Term AH40 for 1942-43 and as Director Training Courses in Kenny Technique at the rate of \$4,800 Term AH60 July 1 to December 31, 1942 to continue to serve as Director of Training Courses in Kenny Technique in addition at the rate of \$4,800 Term AH60 January 1 to June 30, 1943

Herman Kabat from Assistant Professor Medicine at \$2,500 Term B to Scientist-Physiologist National Foundation for Infantile Paralysis at \$1,742 Term C (\$3,800 A rate) January 1 to June 15, 1943

Henry D Colson from Teaching Assistant Mathematics at \$544 Term BH42 to Instructor at the rate of \$1,620 Term BX December 16, 1942 to June 15, 1943

Lillian R Elveback from Teaching Assistant Mathematics at \$653 Term BH50 to Instructor at \$902 for 67% time for the winter quarter of 1942-43 and 100% time for the spring quarter of 1942-43 (\$1,620 B rate)

Donald T Jarvis from Teaching Assistant Mathematics at \$653 Term BH50 to Instructor at the rate of \$1,620 Term BX December 16, 1942 to June 15, 1943

Robert H Eustis from Teaching Assistant Mechanical Engineering at \$325 Term BH25 to Instructor at the rate of \$1,950 Term B January 1 to June 15, 1943

David Gottlieb from Research Assistant Plant Pathology and Botany at \$1,305 Term AH75 to Research Fellow at the rate of \$1,800 Term AIV December 16, 1942 to June 30, 1943

Walter E Harris from Teaching Assistant Chemistry at \$979 Term BH75 to Research Fellow WPB Rubber Research—Chemistry at \$1,146 Term C (\$2,500 A rate) January 16 to June 30, 1943

Donald R May from Teaching Assistant Chemistry at \$979 Term BH75 to Research Fellow WPB Rubber Research—Chemistry at \$1,146 Term C (\$2,500 A rate) January 16 to June 30, 1943

Helen J Millen Teaching Assistant General Education at \$326 Term BH25 to receive \$359 for 50% additional time as Administrative Fellow Dean of Students January 18 to June 15, 1943

Lorraine H Pierce from Assistant Home Demonstration Agent Agricultural Extension at \$1,500 Term AIV to Fillmore County Home Demonstration Agent at the rate of \$1,800 Term AIV January 1 to June 30, 1943

Lilien Olesen from Principal Office Appliance Operator Office of the Comptroller at \$1,698 Term AIII to Tabulating Equipment Supervisor at the rate of \$2,000 Term AIII January 1 to June 30, 1943

Evangeline Petri from Senior Office Appliance Operator Office of the Comptroller at \$1,572 Term AIII to Senior Tabulating

Machine Operator at the rate of \$1,800 Term AIII January 1 to June 30, 1943

Constance V Cyert from Office Appliance Operator Office of the Comptroller at \$1,068 Term AIII to Tabulating Machine Operator at the rate of \$1,194 Term AIII January 1 to June 30, 1943

Lois E Erickson Office Appliance Operator Office of the Comptroller at \$1,068 Term AIII to Tabulating Machine Operator at the rate of \$1,194 Term AIII January 1 to June 30, 1943

Lois L Olson from Junior Office Appliance Operator Office of the Comptroller at \$942 Term AIII to Key Punch Operator at the rate of \$1,068 Term AIII January 1 to June 30, 1943

Viola A Siebenthal from Senior Clerk-Stenographer Inventory and Service at \$1,446 Term AIII to Junior Accountant Office of the Comptroller at the rate of \$1,635 Term AIII January 1 to June 30, 1943

Verlie A Plank from Junior File and Mail Clerk Office of Admissions and Records at \$879 Term AIII to Junior Record Clerk at the rate of \$942 Term AIII January 16 to June 30, 1943

Muriel J Austin from Clerk-Stenographer Administration College of Science, Literature, and the Arts at \$890 Term C September 1, 1942 to June 30, 1943 to Senior Clerk-Stenographer Employment Bureau at the rate of \$1,320 Term AIII February 1 to June 30, 1943

William L Smith from Messenger Library at \$879 Term AIII to Clerk at the rate of \$1,068 Term AXIII January 20 to June 30, 1943

Lora D Joesting from Clerk-Stenographer Physics at \$1,320 Term AIII to Senior Clerk-Stenographer Inventory and Service at the rate of \$1,380 Term AIII December 31, 1942 to June 30, 1943

Helen M Garfield from Junior Clerk-Stenographer Veterinary Medicine at \$942 Term AIII to Clerk-Stenographer Agricultural Extension at the rate of \$1,068 Term AIII January 1 to June 30, 1943

Jacqueline S Speece from Junior Mail Clerk Agricultural Extension at \$879 Term AIII to File Clerk at the rate of \$1,068 Term AIII December 28, 1942 to June 30, 1943

Kathleen Webb from Editorial Assistant Agricultural Extension at \$1,380 Term AIII to Assistant Editor at the rate of \$1,500 Term ATIII January 1 to June 30, 1943

Homer P Allison from Watchman Physical Plant at \$1,635 Term AII to Janitor without change in salary Term AII

John O Anderson from Fireman Physical Plant at \$1,887 Term AII to Engineer-Fireman at the rate of \$2,013 Term AII January 15 to June 30, 1943

Oscar R Bordsen from Floorman University of Minnesota Hospitals at \$1,320 Term AII to Assistant Maintenance Mechanic Physical Plant at the rate of \$1,446 Term AII January 11 to June 30, 1943

George Jacobson from Engineer-Fireman Physical Plant at \$2,013 Term AII to Steam and Operating Engineer at the rate of \$2,265 Term AII January 15 to June 30, 1943

Elmer C Peterson from Janitor Physical Plant at \$1,635 Term AII to Maintenance Mechanic at the rate of \$1,635 Term AII January 16 to June 30, 1943

Archie Rathbun from Maintenance Mechanic Physical Plant at \$1,635 Term AII to Fireman at the rate of \$1,887 Term AII January 15, to June 30, 1943

Lucile E Maahs from Account Clerk Office of the Comptroller at \$1,131 Term AIII to Senior Account Clerk Coffman Memorial Union at the rate of \$1,320 Term ATIII January 24 to June 30, 1943

Myrtle L Stoyke from Senior Stores Clerk Professional Colleges Bookstore at \$1,380 Term AIII to Assistant Manager Folwell Hall Bookstore at the rate of \$1,500 Term AIII January 27 to June 30, 1943

August Oltman from Assistant Herdsman Dairy Husbandry at \$1,500 Term AII to Ice Cream Maker Cold Storage Department without change in salary Term AII January 22 to June 30, 1943

Grace A Martens from Laboratory Technologist Human Serum Laboratory at \$990 Term C October 1, 1942 to June 30, 1943 to Head Technologist at the rate of \$1,600 Term AIII December 1, 1942 to June 30, 1943

Audrey F Derry from Clerk-Stenographer University of Minnesota Hospitals at \$1,131 Term AIII to Senior Clerk-Stenographer at the rate of \$1,320 Term AIII February 15 to June 30, 1943

Mardell Martinson from Junior Clerk-Stenographer University of Minnesota Hospitals at \$942 Term AIII to Clerk-Stenographer at the rate of \$1,068 Term AIII February 15 to June 30, 1943

Audrey Windemuth from Head Nurse University of Minnesota Hospitals at \$1,068 and maintenance Term AIV to Acting Assistant Superintendent of Nurses at the rate of \$1,680 and maintenance Term ATIV January 1 to June 30, 1943

Voted to approve the following salary adjustments:

Izaak M Kolthoff Professor and Chief Analytical Chemistry at \$5,200 Term B to serve half time for the War Production Board—Rubber Research Funds January 16 to June 15, 1943

Alfred O C Nier Associate Professor Physics on leave without salary for 1942-43 to receive \$2,700 January 1 to June 30, 1943 National Defense funds

Richard H Bachelder Lecturer College of Pharmacy for the winter quarter of 1942-43 at \$200 Term CH12 and in Sociology for the spring quarter of 1942-43 at \$300 Term CH33 to Lecturer College of Pharmacy for the winter quarter of 1942-43 at \$200 Term CH16 and in Sociology for the spring quarter of 1942-43

at \$300 Term CH25 and in Law School October 16, 1942 to March 15, 1943 at \$600 Term CH30

Edward J Meehan Instructor Analytical Chemistry at \$2,300 Term B to serve half time for the War Production Board—Rubber Research Funds January 16 to June 15, 1943

Leon Johnson Instructor Biochemistry from \$2,144 Term AH80 to the rate of \$2,680 Term AIV January 1 to June 30, 1943

C Fred Bentley Instructor Soils from \$2,000 Term AIV to the rate of \$2,160 Term AIV for 1942-43

Myrtle H Coe Instructor Physiology at \$645 Term CH50 December 16, 1942 to June 15, 1943 to receive \$275 for 43% additional time United States Public Health Service January 1 to March 31, 1943

John Hamilton Assistant to Director Visual Education Service at \$2,200 Term AXIII to serve 5% time at Teaching Assistant Speech at \$100 for the winter quarter of 1942-43

Aldus Smith Teaching Assistant Political Science at \$653 Term BH50 to receive \$200 for 23% additional time for the winter and spring quarters of 1942-43

George L Brown Teaching Assistant Chemistry at \$548 Term BH42 to receive \$24 for 33% additional time January 16-31, 1943

Laraine E Dunn Research Fellow Soils from \$2,100 Term AIV to the rate of \$2,265 Term AIV August 1, 1942 to June 30, 1943

Olaf C Soine Research Fellow Soils from \$2,000 Term AIV to the rate of \$2,160 Term AIV for 1942-43

Mary L Rice Teaching Assistant English at \$435 Term BHX33 to receive \$145 for 33% additional time for the winter quarter of 1942-43

Charlotte P Hepperle Teaching Assistant German at \$653 Term BH50 to receive \$109 for 25% additional time for the winter quarter of 1942-43

Edwin F Menze Teaching Assistant German at \$653 Term BH50 to receive \$235 for 50% additional time for the winter quarter of 1942-43

Hermann E Rothfuss Teaching Assistant German at \$653 Term BH50 to receive \$235 for 50% additional time for the winter quarter of 1942-43

Quintus C Wilson Teaching Assistant Journalism at \$326 Term BHX25 to receive \$217 for 25% additional time for the winter quarter of 1942-43

Anna E Boe Teaching Assistant Sociology from \$261 Term EH20 to \$434 Term CH50 for the winter and spring quarters of 1942-43

John F Johnson Teaching Assistant Chemistry from \$548 Term BH42 to the rate of \$877 Term BH67 January 1 to June 15, 1943

Gordon Langlois Teaching Assistant Chemistry from \$365 Term BH42 to the rate of \$877 Term BH67 February 1 to June 15, 1943

Martin F Lyons Teaching Assistant Chemistry from \$548 Term BH42 to the rate of \$363 Term BH50 January 16 to June 15, 1943

George Matsuyama Teaching Assistant Chemistry from \$653 Term BH50 to the rate of \$979 Term BH75 January 16-31, 1943 and at the rate of \$1,305 Term B February 1 to June 15, 1943

William S Reveal Teaching Assistant Chemistry from \$653 Term BH50 to the rate of \$979 Term BH75 January 1 to June 15, 1943

Edward A Andrews Research Assistant Plant Pathology and Botany at \$780 for 75% time July 1 to November 30, 1942 and 30% time December 1, 1942 to June 30, 1943 to receive \$261 for 60% additional time Graduate School Research Funds December 7, 1942 to March 6, 1943

Harry C Young Research Assistant Plant Pathology and Botany at \$829 for 86% time September 1 to October 31, 1942 and 50% time November 1, 1942 to June 30, 1943 to receive \$395 for 40% additional time December 7, 1942 to June 30, 1943

Claudia L Lewis Teaching Assistant Institute of Child Welfare from \$326 Term BH25 to the rate of \$653 Term BH50 February 1 to June 15, 1943

Ingrid Strom Teaching Assistant General Education at \$326 Term BH25 to receive \$150 additional for 34% additional time for the winter quarter of 1942-43

Marie Gagner Teaching Assistant General College at \$535 Term BH41 and in Administration College of Science, Literature, and the Arts at \$444 Term BH34 to receive \$200 for 25% additional time in General College January 1 to June 15, 1943

Jack S Blaisdell Medical Fellow Mayo Foundation at \$1,110 Term A to receive \$52.50 January 1 to June 30, 1943 while on leave at Gillette Hospital for Crippled Children, St. Paul (this is the difference between the stipends of \$900 and \$1,110 per year)

Thomas R Turner Medical Fellow Mayo Foundation at \$1,110 Term A to receive \$26.25 March 16-31, 1943 while continuing leave at the Rochester State Hospital January 1 to March 31, 1943 (this is the difference between the stipends of \$900 and \$1,110 per year)

Jane McCarthy Production Manager University Press from \$2,370 Term AIII to the rate of \$2,685 Term AIII February 1 to June 30, 1943

George W Chambers from Carlton County Agricultural Agent Agricultural Extension from \$2,858 (\$2,558 University—\$300 County) Term AHIV90 to the rate of \$3,000 (\$2,558 University—\$442 County) Term AHIV85 January 1 to June 30, 1943

Estella C Cook Cottonwood County Home Demonstration Agent Agricultural Extension from \$1,950 Term AIV to the rate of \$2,000 (\$1,950 University—\$50 County) Term AHIV98 January 1 to June 30, 1943

Cecil E Fausch Sibley County Agricultural Agent Agricultural Extension from \$2,475 Term AIV to the rate of \$2,575

(\$2,475 University—\$100 County) Term AHIV96 January 1 to June 30, 1943

Mabel I Fertig St Louis (North) County Club Agent Agricultural Extension from \$2,563 (\$643 University—\$1,920 County) Term AHIV25 to the rate of \$2,617 (\$643 University—\$1,974 County) Term AHIV25 January 1 to June 30, 1943

Diedrich T Grussendorf St Louis (South) County Agricultural Agent from \$2,990 (\$1,380 University—\$1,610 County) Term AHIV46 to the rate of \$3,000 (\$1,380 University—\$1,620 County) Term AHIV46 January 1 to June 30, 1943

Arvid B Hagen Murray County Agricultural Agent Agricultural Extension from \$2,666 (\$2,466 University—\$200 County) Term AHIV92 to the rate of \$2,750 (\$2,466 University—\$284 County) Term AHIV90 January 1 to June 30, 1943

Ross Huntsinger Agricultural Extension Specialist Farm Management Agricultural Extension from \$2,747 (\$747 University—\$2,000 Southwest Minnesota Farm Management Association) Term AHIV27 to the rate of \$3,000 (\$747 University—\$2,253 Southwest Minnesota Farm Management Association) Term AHIV25 January 1 to June 30, 1943

Barbara Malmin Jackson County Home Demonstration Agent Agricultural Extension from \$1,950 Term AIV to the rate of \$2,100 (\$1,950 University—\$150 County) Term AHIV93 January 1 to June 30, 1943

Donald B Marti Rice County Agricultural Agent Agricultural Extension from \$2,807 (\$2,457 University—\$350 County) Term AHIV88 to the rate of \$2,900 (\$2,457 University—\$443 County) Term AHIV85 January 1 to June 30, 1943

John J McCann St Louis (West) County Agricultural Agent Agricultural Extension from \$2,456 (\$806 University—\$1,650 County) Term AHIV33 to the rate of \$2,656 (\$806 University—\$1,850 County) Term AHIV30 January 1 to June 30, 1943

Evelyn R Morrow Watonwan County Home Demonstration Agent Agricultural Extension from \$2,158 (\$1,988 University—\$170 County) Term AHIV92 to the rate of \$2,218 (\$1,988 University—\$230 County) Term AHIV90 January 1 to June 30, 1943

George G Roadfelt Isanti County Agricultural Agent Agricultural Extension from \$2,370 Term AIV to the rate of \$2,400 (\$2,370 University—\$30 County) Term AHIV99 January 1 to June 30, 1943

Evelyn M Sell St. Louis (South) County Home Demonstration Agent Agricultural Extension from \$2,402 (\$1,452 University—\$950 County) Term AHIV60 to the rate of \$2,500 (\$1,452 University—\$1,048 County) Term AHIV58 January 1 to June 30, 1943

Stanley B Simpson Martin County Agricultural Agent Agricultural Extension at \$2,760 (\$2,460 University—\$300 County) Term AHIV89 to the rate of \$2,860 (\$2,460 University—\$400 County) Term AHIV86 January 1 to June 30, 1943

Dale R Smith Kanabec County Agricultural Agent Agricultural Extension from \$2,265 Term AIV to the rate of \$2,300 (\$2,265 University—\$35 County) Term AHIV98 January 1 to June 30, 1943

Hilda T Taylor Martin County Club Agent Agricultural Extension from \$2,144 (\$1,944 University—\$200 County) Term AHIV91 to the rate of \$2,200 (\$1,944 University—\$256 County) Term AHIV88 January 1 to June 30, 1943

Glen Myers Extension Assistant Specialist—Farm Management Agricultural Agent from \$2,160 Term AIV to the rate of \$2,500 Term AIV January 1 to June 30, 1943 (salary increase is from the Southeast Minnesota Farm Management Association)

John B Ryan Maintenance Mechanic Physical Plant from \$1,635 Term AII to the rate of \$1,950 Term AII February 1 to June 30, 1943

Doris N Ranta Clerk-Stenographer Forestry from \$1,128 Term AIII to \$226 Term CH80 January 16 to April 15, 1943

Kari Gulbrandson Matron-Housekeeper Sanford Hall from \$420 plus board and room Term AH32 to the rate of \$597 plus board and room Term AH50 January 1 to June 30, 1943

Russell Peterson Assistant Washman University Laundry from \$1,509 Term AII to the rate of \$1,569 Term AII January 7 to June 30, 1943

Voted to grant the following leaves of absence :

Elvin C Stakman Professor and Chief Plant Pathology and Botany leave without salary February 1 to April 15, 1943 without jeopardizing claim to sabbatical furlough to assist Rockefeller Foundation in starting its agricultural improvement program in Latin America, particularly Mexico

Dale Yoder Professor School of Business Administration leave without salary February 1 to March 10, 1943 for appointment as Chief of the Planning Division, Bureau of Program Planning and Review, in the War Manpower Commission, Washington, D.C.

Asher N Christensen Associate Professor Political Science leave without salary for the winter and spring quarters of 1942-43 to remain in Buenos Aires as Cultural Attaché of the Embassy

Anne F Fenlason Associate Professor Sociology 20% time leave without salary for the spring quarter of 1942-43 to supervise the training of the Director for the Home Service Department of the Hennepin County Chapter of the American Red Cross and to organize the home service work as a future training for students who may receive fellowships from the American Red Cross

Frank H Kaufert Associate Professor Forestry continuation of leave without salary January 1 to June 30, 1943 to serve as an instructor in the Army Air Corps School for wood inspection at the Forest Products Laboratory at Madison, Wisconsin

Millard S Everett Assistant Professor Philosophy leave without salary January 1 to June 30, 1943 to serve in the United States Army

Marion L Faegre Assistant Professor and Extension Worker Institute of Child Welfare leave without salary January 21 to June 15, 1943 for temporary position as Senior Child Welfare Analyst United States Children's Bureau to organize federal training program for volunteers in Child Care Centers

Richard W Cragg Assistant Professor of Pathologic Anatomy Mayo Foundation continuation of leave without salary January 1 to June 30, 1943 for service with United States Naval Unit No. 56

Ahif I Tannous Instructor Sociology leave without salary February 1 to June 15, 1943 to serve as an expert on North African problems to the United States Department of Agriculture in plans connected with the military occupation of North Africa and the rehabilitation of civilians

Thomas H Canfield as Instructor Animal and Poultry Husbandry continuation of leave without salary January 16 to March 15, 1943 on account of illness

John C Roning Coach and Instructor Physical Education for Men leave without salary February 8 to June 30, 1943 to serve with the United States Navy

John Ambrusko Medical Fellow Mayo Foundation leave without salary February 1 to June 30, 1943 for service in the United States Naval Reserve

George E Brown Medical Fellow Mayo Foundation continuation of leave without salary January 1 to December 31, 1943 for private practice; appointment extended to September 30, 1945

Talbert Cooper Medical Fellow Mayo Foundation leave without salary January 16 to June 30, 1943 for service in the United States Naval Reserve

Cecil G McEachern Medical Fellow Mayo Foundation leave without salary February 1 to June 30, 1943 for duty with the Royal Canadian Air Force

Robert R Nixon Medical Fellow Mayo Foundation leave without salary February 1 to June 30, 1943 for active duty with the United States Army

Hugh A Stout Medical Fellow Mayo Foundation leave without salary January 16 to June 30, 1943 for active service in the United States Army

Peter H Rocksted Assistant Laboratory Mechanic Mechanical Engineering continuation of leave without salary January 16 to February 15, 1943 on account of eye injury

Leonard D Walters Assistant Laboratory Attendant Anatomy leave without salary February 8 to June 30, 1943 for service in the United States Army

Doris E Collins Clerk-Stenographer Preventive Medicine and Public Health leave without salary February 1-28, 1943 to visit husband who is in army camp in Cheyenne, Wyoming

Virginia A Young Clerk-Stenographer Graduate School leave without salary February 18 to June 30, 1943 for WAAC duty

Mary O'Neill Switchboard Operator Physical Plant leave without salary January 1 to March 31, 1943 on account of illness

Genelie Grinder continuation of leave without salary January 26-31, 1943 on account of illness

Eleanor G Kelly Ticket Manager University Artists Course leave with salary December 15-31, 1942 on account of illness

Mary Benson Laundress—Hand Ironer and Presser University Laundry leave without salary December 29, 1942 to January 31, 1943 on account of illness

Karen Johnson Maid Ada Comstock Hall leave without salary December 10, 1942 to February 28, 1943 on account of illness

Laura M Becklund General Duty Nurse University of Minnesota Hospitals continuation of leave without salary January 1 to June 30, 1943 to attend the University

Thyra Hortlund Ward Helper University of Minnesota Hospitals leave without salary December 29, 1942 to January 10, 1943 to be married

Ivy M McClellan Ward Helper University of Minnesota Hospitals leave without salary January 18-26, 1943 on account of illness

Sarah Meffert Matron-Housekeeper University of Minnesota Hospitals leave without salary February 1-28, 1943 on account of illness

I Marie Ostlund Pharmacist University of Minnesota Hospitals continuation of leave without salary January 1-31, 1943 on account of illness

Ellen Rasmussen Assistant Superintendent of Nurses University of Minnesota Hospitals leave without salary January 1 to June 30, 1943 for army service with Rochester Unit

Marie Schuelke Maid University of Minnesota Hospitals leave without salary December 24, 1942 to January 10, 1943 on account of illness

S Elaine Streeter Maid University of Minnesota Hospitals leave without salary January 1-15, 1943 on account of illness

Charline Stuebe Assistant Dietitian University of Minnesota Hospitals leave without salary January 1-11, 1943 on account of illness

Samuel M Wells Medical Fellow University of Minnesota Hospitals leave without salary January 1 to June 30, 1943 on account of illness

Voted to approve the report of the Labor Committee on the request of Public Building Service Employees Local No. 113 for a clarification of the duties and responsibilities of the Grievance Committee and the Personnel Director.

Professor William Anderson, Chairman of the Department of Political Science, and Professor Lloyd M. Short, Professor of Political Science and Director of the Training Center for Public Administration, discussed the history, development, and purposes of the Minnesota program for

training for public administration at the University of Minnesota, following outline filed supplement to the minutes, page 3076.

Voted to grant permission to Professor William Anderson and Professor Lloyd M. Short to solicit funds from individuals or philanthropic foundations for the support of pre-service and in-service fellowships in public administration beginning with the fiscal year 1943-44.

Voted to approve the following changes in fees:

Summer Session, increase in Incidental Fee, effective Summer Session of 1943

From \$4.20 per quarter to \$5.00 per quarter

School of Agriculture, Incidental Fee of \$9.20 to be waived for students carrying less than seven credits of work in any one quarter, effective with spring quarter of 1943.

Voted to approve a certificate to be issued upon the successful completion of the course in Practical Aspects of Child Care, copy filed supplement to the minutes, page 3077.

The President reported for the information of the Board that he had asked the following persons to serve as members of the Board of the Hormel Institute, in conformity with the agreement between the University and the Hormel Foundation which provides for the Hormel Institute as a unit of the Graduate School under direction of a board of five members:

Dean T. C. Blegen, Dean of the Graduate School, Chairman

Mr. R. P. Crane, Hormel Foundation, Austin, Minnesota

Dr. Frank C. Mann, Mayo Foundation, Rochester, Minnesota

Dean C. H. Bailey, Dean of the Department of Agriculture

Dr. H. O. Halvorson, Professor, Department of Bacteriology

The Board voted to approve the appointment of Dr. H. O. Halvorson as Acting Director of the Institute.

Voted to grant permission to Richard T. Arnold, Assistant Professor of Organic Chemistry, to serve as consultant for the Barrett Division of the Allied Chemical and Dye Corporation, for the calendar year 1943.

Voted to grant permission to Lloyd M. Short, Professor of Political Science and Director of the Public Administration Training Center, to serve as the chairman of a committee to conduct an open competitive examination for the post of Civil Service Director of St. Louis County,

Minnesota, and to C. C. Ludwig, Associate Professor of Political Science and Head, Municipal Reference Bureau, to serve as a member, for a period of approximately five or six days.

Voted to approve the appointment of President Emeritus Guy Stanton Ford as a director of the National Bureau of Economic Research, to represent the University of Minnesota, for the five-year term beginning February, 1943.

The Comptroller reported for the information of the Board receipt of the following patent documents:

Receipt of original of Patent 2,301,314, Processes of Making Alpha Cellulose, Ralph E. Montonna and Lew W. Cornell, based upon application No. 6,910, filed February 16, 1935, filed supplement to the minutes, page 3078.

Assignment of application for patent of Lee I. Smith, Serial No. 471,611, Organic Products and Processes, filed supplement to the minutes, page 3079.

Assignment agreement with Edwin H. Ofstie covering application for patent, Serial No. 346,016, Sprinkler Heads, filed supplement to the minutes, page 3080.

Voted to approve the assignment of conscientious objectors from the Selective Service Board to serve as laborers and research assistants in the Agricultural Experiment Station and Branch Stations, and to the Laboratory of Physiological Hygiene.

Voted to approve the following resolution relative to cooperative research with outside persons or organizations:

WHEREAS, the University of Minnesota, a state-supported institution for higher education, has a responsibility and interest in the advancement of scientific knowledge and in the advancement of the economic interest and welfare of the people, particularly the people of the State of Minnesota, and

WHEREAS, this responsibility and interest can from time to time be advanced by engaging in research, the results of which may have commercial applications which are patentable and should be patented in the interest of the public, and the income from which may be used for the promotion of further scientific research, and

WHEREAS, such research in some instances is cooperative in character, financially and otherwise, with outside persons and organizations, and

WHEREAS, such research undertaken at the University involves the use of staff and facilities not always accurately measurable in dollars,

Now, Therefore, the Regents of the University of Minnesota in an effort to promote such research for the advancement of science and the economic and social welfare of the people, indicates its willingness to undertake such research in cooperation with outside persons and organizations within the limitations of its staff and facilities under the following general conditions:

1. That unless otherwise provided in the agreement patents shall be controlled by the University.
2. That the University will be willing to consider the granting of a non-exclusive license (shop rights) to the cooperating person or organization which provides funds for the direct and operating overhead costs of the research.
3. That if the research undertaken by the University is a continuation of research already initiated by the cooperating person or organization, if the research results of the University require further development work for commercial application, or if for other reasons the public interest can thus be better served, the University will be willing to consider an exclusive license for a limited period (5 to 7 years of the 17-year patent life) or even for the life of the patent where it is clear that the public interest will be served, provided the University receives full reimbursement for all costs and a reasonable royalty with a minimum annual amount of such royalties guaranteed to insure that the patent is used by the licensee.

The Comptroller, having reported for information of the Board details of the Victory Tax on individuals as included in the Revenue Act of 1942 which requires that beginning January 1, 1943 all employers are required to deduct from all wages and other remuneration of each employee 5% of the amount in excess of a personal exemption of \$26 per semimonthly pay roll period (\$624 per year), the Board voted to approve the following procedures essential to comply with the Victory Tax regulations for the withholding and transmittal of the tax:

1. Beginning January 1, 1943, the Comptroller shall deduct from all wages and other remuneration (perquisites) of each employee on the regular or mechanics pay rolls a tax of 5% of the amount in excess of a personal exemption of \$26 per semi-monthly pay roll period (\$624 per year).
2. Beginning January 1, 1943, the Comptroller shall deduct from all wages and other remuneration (perquisites) of each employee on the miscellaneous pay roll the Victory Tax using Table A, "Table of Optional Withholding" (By Wage Brackets) which is included in and a part of the Revenue Act of 1942.

3. Effective January 1, 1943, the Comptroller shall establish a Victory Tax Fund in the agency section of University accounts to which shall be credited all Victory Tax deductions and against which shall be charged all refunds of the tax and all quarterly remittances of the tax to the Collector of Internal Revenue.
4. The Comptroller shall issue a warrant for the amount of the Victory Tax deductions on each pay roll to the Treasurer of the Regents of the University, which warrant shall be deposited by him to the credit of the University of Minnesota, Services and Trusts. Refunds and payments of the tax to the Collector of Internal Revenue shall be in the regularly established manner by warrants approved by the Comptroller of the University and signed by the State Auditor and the State Treasurer.
5. The Comptroller shall furnish to each employee an annual statement showing the period covered and the amount of tax deducted and transmitted to the Collector of Internal Revenue. The Collector of Internal Revenue shall be furnished with a copy of this statement.
6. The Comptroller shall also comply with such other regulations as shall from time to time be published by the Collector of Internal Revenue for the administration of the Victory Tax.

Voted to approve the following amendment to the Constitution of the Union Board of Governors approved by the students at their election on February 10, 1943:

To amend Article III, Section 1 (b), to read:

The Board shall be composed of 15 student members: the ratio of men to women shall be the same as the ratio of men to women regularly enrolled in the University during the quarter in which the appointments or elections are scheduled. In determining the ratio, the Board shall use the enrollment figures released by the Recorder at the end of the second week of the quarter. However, the ratio of men and women on the Board shall never exceed 12-3.

Voted to approve the following amendment to the constitution of the All-University Student Council approved by the students at their election on February 10, 1943:

An amendment to add to Article V:

Section 4. Whenever two or more contradictory amendments to the Constitution are proposed at the same election, only that amendment ratified by the plurality of voters casting votes on the amendments shall become effective. The status quo must be one of the alternatives.

Section 5. The Council shall determine which of the amendments appearing on a ballot are contradictory.

Article XI:

Section 1. The Council shall be composed of 15 members, of whom at least four shall be women and at least four of whom shall be men, elected at large from the student body by the Hare System of proportional representation.

Section 2. All regularly enrolled students of the University are entitled to vote.

Section 3. Article X and Section 1 of Article II, which provide that the ratio of men to women be 9-6, are hereby repealed.

Voted to approve memorandum of understanding with the Farm Security Administration, United States Department of Agriculture, covering the training of farm youths for more effective production of agricultural crops in the national emergency, at the West Central School of Agriculture, Morris, for the period February 14 to March 14, 1943, filed supplement to the minutes, page 3081.

Voted to approve memorandum of agreement with the Soil Conservation Service, Bureau of Plant Industry, United States Department of Agriculture, covering soil surveys, effective March 1, 1943, filed supplement to the minutes, page 3082.

Voted to approve termination of the agreement with the Mark Hurd Manufacturing Company as of March 14, 1943.

The President reported that in accordance with the authority granted him by the Board he had approved certain contracts for the Office of Scientific Research and Development, filed supplement to the minutes, page 3083.

Voted to donate to the War Production Board and the Defense Supplies Corporation 29½ ounces of quinine alkaloids and salts, valued at \$21.62, from the College of Pharmacy.

Voted to rename the Committee on Classification of Non-academic Personnel the "Civil Service Committee."

Voted to approve the federal budget for the Public Health Training Center for the period July 1, 1942 to June 30, 1943, to the amount of \$18,000, filed supplement to the minutes, page 3084.

Voted to accept the Corn Drying Building at the Southeast Experiment Station, Waseca, Minnesota.

The President reported for the information of the Board resolution from the Northwest Retail Feed Association, Incorporated, relating to the support of the poultry industry in Minnesota.

The President reported for the information of the Board resolution from the Minnesota Turkey Growers Association relating to the support of the turkey industry in Minnesota.

Voted to approve the wrecking of that portion of the structure west of the head house of the Old Botany Greenhouse on University Avenue.

Voted to approve the following depository of University funds:

University Hospitals Private Duty Nurses Revolving Fund account. Depository, University National Bank, Minneapolis, Minnesota. Deposits, receipts from private patients and reimbursements from the Auditor of the State of Minnesota for bills paid for services rendered for private nursing care; withdrawals, checks payable to private nurses for services rendered as needed on signature of Superintendent of Nurses or Assistant Superintendent of Nurses (bond in each case, \$835)

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

ACQUISITIONS

Mayo Foundation

Bonds

Amount	Security	Maturity	Cost
\$ 6,000.00	Canada, Government of Dominion of, 3% Bonds	1-15-53	\$ 6,030.00
5,000.00	Canada, Government of Dominion of, 2½% Bonds	1-15-48	5,000.00
50,000.00	Montreal Light, Heat & Power Consolidated 3½%	7-1-73	43,062.50
30,000.00	United States of America Treasury Bonds 2¼%	6-15-55/52	30,375.00
20,000.00	Wabasha Railroad Company First Mortgage Series "A" 4% Bonds	1-1-71	17,350.00

Stocks				
Amount	Security	Maturity	Cost	
6,761.85	E. I. du Pont de Nemours & Company Common Stock, 50 shares @ 134.78		6,761.85	
3,045.34	General Electric Company Common Stock, 100 shares @ 30¼		3,045.34	
5,176.38	Minnesota Mining & Manufacturing Company, 100 shares @ 51½, non-par Common		5,176.38	
7,478.05	Procter and Gamble Company Common Stock, 150 shares @ 49½ and 49¾		7,478.05	
2,362.91	Standard Oil of New Jersey, 50 shares Common Stock @ 47		2,362.91	
8,170.34	Union Carbide and Carbon Corporation, 100 shares Capital Stock @ 81¾		8,170.34	

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

Bonds				
100,000.00	United States of America Series "G"	12-1-54	100,000.00	
100,000.00	United States of America Defense Series "G"	1-1-55	100,000.00	

Group Investments

Bonds				
3,000.00	Cincinnati Gas and Electric Company 3¼%	8-1-66	3,293.68	
100,000.00	United States of America Defense Series "G" 2½%	1-1-55	100,000.00	

Stocks				
6,626.95	The Dow Chemical Company, 50 shares Common Stock @ 132.18		6,626.95	

John A. Johnson Fund

Amount	Security	Bonds	Maturity	Cost
5,000.00	Wabasha Railroad Company First Mortgage Series "A" 4% Bonds		1-1-71	4,337.50

Senate Committee on Intercollegiate Athletics—Endowment Bonds

110,000.00	United States of America Treasury Certificates of Indebtedness, "A" 7/8%		2-1-44	110,000.00
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MATURITIES

Mayo Foundation

Amount	Security	Maturity	Amount Paid	Amount Received
\$ 5,000.00	Erie Railroad Equipment Trust 2 1/4%	2-1-43	\$ 5,286.34	\$ 5,000.00
1,000.00	King County, Washington, "Indigent Relief Series" 6%	7-1-42	1,066.94	1,000.00
1,000.00	Yankton, South Dakota, Refunding 5%	2-1-43	1,063.58	1,000.00

Minnesota Hospital and Home for Crippled Children—Endowment

3,000.00	Augusta County, Virginia 4 3/4% Bonds	2-1-43	3,081.19	3,000.00
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Charles F. Dight Estate Fund

2,000.00	City of Sulphur, County of Murray, Oklahoma, Waterworks Extension 6%	2-1-43	Gift	2,000.00
5,000.00	United States Treasury Notes, Series "C" 1 3/4%	12-15-42	Gift	5,000.00

Group Investments

100,000.00	The United States of America Certificates of Indebtedness 5/8%	2-1-43	100,000.00	100,000.00
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Samuel W. Melendy Memorial Fund

1,000.00	County of McCook, South Dakota, Court House 4%	2-1-43	Gift	1,000.00
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SALES

Mayo Foundation

Amount	Security	Maturity	Cost	Amount Received
\$ 9,000.00	Augusta County, Vir- ginia, Road Refund- ing 4¾% Bonds	2-1-47	\$ 9,304.20	\$10,035.00
15,000.00	Western Union Tele- graph Company 5% Bonds	3-1-60	15,450.00	13,145.13

Minnesota Hospital and Home for Crippled Children— Endowment

15,000.00	Augusta County, Vir- ginia, Road Refund- ing 4¾%	2-1-51	15,522.74	18,075.00
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Group Investments

10,000.00	Mississippi Highway 3¼% Bonds	2-1-45	10,550.00	10,334.79
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CERTIFICATE OF DEPOSITS—CASHED IN

Senate Committee on Intercollegiate Athletics—Temporary

\$ 5,000.00	American National Bank, St. Paul	1-29-42		\$ 5,000.00
5,000.00	Midland National Bank	1-20-43		5,000.00

RENEWALS

Certificate of Deposit

Senate Committee on Intercollegiate Athletics—Temporary

\$ 5,000.00	University National Bank—Certificate of Deposit @ 1%	11-28-42		\$ 5,000.00
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Voted to accept with thanks the following gift:

Donor Insulation Board Institute
Amount \$5,000
Fund Insulation Board Institute Research

Voted to accept with thanks the following gift:

Donor W. K. Kellogg Foundation
Amount \$4,000
Fund W. K. Kellogg, Foundation Student Aid Fund—
 Medical Technology

'Purpose To establish a loan fund for students in Medical
 Technology, in accordance with correspondence filed
 supplement to the minutes, page 3085.

Voted to accept with thanks the following gift:

Donor Mr. A. L. Searle
Amount \$2,000
Fund Experimental Surgery Research Fund

Voted to accept with thanks the following gift:

Donor Ciba Pharmaceutical Products, Inc.
Amount \$1,100
Fund Ciba Pharmaceutical Products, Inc., Research
Purpose To establish a research on the metabolic effects of methyltestosterone under the direction of Dr. Leo T. Samuels, in accordance with correspondence filed supplement to the minutes, page 3086

Voted to accept with thanks the following gift:

Donor E. I. du Pont de Nemours and Company
Amount \$750
Fund du Pont Fellowship for 1943-44

Voted to accept with thanks the following gift:

Donor Abbott Laboratories
Amount \$750
Fund Abbott Laboratories Fellowship in Organic Chemistry

Voted to accept with thanks the following gift:

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

Voted to accept with thanks the following gift:

Donor Perfection Manufacturing Corporation
Amount \$500
Fund Perfection Manufacturing Corporation Research
Purpose To establish a research on mechanical milking of dairy cows, in accordance with memorandum of agreement filed supplement to the minutes, page 3087

Voted to accept with thanks the following gift:

Donor Minnesota Society of Internal Medicine, through the Minnesota Medical Foundation
Amount \$250
Fund Minnesota Medical Foundation Research on Transfusion Reactions
Purpose To establish a research on transfusion reaction, under the direction of Dr. E. B. Flink in accordance with correspondence filed supplement to the minutes, page 3088

Voted to accept with thanks the following gift:

Donor VioBin Corporation
Amount \$100
Fund National Dairy Council Research on Butter

Voted to accept with thanks the following gift:

Donor Twin City Panhellenic Council
Amount \$100
Fund Twin City Panhellenic Association Scholarship
Purpose To provide for two scholarships for 1942-43

Voted to accept with thanks the following gifts:

Donors \$50 Dr. John L. McKelvey
and 24 Dr. C. J. Ehrenberg
Amounts 10 Dr. A. B. Baker
10 Dr. O. F. Robbins
Fund Robert Meyer Clinical Associate Professorship
Fund

Voted to accept with thanks gift of a number of Melbourne, Sydney, London, and other foreign newspapers, to the School of Journalism from Captain H. Kelley, former Commandant of the University Naval R.O.T.C.

Voted to accept with thanks a sound motion picture film on "Health and the Cycle of Water" from the Cast Iron Pipe Research Association of Chicago, to the Department of Preventive Medicine and Public Health.

Voted to accept with thanks gift of an oak desk from the Board of the Cosmopolitan Club to the University.

Voted to approve the report of the Comptroller to the Chairman of the Executive and Finance Committee, filed supplement to the minutes, page 3089.

Voted to approve transfer of funds No. 501 to No. 694.

Voted to approve journal vouchers No. 6501 to No. 8500, with the exception of the following numbers: 7163, 7744, 8295, and 8390.

Voted to approve requisitions No. 31520 to No. 35102, \$984,034.15.

Voted to adjourn.

W. T. MIDDLEBROOK, Secretary

Martin F Lyons Teaching Assistant Chemistry from \$548 Term BH42 to the rate of \$363 Term BH50 January 16 to June 15, 1943

George Matsuyama Teaching Assistant Chemistry from \$653 Term BH50 to the rate of \$979 Term BH75 January 16-31, 1943 and at the rate of \$1,305 Term B February 1 to June 15, 1943

William S Reveal Teaching Assistant Chemistry from \$653 Term BH50 to the rate of \$979 Term BH75 January 1 to June 15, 1943

Edward A Andrews Research Assistant Plant Pathology and Botany at \$780 for 75% time July 1 to November 30, 1942 and 30% time December 1, 1942 to June 30, 1943 to receive \$261 for 60% additional time Graduate School Research Funds December 7, 1942 to March 6, 1943

Harry C Young Research Assistant Plant Pathology and Botany at \$829 for 86% time September 1 to October 31, 1942 and 50% time November 1, 1942 to June 30, 1943 to receive \$395 for 40% additional time December 7, 1942 to June 30, 1943

Claudia L Lewis Teaching Assistant Institute of Child Welfare from \$326 Term BH25 to the rate of \$653 Term BH50 February 1 to June 15, 1943

Ingrid Strom Teaching Assistant General Education at \$326 Term BH25 to receive \$150 additional for 34% additional time for the winter quarter of 1942-43

Marie Gagner Teaching Assistant General College at \$535 Term BH41 and in Administration College of Science, Literature, and the Arts at \$444 Term BH34 to receive \$200 for 25% additional time in General College January 1 to June 15, 1943

Jack S Blaisdell Medical Fellow Mayo Foundation at \$1,110 Term A to receive \$52.50 January 1 to June 30, 1943 while on leave at Gillette Hospital for Crippled Children, St. Paul (this is the difference between the stipends of \$900 and \$1,110 per year)

Thomas R Turner Medical Fellow Mayo Foundation at \$1,110 Term A to receive \$26.25 March 16-31, 1943 while continuing leave at the Rochester State Hospital January 1 to March 31, 1943 (this is the difference between the stipends of \$900 and \$1,110 per year)

Jane McCarthy Production Manager University Press from \$2,370 Term AIII to the rate of \$2,685 Term AIII February 1 to June 30, 1943

George W Chambers from Carlton County Agricultural Agent Agricultural Extension from \$2,858 (\$2,558 University—\$300 County) Term AHIV90 to the rate of \$3,000 (\$2,558 University—\$442 County) Term AHIV85 January 1 to June 30, 1943

Estella C Cook Cottonwood County Home Demonstration Agent Agricultural Extension from \$1,950 Term AIV to the rate of \$2,000 (\$1,950 University—\$50 County) Term AHIV98 January 1 to June 30, 1943

Cecil E Fausch Sibley County Agricultural Agent Agricultural Extension from \$2,475 Term AIV to the rate of \$2,575

Year 1942-43

No. 33

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

MINUTES

March 12, 1943

A meeting of the Board of Regents was held in the Regents' Room on Friday, March 12, 1943 at ten o'clock.

Present: Regent Snyder, presiding; Regents Bell, Gaivney, Lawson, Lobb, Novak, Quinlivan, and Wood, and Mr. Coffey.

Voted to approve the following correction of minutes:

October 24, 1942, appointment of Heinz A Siedentopf as Teaching Assistant Bacteriology September 16 to October 31, 1942 at \$108.75 Term CH50 to read November 1, 1942 to June 15, 1943 at \$544 Term CH50

Voted to approve the following amendments of minutes:

September 12, 1941, extension of appointment for Robert E VanDemark Medical Fellow Mayo Foundation to March 31, 1943 to read March 13, 1943

September 11, 1942, leave of absence for Lucile Petry Associate Professor and Assistant Director School of Nursing August 15, 1942 to June 30, 1943 to read to May 31, 1943

January 15, 1943 leave of absence without salary for William L Hart Professor of Mathematics for the winter and spring quarters of 1942-43 to terminate at the end of the winter quarter of 1942-43

Voted to approve the following budget correction:

468-3320, Robert E VanDemark Medical Fellow Mayo Foundation terminating January 31, 1943 to read March 13, 1943

Voted to approve the following terminations of employment:

John A Anderson Assistant Professor Pediatrics effective March 15, 1943

Mildred S Frederickson Instructor—Assistant State Home Demonstration Leader Agricultural Extension effective March 18, 1943

J Herbert Swanson Instructor School of Agriculture effective February 10, 1943

Marguerite Clair Torbert Instructor Art Education effective February 15, 1943

W Carlisle Anderson Instructor University High School effective March 6, 1943

Walter F Johnson Instructor University High School effective February 10, 1943

Gladys E Koepke Instructor University High School effective February 9, 1943

Manfred H Schrupp Instructor University High School General Education and Physical Education for Men effective February 8, 1943

Christy T Hawkins Instructor Nursing Education—United States Public Health Service effective February 16, 1943

Wilfried Heller Research Fellow Hormel Research Foundation effective February 15, 1943

Nels N Sonnesyn Clinical Assistant University of Minnesota Hospitals effective February 15, 1943

Donald E Norton Teaching Assistant Chemistry effective March 15, 1943

Harry C Young Research Assistant Plant Pathology and Botany effective February 15, 1943

Donald E Shumaker Teaching Assistant Physics effective February 5, 1943

H Theodore Hansen Teaching Assistant Physiology effective March 22, 1943

John C Berger Teaching Assistant School of Business Administration effective February 15, 1943

Melvin L Nelsen Administrative Fellow Radio Broadcasting effective February 28, 1943

Ernest A Strakosch Medical Fellow Medicine effective March 8, 1943

Sydney J Weisman Medical Fellow Mayo Foundation effective January 31, 1943

Dorothy A Bennett Sales and Promotion Manager University Press effective March 5, 1943

Mary A Mather Assistant Agricultural Extension Specialist in Recreation Agricultural Extension effective February 28, 1943

Elgar M Nelson Nicollet County Agricultural Agent Agricultural Extension effective March 14, 1943

Edgar C Rogers Cottonwood County Agricultural Agent Agricultural Extension effective March 14, 1943

Inez E Larson Senior Clerk-Stenographer Office of the President effective March 10, 1943

Frances G Diebold Clerk-Stenographer Office of Admissions and Records effective February 11, 1943

Margaret A Wilson Junior Clerk-Stenographer Library effective February 13, 1943

Kenneth Opstein Publicity Assistant News Service effective March 4, 1943

Archie McCalip Farm Laborer Veterinary Medicine effective January 21, 1943

Oliver S Osterberg Laborer Administration Medical School effective February 20, 1943

