

# UMD STAFF

# Newsletter



Vol. X, No. 5

November 20, 1958

**HOLIDAY**---The University will be closed Thursday, November 27, in observance of the Thanksgiving holiday. There will be no classes on Friday and Saturday, November 28 and 29, but offices will maintain their regular schedules. (R. W. Darland)

**REGISTRATION**---November 24. Although classes are excused Monday, November 24, all faculty and students are expected to be on campus to complete all phases of winter quarter registration. (R. W. Darland)

**GRADES**---The use of "S" and "U" is not approved for courses numbered under 200, even for non-credit courses. Instead, "F" should be used for "U", and any passing grade should be used in place of "S". (T. W. Chamberlin)

**INVITATION**---Superintendent Alvin T. Stolen has extended an invitation to UMD faculty members to attend a general meeting of Duluth teachers at Ordean Junior High School, Wednesday, December 3, at 3:15 p.m. Dr. Frederick J. Moffitt, author of "Chalk Dust" appearing each month in THE NATIONS SCHOOLS, will speak. The new Woodland Junior High School will be dedicated at 7:45 p.m. on the same day. (R. W. Darland)

**ROCKEFELLER THEOLOGICAL FELLOWSHIPS**---Rockefeller Fellowships are designed to provide interested superior students with a "trial year" in seminary or graduate theological work, during which the Fellow seeks to determine whether or not the ministry should be his lifetime vocation. Fellowships are awarded to men and women, married or single, who are not planning on seminary work but who would be willing to consider the parish ministry. In this way the Program seeks to discover exceptional students for the ministry. A Fellow may study at the accredited school of his choice. Candidates must be recommended by faculty. Faculty members knowing of suitable candidates should communicate with J. F. Maclear. Deadline is December 1. (J. F. Maclear)

**ACKNOWLEDGMENT**---The following is quoted from a letter received by Provost Darland from Vice-President Middlebrook, Secretary of the Board of Regents: "The Board of Regents of the University of Minnesota at its meeting on November 8, 1958, accepted gifts from the faculty and staff of the Duluth Branch in the amount of \$398 for the Duluth Branch Development Fund, to be used for publication of Dr. Olga Lakela's book. It was the wish of the Regents that I express to you, and through you to the faculty and staff, their sincere appreciation of these gifts."

**CREDIT UNION**---Academic and civil service staff members of the University of Minnesota are now eligible for payroll deduction for savings and repayment of loans under the State Capitol Credit Union. To participate, the University employee must be a member of SCCU. For further details on applying for membership, contact Havard W. Archerd, Extension 270.

**DEGREES**---A reminder to faculty members who have recently had an academic degree conferred to supply the Office of the Provost with two official transcripts showing degree and date conferred. This is the only way in which we can notify the President's office in Minneapolis. It is very important that your personal file be kept current in order that data can be readily available for supplying recommendations for promotions, graduate teaching faculty, etc. (R. W. Darland)

NEWEST ARRIVAL---The Ivan Nylanders are the parents of a baby boy born November 12. His name is Noel Christian and he weighed 10 lbs., 8 oz. at birth.

ATTACHMENTS---Attached to the News Letter is a memorandum from Mr. L. R. Lunden, Comptroller, regarding travel advances, both in-state and out-of-state, and a listing of Duluth Branch Representatives on Senate and Non-Senate Committees for 1958-59.

FACULTY FRONT---On November 6, Harry Lease spoke to the So-Ed Club on "Government and Politics of the Soviet Union" and on November 9, talked before the young people's group of high school age of Lakeside Presbyterian Church on "Religion and Morality in the Soviet Union.....Francis B. Moore recently attended the annual meeting of the Midwest Association of Chemistry Teachers in Liberal Arts Colleges at Beloit College, Beloit, Wisconsin. There were 125 people from seven midwest states at the meeting which deals with the problems that liberal arts teachers have.....J. F. Maclear spoke to the Duluth Zonta Club November 17 on "Three European Cities".....Fred Witzig and Robert Owens have been retained by the Minnesota Interim Study Commission on Water Pollution to conduct research and to prepare its report to the 1959 Legislature.....Moy Gum attended the 8th Annual Conference of College and University Counseling Directors in Minneapolis on October 27-29.....Havard W. Archerd, Ethel Fairchild, and Maxine Bevis attended a meeting of the Upper Midwest Regional Association of Collegiate Registrars and Admissions Officers at Grand Forks, North Dakota on October 19-21.....Bruce J. Rutherford and Moy F. Gum attended the Tenth Annual Conference on Counseling of College Students at Minneapolis on October 9-10.....C. W. Wood attended a meeting of the Minnesota Association of Secondary School Principals in Minneapolis on October 23-24; on November 5, Dr. Wood gave the principal address for the graduation ceremonies of Practical Nurses at Franklin School in Duluth, and that same day he spoke on Scholarship policies at UMD before a meeting of Delta Kappa Gamma at the Lincoln Hotel.

CALENDAR OF EVENTS

November 20,21	Visiting Chemist - Dr. Therold Moeller	S 150	8:00 p.m.
November 22	Basketball - Freshmen vs. Varsity	Phy Ed Bldg	8:00 p.m.
November 24	Classes excused - Registration Wtr.Qtr.		
November 26	Engineers' Ball	K Ballroom	9 to 12
November 27	Holiday - Thanksgiving Day		
November 28,29	Classes excused but offices will be open		
November 29	Private preview for subscribers - Play Structures	Tweed Gallery	8 to 10 p.m.
November 30	Play Structures - Goundie & Schroedter	Tweed Gallery	1 to 5
December 1	"Petey" Drive and tag sales begin		
December 2	Basketball - UMD vs. Moorhead	Phy Ed Bldg	8:00 p.m.
December 3	Convo: Dr. John Borchert	Main Aud	10:00 a.m.
	Home Economics Bazaar - lower hall	Kirby	9:30-12
December 4,5,6	University Theatre: "Comedy of Errors"	M 200	8:30 p.m.
December 4	Style Show	Tweed Gallery	2 and 3:30
December 7	Community Christmas Program	Phy Ed Bldg	4:00 p.m.
December 8	Faculty Wives	Tweed Hall	8:00 p.m.
December 9	Orchestra and Choral Concert	K Ballroom	8:15 p.m.
December 11	Film: Duluth Bird Club	S 251	8:00 p.m.
December 12	Examinations begin		
December 13	Hockey: U. S. Nationals	Curling Club	8:00 p.m.
December 14	Provost's Annual Christmas Tea	Tweed Hall	5 to 7 p.m.
		23rd Ave, E and 1st St	
December 17	Laboratory School Play	Main Aud	1:30 & 7:30
December 20	Fall Quarter closes		
December 22, 23	Hockey: UMD vs. Dartmouth	Curling Club	8:00 p.m.
December 25	Holiday - Christmas		

November 6, 1958

TO: Deans, Directors, and Department Heads  
FROM: L. R. Lunden, Comptroller  
SUBJECT: Travel Advances

The Office of the Comptroller makes travel advances to assist members of the staff in defraying costs incident to their travel as representatives of the University of Minnesota. Increased travel by staff members has resulted in an unprecedented demand for travel advances from very limited funds. It is essential, therefore, that there be a prompt submission of an invoice listing actual expenditures which were incurred consistent with University travel regulations as outlined in detail in the MANUAL OF BUSINESS PROCEDURES, Section 2-T-1. I would like to enlist your assistance in compliance with these regulations and particularly to the following portions appearing on index 2-T-1, page 4 which states

"Any staff member getting an advance, whether it be for travel within or outside the state, must submit an itemized expense account to the Comptroller's Office. This should be written on a Type 32 Invoice (B.A. Form 13--Exhibit V), and sent in within ten days of his return. Attach all receipts to the white copy of the Invoice."

There has been an increasing tendency on the part of the University staff to ignore requests for the prompt filing of expense invoices. This is not universal as there are departments and individuals who are exceedingly prompt but, nevertheless, there is a sufficient number of delays so as to make it necessary for this office to request your special help in the prompt filing of statements, and to modify the existing procedures relative to travel advances as follows:

Effective November 15, 1958, there will be no advances to any University staff member if there is a prior advance outstanding ten days (fifteen days for foreign travel) beyond the terminal date of the travel authorization.

LRL/J/w

DULUTH BRANCH REPRESENTATIVES --- 1958-59

SENATE REPRESENTATIVES

Thomas W. Chamberlin  
Emmett Davidson  
Henry J. Ehlers  
Mary I. Elwell  
Robert L. Heller  
Armas W. Tamminen  
Frederick T. Witzig  
Julius F. Wolff, Jr.  
Raymond W. Darland (ex-officio)  
William A. Rosenthal (ex-officio)

SENATE COMMITTEES

Administrative Committee:  
Raymond W. Darland

Education Committee:  
Gerhard E. von Glahn

Faculty Consultative Committee:  
William A. Rosenthal

Institutional Relationships:  
Richard O. Sielaff

Institutional Research:  
Thomas W. Chamberlin

Intercollegiate Athletics:  
Raymond W. Darland

Reserve Officers Training:  
R. Dale Miller

Senate Committees:  
William R. McEwen

Student Scholastic Standing:  
Thomas W. Chamberlin

SENATE SUB-COMMITTEES

Attraction and Retention of Faculty  
(Education Committee):  
Ruth Palmer

Relationships with Prospective  
Students (Institutional Relationships):  
Thomas W. Chamberlin  
Ruth Palmer

University Curriculum (Education  
Committee):  
Arthur E. Smith

NON-SENATE COMMITTEES AND BOARDS

Admissions, Board of:  
Chester W. Wood

Art Collections, Advisory Committee:  
R. Dale Miller  
Arthur E. Smith

Defense Mobilization Committee:  
Raymond W. Darland

Foreign Students Committee:  
Chester W. Wood

Group Insurance and Retirement  
Committee:  
Thomas W. Chamberlin

Honors, University Committee:  
Raymond W. Darland

Itasca Forestry and Biological Station  
Advisory Committee:  
Raymond W. Darland

Memorial Fund Committee, U of M:  
Raymond W. Darland

Public Relations Advisory Committee:  
Raymond W. Darland

Radio-Television Policy Committee:  
Clarence N. Anderson

Residence Status, Board of Review on:  
Harvard W. Archerd (ex-officio)

Schedule Committee:  
Thomas W. Chamberlin

Summer Session Advisory Committee:  
Raymond W. Darland

Graduate School Education Group  
Committee:  
Harry C. Johnson

AMERICAN ASSOCIATION OF UNIVERSITY  
PROFESSORS

Henry J. Ehlers (President)  
Wendell P. Glick (Secretary)  
Donald H. Jackson (Treasurer)