

1952

# 1951-1952 Annual Report of The Board of Trustees of Southern Illinois University

Southern Illinois University Board of Trustees

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SOUTHERN ILLINOIS UNIVERSITY

*Annual Report*

BOARD OF TRUSTEES

1951-1952



CARBONDALE, ILLINOIS

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ANNUAL REPORT

OF THE

BOARD OF TRUSTEES

of

Southern Illinois University

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For the Year Ending June 30, 1952

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1951-52  
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## LETTER OF TRANSMITTAL

Carbondale, Illinois, June 30, 1952

Honorable Adlai E. Stevenson,  
Governor of Illinois:

Sir: We have the honor to submit to you herewith, in compliance with the law, the second annual report of the Board of Trustees of Southern Illinois University for the fiscal year, July 1, 1951, to June 30, 1952.

Respectfully yours,

Kenneth L. Davis, Secretary.



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## BOARD OF TRUSTEES

### MEMBERS

Mrs. Ruth G. Cook.....6108 Dorchester Avenue, Chicago  
 Mr. Kenneth L. Davis.....Box 357, Harrisburg  
 Dr. Frank L. Eversull.....Columbia  
 Mr. Guy W. Karraker.....Dongola  
 Mr. Robert C. Lanphier, Jr.....1039 Williams Blvd., Springfield  
 Mr. George W. Mitchell.....4717 Woodland, Western Springs  
 Mr. John Page Wham.....212 East Broadway, Centralia  
 Mr. Vernon L. Nickell, Ex-Officio.....Springfield  
 State Superintendent of Public Instruction

### OFFICERS

Guy W. Karraker, Chairman.....Dongola  
 Dr. Frank W. Eversull, Vice-Chairman.....Columbia  
 Kenneth L. Davis, Secretary.....Harrisburg  
 Edward V. Miles, Jr., Treasurer.....Carbondale  
 Business Manager, Southern Illinois University

### EXECUTIVE COMMITTEE

Guy W. Karraker                      Ruth G. Cook                      Robert C. Lanphier, Jr.

## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 1:30 p. m. on Wednesday, July 18, 1951, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Leo J. Brown, Chairman  
Kenneth L. Davis, Secretary  
Robert W. Davis  
John Page Wham  
Vernon L. Nickell, ex-officio  
Alice DiGiovanna, Administrative Assistant

The following members were absent:

O. W. Lyerla, Vice-Chairman  
Guy A. Gladson  
Lindell W. Sturgis

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
Mr. William H. Lyons, Director, Information Service, Southern Illinois University  
Mr. John S. Rendelman, Acting Legal Counsel, Southern Illinois University  
Dr. W. J. Swartz, Dean, Graduate College, Southern Illinois University  
Dr. T. W. Abbott, Dean, College of Liberal Arts and Sciences, Southern Illinois University  
Dr. H. J. Rehn, Dean, College of Vocations and Professions, Southern Illinois University  
Mr. R. H. Boatman, Acting Chairman, Department of Health Education, Southern Illinois University  
Dr. F. F. Cunningham, Chairman, Department of Geography and Geology, Southern Illinois University  
Mr. C. C. Franklin, Chairman, Department of Physical Education for Men, Southern Illinois University  
Dr. William Freeberg, Assistant Professor of Physical Education, Southern Illinois University  
Dr. L. A. Maverick, Chairman, Department of Economics, Southern Illinois University  
Mr. V. G. Morrison, Assistant Professor of Economics, Southern Illinois University  
Dr. W. J. Tudor, Associate Professor of Sociology, Southern Illinois University

The Board met with the Faculty Committee to discuss the desirability of employing Dr. Charles C. Colby, former Chairman of the Department of Geography of the University of Chicago, for a Pilot-Study of Southern Illinois. The study would reveal lines of possible development in the area and the recognition of problems which could be studied by groups or individuals.

Dr. Willis J. Swartz, Chairman of the Faculty Committee, stated the committee's desire for the study to be undertaken to act as a vehicle for the coordination of University research which relates to local problems.

Robert W. Davis moved that the President of the University be authorized to proceed for the coming year with the Pilot-Study of Southern Illinois as developed by Dr. Charles C. Colby and as presented in full to the Board at the June 25, 1951, meeting. The motion was seconded by Kenneth L. Davis and was unanimously passed.

Vernon L. Nickell stated that he wished it to be recorded that he wholeheartedly agreed with the members of the Board in this matter.

A complete outline of the Pilot-Study, along with the estimated budget for the same, appears in the Minutes of the Meeting of the Board held on June 25, 1951.

The Minutes of the meeting of the Board held on June 25, 1951, were approved.

The Board authorized the printing of the Annual Report of the Board of Trustees for the fiscal year July 1, 1950, to June 30, 1951, in accordance with the format of prior years.

The next item was the consideration of the Annual Internal Budget for 1951-52. President Morris stated that at the request of Mr. Joseph Pois, Director of Finance, he had had an all-day conference with him and Mr. Ted R. Leth, Assistant to the Director of Finance and Budget Director, concerning the appropriation for Southern Illinois University. During the course of the conference, Director Pois asked the question: If nursing education and vocational training were to be omitted from the program, could the University operate without additional monies? In his reply, President Morris stated that as far as he knew, the Board of Trustees, the faculty, and the administration of the University wished to continue all existing programs of the University at least on the same basis as they are now operating, with or without the supplemental budget. He continued by saying that if the University did not receive the supplemental budget, it would be impossible to give faculty salary increases without reducing the staff.

Robert W. Davis moved the adoption, as recommended by the President of the University, of the Annual Internal Budget for 1951-52, as revised. The motion was seconded by Kenneth L. Davis and was unanimously passed.

The Annual Internal Budget for 1951-52 appears in the Annual Report of the Board of Trustees for 1950-51.

#### MATTERS PRESENTED BY PRESIDENT MORRIS

Faculty-Administrative Payroll for Summer Months of 1951.

A report of the Faculty-Administrative Payroll for the summer months of 1951 was submitted and approved by the Board.

#### Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
(A) Permanent Appointments			
Mrs. Lillian G. Ginger	Faculty Assistant Placements Service	\$225.00 a month	Continuing
Dr. A. Leonard Sheffner	Assistant Professor Microbiology	\$450.00 a month	Continuing
(B) Term Appointments			
Charles Leonard Betts	Lecturer Vocational Technical Institute	\$ 48.00 a month	7/1/51 to 7/31/51
Dr. Isaac P. Brackett	Associate Professor Speech	\$550.00 a month	9/10/51 to 6/6/52



Anna Elizabeth Broach	Instructor Physical Education for Women	\$370.00 a month	9/10/51 to 6/6/52
Dorothy Lusannah Carty	Instructor Home Economics	\$415.00 a month	9/10/51 to 6/6/52
David Templeton Kenney	Assistant Professor Government	\$450.00 a month	9/10/51 to 6/6/52
James Lovin	Coach in Men's Physical Education	\$400.00 a month	9/1/51 to 11/30/51
Dr. Robert C. Turner	Associate Professor English	\$530.00 a month	9/10/51 to 6/6/52

## (C) Summer Term Appointments

Jefferson D. Ashby	Assitant Instructor Testing Service	\$300.00 a month	6/18/51 to 8/3/51
Mrs. Maxie Blackman	Faculty Assistant Alumni Service	\$300.00 a month	6/25/51 to 8/31/51
Dr. Floyd F. Cunningham	Professor and Chairman Geography	\$640.00 a month	8/6/51 to 8/31/51
Hubert J. Loftus	Graduate Assistant (one-half time) Government	\$110.00 a month	6/11/51 to 8/3/51
Virginia Spiller	Faculty Assistant Alumni Service	\$310.00 a month	6/25/51 to 8/31/51

## (D) Reappointments

Alice Aleen Brennan	Faculty Assistant Dean of Men	\$290.00 a month	7/1/51 to 6/30/52
George C. Camp	Assistant Professor English	\$460.00 a month	9/10/51 to 6/6/52
Robert F. Etheridge	Assistant Instructor Dean of Men	\$355.00 a month	8/27/51 to 9/7/51
Carl Behla Ferrell	Assistant Instructor Physiology	\$340.00 a month	9/10/51 to 6/6/52
Mrs. Lucille Fligor	Faculty Assistant University School	\$240.00 a month	6/6/51 to 6/22/51
Helen Thomas Goetz	Faculty Assistant Health Service	\$310.00 a month	effective 6/11/51
Mrs. Mary Goss	Faculty Assistant Health Service	\$240.00 a month	9/10/51 to 6/6/52
Lyle Jones	Field Representative President's Office	\$206.66 a month	effective 7/1/51
Ellen Marie McCullough	Faculty Assistant Duplicating Service	\$215.00 a month	effective 7/1/51
Betty Lou Mitchell	Instructor English	\$350.00 a month	6/25/51 to 8/3/51 and 7/1/51 to 6/30/52
John Robert Odaniell	Faculty Assistant Alumni Service	\$260.00 a month	7/1/51 to 6/30/52
Earl Eugene Parkhill	Faculty Assistant Duplicating Service	\$240.00 a month	effective 7/1/51
Arthur Plumlee	Lecturer (1/5 time) Vocational-Technical Institute	\$ 32.00 a month	7/1/51 to 7/31/51
Mrs. Ruth W. Rushing	Faculty Assistant Health Service	\$240.00 a month	7/1/51 to 6/30/52



Mary Cleta Scholtes	Instructor Home Economics	\$470.00 a month	9/10/51 to 6/6/52
William J. Shackelford	Faculty Assistant Museum	\$315.00 a month	effective 7/1/51
Ernest J. Simon	Associate Professor Industrial Education Associate Director of Extension, and Director Vocational-Technical Institute	\$770.83	7/1/51 to 6/30/52
Mrs. Elva H. Sitzler	Research Assistant College of Vocations and Professions	\$250.00 a month	7/1/51 to 9/28/51
Loren W. Slentz	Instructor Chemistry	\$420.00 a month	9/10/51 to 6/6/52
Sylvan E. Thorn	Lecturer (1/5 time) Vocational-Technical Institute	\$ 32.00 a month	7/1/51 to 7/31/51
William H. Waller	Coach in Men's Physical Education	\$490.00 a month	7/1/51 to 6/30/52
Mildred Weiss	Faculty Assistant (one-half time) Health Service	\$120.00 a month	9/10/51 to 6/6/52
Norman E. White	Lecturer in Men's Physical Education	\$460.00 a month	6/25/51 to 8/3/51 and 9/10/51 to 6/6/52
James Williams	Lecturer (1/4 time) Vocational-Technical Institute	\$ 60.00 a month	7/1/51 to 7/31/51
William Winkelmeier	Faculty Assistant Air Force, R.O.T.C. Assistant Military Property Custodian	\$300.00 a month	effective 7/1/51

## (E) Adjustment in Salary

Name	Position	Adjustment
Walter D. Craig	Faculty Assistant Photographic Service	\$114.00 in July due for additional work
Mrs. Alice Rector	Instructor in Dean of Men's Office	\$182.50 in July due in lieu of vacation time

## (F) Change of Appointment

Name	Position	Change of Appointment
David Sanders	Graduate Assistant Botany (1/2 time) \$110.00 a month	To Assistant Instructor in Botany at \$300.00 a month 6/25/51 to 8/3/51

## (G) Change of Duties

Mrs. Naomi Manering	Faculty Assistant (1/2 time) Health Service	To Outdoor Education 7/1/51 to 8/31/51 at \$300.00 a month
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## (H) Leave of Absence Without Pay

Dr. Robert W. English	Associate Professor Industrial Education	Effective 9/10/51 to 6/6/52
Wayne M. Mann	Director Alumni Service	Effective 7/23/51 to 8/17/51
Dr. Ward M. Morton	Associate Professor Government	Effective 7/1/51 for Military Service

## (I) Leave of Absence With Pay

Eugene S. Wood	Instructor University School	Effective 7/9/51 to 7/20/51 in lieu of accumulated vacation
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## (J) Disability Leave

Mrs. Elizabeth C. Meehan	Instructor University School	Effective 6/6/51
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## (K) Retirement

Charles J. Pardee	Assistant Professor History	Effective 8/16/51
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## (L) Cancellation of Appointment

Kathryn Weesner	Instructor Home Economics	7/9/51 to 7/13/51 Total Salary \$125.00
Helen Katheryn Zwolanek	Lecturer Home Economics	7/23/51 to 7/28/51 Total Salary \$150.00

## (M) Resignations

William Bain	Faculty Assistant Fisheries Management Research Project	Effective 6/8/51
Donald Hankla	Graduate Assistant Zoology	Effective 6/16/51
Dr. Adaline Mather	Assistant Professor Microbiology and Biological Research Laboratory	Effective 8/4/51
Joe L. Simms	Graduate Assistant Geography	Effective 6/11/51

## (N) Changes in Title

Roye R. Bryant	Executive Assistant Education and Administration	To Director of University Placements Service
Raymond H. Dey	Executive Assistant Education and Administration	To Director of University Extension
Robert L. Gallegly	Assistant to the Business Manager	To Assistant Business Manager
Willard C. Hart	Instructor Industrial Education	And Supervisor of Construction
W. A. Howe	Executive Assistant Education and Administration	Director Physical Plant and Instructor Industrial Education
Mrs. Gertrude Lindgren	Faculty Assistant	Research Assistant
W. H. Lyons	Instructor in Journalism	Director of University Information Service and Instructor Journalism
Wayne Mann	Executive Assistant Education and Administration	Director of Alumni Service
Glenn Martin	Associate Professor Director of Athletics	Associate Professor Director of Intercollegiate Athletics
Irvin M. Peithman	Faculty Assistant	Research Assistant
Mrs. Minnie Mae Pitkin	Instructor	Executive Assistant
Charles M. Pulley	Executive Assistant Education and Administration	Director Architectural Services and Instructor in Art

Mrs. Mabel Pulliam	Executive Assistant Education and Administration	To Supervisor of Off-Campus Housing
John S. Rendleman	Acting Legal Counsel	To Acting Legal Counsel and Assistant to President
Miss Marjorie Shank	Registrar	To Registrar and Director of Admissions
Carl Trobaugh	Executive Assistant Education and Administration	To Supervisor of University Bookstore
Ernest R. Wolfe	Executive Assistant Education and Administration	To Supervisor of Veterans' Housing Projects

## (O) Changes in Rank

Robert F. Ethridge	Assistant Instructor Dean of Mens Office	To Instructor Effective 9/10/51
Dr. Robert D. Faner	Associate Professor College of Liberal Arts and Sciences	To Professor Effective 9/10/51
Dr. Frank L. Klingberg	Associate Professor College of Liberal Arts and Sciences	To Professor Effective 9/10/51
Dr. Willis E. Malone	Assistant Professor College of Education	To Associate Professor Effective 9/10/51
Dr. William J. Tudor	Associate Professor College of Liberal Arts and Sciences	To Professor Effective 9/10/51

Graduate Assistants (one-half time) at \$110.00 a month 9/10/51 to 6/6/52:

Dilip Kumar Biswas	Charles E. Dickerman	Wanda S. Mitchell
James B. Bleyer	James Dudley	Perry M. Proctor
Betty Borella	Charles F. Flannell	Joe L. Simms, Jr.
John A. Bremer	James R. Martin	Fay Sisk
Robert Cagle	Charles C. Mathieu	Thomas O. Sloan, Jr.
Loyd Thomas Carr		Marilee Joyce Strang

Graduate Assistants (one-half time) at \$110.00 a month 9/10/51 to 3/7/52:

Margaret A. Lane  
Doris Schwinn

Graduate Assistants (one-half time) at \$110.00 a month 9/10/51 to 11/30/51:

Mary I. Wilson

**Contracts and Orders Awarded During May, 1951,  
Amounting to \$500.00 or Over**

The following contracts and orders were approved by the Board:

A. Chargeable Against Operating Funds

Purchase Order or Contract No.	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>			
No. 9668	International Business Machines Corp., 427 Missouri Avenue, East St. Louis, Illinois	\$ 750.00	Machine Work
No. 9695	General Electric Supply Corp. 2653 Locust St., St. Louis, Mo.	7,298.38	Fluorescent Light Fixtures
No. 9705	Crane Company, 30 South 16th St., St. Louis 3, Missouri	582.51	Plumbing Supplies
No. 9708	Murphysboro Lumber Company Murphysboro, Illinois	524.60	Lumber



No. 9714	McGraw-Hill Book Company 330 W. 42nd St., New York, N. Y.	579.00	Books
No. 9732	W. D. Allen Manufacturing Co. 566-570 W. Lake St., Chicago, Ill.	838.59	Hardware
No. 9908	J. W. McKinney Construct. Co. 211½ South Illinois Avenue Carbondale, Illinois	1,000.00	Clearing Shore line Little Grassy Lake

**Contracts**

Univ. 4357	Bearden Construction Company 708 South Bentley Street Marion, Illinois	29,825.00	Storage Buildings Removal and Re-erection
Univ. 4358	Davey Tree Expert Company Kent, Ohio	535.00	Moving Trees on Campus (extra)
Univ. 4362	Asby Snyder, Carbondale Elec- tric Co., Carbondale, Illinois	15,000.00	Electrical Work
A. & E. 66744	Industrial Roofing Company 124 N. 15th St., Mattoon, Illinois	14,864.00	Building Repairs
A. & E. 66904	General Installation Company 950 Kingsland Avenue St. Louis, Missouri	24,221.00	Repairs of Heating and Ventilating System
A. & E. 66907	Fowler Plumbing & Heating Co. 217 East 2nd St., Centralia, Ill.	3,600.00	Repair Heat Control System
A. & E. 66908	Henson Robinson Company 114 N. 5th St., Springfield, Ill.	11,432.00	Roofing Repair
A. & E. 66905	George S. Grimmett & Co. 223 E. Adams St., Springfield, Ill.	6,753.86	Acoustical Correction
A. & E. 66906	Cunningham Electric Company 414 East Davis St., Anna, Ill.	34,900.00	Permanent Improvements

**University Purchase Orders****B. Chargeable Against Capital Funds**

No. 9693	Singer Sewing Machine Co. Carbondale, Illinois	597.47	Sewing Machines
No. 9699	Baldwin Piano Company 916 Olive St., St. Louis, Mo.	1,161.60 <sup>1</sup>	Pianos
No. 9700	Finnell System, Incorporated 801 S. 11th St., St. Louis, Mo.	1,660.00	Scrubbing Machines

<sup>1</sup>Low bid not accepted because of unsuitability of quoted product for school use.

**Contracts**

A. & E. 675	Robert E. Murphy & Assoc. Chicago, Ill.	3,620.00	Site Work (Extra)
A. & E. 66776	Consoer, Townsend & Assoc. Chicago, Illinois	5,620.00	Tunnel Piping. Incinerator
Univ. 4363	Paul O. Hall Johnston City, Illinois	2,189.00	Field Engineering Services
A. & E. 66542	Triangle Construction Co. Kankakee, Illinois	17,355.00	Site Work (Extra)

**Consideration of Agreements with Labor Unions**

At the May 29, 1950, meeting of the Board of Trustees, a stipulation for maintenance employees proposed by the International Hod Carriers' Building and Common Laborers' Union of America, Local No. 227, was approved as follows:

This Stipulation, made and entered into by and between Southern Illinois University of Carbondale, Illinois, Party of the First Part, hereinafter referred to as the 'Employer', and Local No. 227 of the International Hod Carriers' Building and Common Laborer's Union of America, affil-

iated with the American Federation of Labor, hereinafter referred to as 'Union', whose endeavor is to create and maintain harmony in the execution of an understanding for the maintenance employees of the said University. The following paragraphs are hereby mutually agreed to by both of the above mentioned parties.

1. It is mutually agreed by both parties that the laborers shall perform all maintenance work required in maintaining the University; that these Laborers be allowed to perform new construction which may be required in maintaining the University to a sum not to exceed fifty per cent (50%) of the payroll of permanent laborers in any month.
2. It is further understood and agreed that all the maintenance employees shall receive the wage of two hundred and fifty dollars (\$250.00) per month.
3. This Stipulation and provisions thereof shall continue in full force and be binding upon the respective parties hereto until the 30th day of June, 1951. Either Party to this contract considering or desiring changes in the contract will notify the other Party in writing not less than sixty (60) days prior to the expiration date.

At the April 13, 1951, meeting of the Board of Trustees, we reported that Mr. Delmar Shackleton, Business Representative of Local No. 227, had proposed that this stipulation be renewed with the only change being that the wage rates stipulated in Article A be changed from \$209.00 to \$250.00 per month.

Since that date, Mr. Shackleton has also proposed that a clause be introduced stipulating that the laborers should receive as holiday time the eleven legal holidays for the State of Illinois.

Also at the April 13, 1951, meeting of the Board, we presented a stipulation for maintenance equipment operators proposed by Local 947 of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers, as follows:

This Stipulation, made and entered into by and between SOUTHERN ILLINOIS UNIVERSITY of Carbondale, Illinois, Party of the First Part, hereinafter referred to as the 'Employer', and Local No. 947 of the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN AND HELPERS affiliated with American Federation of Labor, hereinafter referred to as 'Union', whose endeavor is to create and maintain harmony in the execution of an understanding for the maintenance employees of the said University. The following paragraphs are hereby mutually agreed to by both of the above mentioned Parties.

1. It is mutually agreed by both Parties that the maintenance equipment operators shall perform all maintenance work required in Local No. 947 at the University; that these maintenance equipment operators be allowed to perform new construction which may be required in maintaining the University to a sum not to exceed fifty per cent (50%) of the payroll of maintenance equipment operators in any one month.
2. It is understood that if a maintenance equipment operator works on one of the holidays listed below, he shall be paid for straight time and shall have time off at a later date: Holidays that shall be observed are New Year's Day, Memorial Day, Fourth of July, Labor Day, Armistice Day, Thanksgiving Day, and Christmas Day.

After one year of service, the maintenance equipment operators shall have two calendar weeks of vacation (80 working hours) with pay annually. The maintenance equipment operators are also allowed one day each month (on the basis of a six-day work week) for sick leave. If sick leave is not taken each month, this time can accumulate up to twenty-four days, or over a period of two years, and still be used.

3. It is further understood and agreed that all the maintenance equipment operators shall receive the wage of two hundred eighty-seven dollars and ten cents (\$287.10) per month.

4. This Stipulation and provisions thereof shall be in full force and effect for a period of twelve months from July 1, 1951, the effective date, and shall continue in full force and effect from fiscal year to fiscal year thereafter, unless a notice is given in writing not less than sixty (60) days prior to July 1, 1952, or July 1st of any years thereafter by any Party desiring to negotiate changes in this Stipulation.

Party of the First Part:

Party of the Second Part:

SOUTHERN ILLINOIS UNIVERSITY

LOCAL UNION NO. 947 INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN AND HELPERS, A. F. L.

By: .....

By: .....

At the April Board meeting, we recommended that the renewal clause (Section 4) be limited to the two years of the new biennium, since the University ordinarily does not enter into contracts or agreements binding it beyond the end of the biennium.

Because of the possibility of changes in our whole program for non-academic employees growing out of a state-wide University Civil Service System, we deem it inadvisable to enter into binding agreements with such employment groups at this time. We recommend therefore that, with the exception of the ten per cent (10%) increases being granted non-academic employees not on a prevailing rate basis, the University simply continue under existing arrangements with labor unions until January 1, 1952.

After discussion, John Page Wham moved that agreements with Local No. 227, International Hod Carriers' Building and Common Laborers' Union of America, and Local No. 947 of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers, be tabled and considered at a subsequent meeting. The motion was unanimously passed.

**Fee for Pottery Classes**

The Board unanimously approved, upon recommendation of President Morris, a fee of \$5.00 per term to cover the cost of clays, glazing, and firing for students enrolled in pottery classes. The fee is to become effective September 10, 1951.

**Resolution on Payment of Architects' Fees for Dormitories**

The Board by resolution approved an advance payment of \$23,198.00 to Schaeffer, Hooton, and Wilson, Architects, for the plans and specifications on the new Women's Dormitories.

President Morris reported that the Attorney General had ruled that the vouchers submitted by the University should be certified to by the Chairman and Secretary of the Board of Trustees.

At the request of Miss Ruth E. Kunkel, secretary of the University Retirement System of Illinois, the Board designated a member of their body, Mr. John Page Wham, as the Board's official representative to the Board of Trustees of the University Retirement System of Illinois.

The Board awarded by resolution, upon the recommendation of President Morris, a contract to L. H. Prentice and Company, amounting to \$28,400.00 for the extension of the tunnel piping work and pipe covering in completion of the Power Plant.

The Board Meeting was adjourned at 4:30 P.M.



## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 1:30 p. m. on Thursday, October 4, 1951, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Mrs. Ruth G. Cook  
 Mr. Kenneth L. Davis  
 Dr. Frank L. Eversull  
 Mr. Guy W. Karraker  
 Mr. Robert C. Lanphier, Jr.  
 Mr. George W. Mitchell  
 Mr. John Page Wham  
 Mr. Vernon L. Nickell, ex-officio  
 Mrs. Alice DiGiovanna, Administrative Assistant

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
 Mr. William H. Lyons, Director, Information Service, Southern Illinois University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University

John Page Wham, Acting Chairman, called the meeting to order.

The first item of business for consideration was the annual election of officers. By secret written ballot, as provided for in the Statutes and the By-Laws of the Board, the following members of the Board were elected to serve as the officers of the Board for the fiscal year 1951-1952:

Guy W. Karraker, Chairman  
 Frank L. Eversull, Vice-Chairman  
 Kenneth L. Davis, Secretary

Guy W. Karraker then assumed the chair.

Frank L. Eversull presented the following resolution which was unanimously approved and adopted by the members of the Board.

### RESOLUTION

WHEREAS, the Board of Trustees of Southern Illinois University has been operating, controlling and managing Southern Illinois University since July 1, 1949, pursuant to a law passed by the 66th General Assembly; and

WHEREAS, this is the first meeting of the Board of Trustees of Southern Illinois University since the appointment of five new members in accordance with a bill passed by the 67th General Assembly; and

WHEREAS, the Board is a continuation of the Board established by a law enacted by the 66th General Assembly; and

WHEREAS, the Board wishes to alleviate any misunderstandings with regard to its continuation as a corporate agency of the State of Illinois as enacted by a law of the 66th General Assembly;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Southern Illinois University affirm its position as a continuation of the Board of Trustees of Southern Illinois University created in a law enacted by the 66th General Assembly.

The election of the members of the Executive Committee of the Board followed. On motion of John Page Wham, seconded by Kenneth L. Davis, Robert C. Lanphier, Jr., was unanimously elected to serve on the Executive Committee of the Board for the fiscal year 1951-52. On motion of George W. Mitchell, seconded by John Page Wham, Mrs. Ruth G. Cook was unanimously elected to serve on the Executive Committee of the Board for the fiscal year 1951-52. The other member on the Executive Committee, as provided for in the By-Laws of the Board, adopted July 24, 1950, is to be the Chairman of the Board of Trustees, Guy W. Karraker.

The Minutes of the Board meeting held on July 18, 1951, were approved.

John Page Wham was selected as the representative of the Board of Trustees of Southern Illinois University to serve on the University Civil Service Board.

Upon recommendation of President Morris the Board approved an invitation to Mr. Donald Dickason, Director of Non-Academic Personnel at the University of Illinois, to meet with the Board and discuss the new University Civil Service System of Illinois.

Mrs. Ruth G. Cook was unanimously elected to serve on the Southern Illinois University Foundation Board for the year 1951-52; John Page Wham was selected to serve on the Foundation Board for a two-year term expiring in 1953; and Mr. Robert L. Lanphier, Jr., was selected to serve for a three-year term ending in 1954. The Chairman appointed Robert C. Lanphier, Jr., to serve as member of the Executive Committee of the Southern Illinois University Foundation Board.

Graduation of the students who completed their studies for degrees at the end of the summer session, 1951, was approved by the Board. A summary of degrees follows:

**MATTERS PRESENTED BY PRESIDENT MORRIS**  
**SUMMARY OF DEGREES, AUGUST, 1951**

	Men	Women	Total
<b>GRADUATE COLLEGE</b>			
Master of Arts Degree . . . . .	9	4	13
Master of Science Degree . . . . .	2	0	2
Master of Science in Education Degree . . . . .	57	14	71
	—	—	—
Total Master's Degrees . . . . .	68	18	86
<b>COLLEGE OF EDUCATION</b>			
Bachelor of Music Education Degree . . . . .	2	0	2
Bachelor of Science in Education Degree . . . . .	40	59	99
	—	—	—
	42	59	101
<b>COLLEGE OF LIBERAL ARTS AND SCIENCES</b>			
Bachelor of Arts Degree . . . . .	14	2	16
Bachelor of Science Degree . . . . .	1	0	1
	—	—	—
	15	2	17
<b>COLLEGE OF VOCATIONS AND PROFESSIONS</b>			
Bachelor of Science Degree . . . . .	14	1	15
Total Bachelor's Degrees . . . . .	71	62	133
Total Master's Degrees . . . . .	68	18	86
<b>TOTAL DEGREES . . . . .</b>	<b>139</b>	<b>80</b>	<b>219</b>



## Changes in Faculty-Administrative Pay Roll

The following changes in Faculty-Administration Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
(A) Permanent Appointments			
Mrs. Ruth Frances Adams	Assistant Professor Home Economics	\$450.00 a month	Continuing
Harry Benj. Bauernfeind	Supervisor Musiness Education (V.T.I.)	\$585.00 a month	Continuing
Clyde Moseley Brown	Assistant Professor Busines Administration	\$520.00 a month	Continuing
Mrs. Ruth Beach Fee	Faculty Assistant General Library	\$200.00 a month	Continuing
Dr. Jack W. Graham	Assistant Professor Office of Student Affairs	\$425.00 a month	Continuing
Mrs. Mary Lois Jones	Faculty Assistant Health Service	\$225.00 a month	Continuing
Dr. Noble Henry Kelley	Professor and Chairman Dept. of Psychology, Director of Psychological Services	\$750.00 a month	Continuing
Mrs. Mary J. Masterson	Faculty Assistant General Library	\$200.00 a month	Continuing
Clarence Donald May	Faculty Assistant Architectural Services	\$285.00 a month	Continuing
Dr. James B. Mowry	Assistant Professor Agriculture and Supt. Illinois Horticultural Experiment Station	\$450.00 a month	Continuing
Carlton F. Rasche	Faculty Assistant and Head Resident Veterans Housing Projects	\$300.00 a month	Continuing
Alvin Sarachek	Research Assistant (one-half time) Biological Research Lab.	\$250.00 a month	Continuing
Dr. William E. Shelton	Assistant Professor Education	\$560.00 a month	Continuing
Jack Herman Stimpfling	Research Assistant (¼) Biological Research Lab.	\$150.00 a month	Continuing
Virginia Ann Williford	Faculty Assistant Placements Service	\$225.00 a month	Continuing
Mrs. Wilma C. Wright	Faculty Assistant Acting Legal Counsel	\$250.00 a month	Continuing
Lt. Colonel Oliver K. Halderson	Professor of Air Science and Tactics AF R.O.T.C.	\$ 20.00 a month	12 months basis
Major Benjamin P. Vickery	Assistant Professor of Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis
Captain Paul M. Lunde, Jr.	Instructor in Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis
Lieutenant Kenneth F. Schuett	Instructor in Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis
Lieutenant Francis C. Thompson	Instructor in Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis
Master Sergeant James W. Dotter	Asst. Instr. Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis
Technical Sergeant Wade G. Gardner	Asst. Instr. Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis
Technical Sergeant William M. Golightly	Asst. Instr. Air Science and Tactics AF R.O.T.C.	\$ 25.00 a month	9 months basis

Staff Sereaant	Asst. Instr. Air Science	\$ 25.00	9 months
Thomas Daugird	and Tactics AF R.O.T.C.	a month	basis
Sergeant Ricks Pearce	Asst. Instr. Air Science	\$ 25.00	9 months
	and Tactics	a month	basis

## (B) Term Appointments

Mrs. Kathleen Barnard	Faculty Assistant	\$250.00	9/10/51 to
	Education	a month	6/7/52
Sterling K. Berbarian	Instructor	\$400.00	9/10/51 to
	Mathematics	a month	6/7/52
Margaret E. Brinkman	Instructor	\$440.00	9/10/51 to
	Home Economics	a month	6/7/52
Mrs. Mary K. Croft	Instructor (½ time)	\$175.00	9/25/51 to
	English	a month	12/1/51
Donald R. Dickerson	Faculty Assistant (½)	\$150.00	7/1/51 to
	Architectural Services	a month	7/1/52
Jules Ramon Du Bar	Instructor Geography	\$420.00	9/10/51 to
	and Geology	a month	6/7/52
Miss Francoise	Assistant Instructor	\$110.00	9/10/51 to
Hugonneau-Baufet	(one-half time)	a month	6/7/52
	Foreign Languages		
Mrs. Rosemary Hunsinger	Instructor (1/3 time)	\$125.00	9/10/51 to
	Sociology	a month	6/7/52
Morton Roy Kenner	Instructor	\$400.00	9/10/51 to
	Mathematics	a month	6/7/52
George Wells Ladd	Instructor	\$425.00	9/10/51 to
	Economics	a month	6/7/52
Frederick L. Lauritzen	Lecturer (¼ time)	\$125.00	9/17/51 to
	Art	a month	1/19/52
Robert Edward Leutzow	Instructor	\$410.00	9/24/51 to
	University School	a month	6/7/52
Paul Kenneth Lynn	Lecturer (1/3 time)	\$110.00	9/13/51 to
	Industrial Education	a month	12/1/51
Albert F. Meyer	Faculty Assistant	\$250.00	10/1/51 to
	Information Service	a month	7/1/52
Richard J. Moran	Research Assistant	\$100.00	9/6/51 to
	(one-half time)	a month	7/1/52
	Wildlife Management		
	Research Project		
Guenther Mueller	Assistant Instructor	\$110.00	9/10/51 to
	(one-half time)	a month	6/7/52
	Foreign Languages		
Rene Antonio Naranjo	Assistant Instructor	\$110.00	9/10/51 to
	(one-half time)	a month	6/7/52
	Foreign Languages		
La Donne Rhymer	Faculty Assistant	\$225.00	9/4/51 to
	Agriculture	a month	7/1/52
Mrs. Joan E. Robinson	Faculty Assistant	\$200.00	7/16/51 to
	Registrar's Office	a month	9/1/51
		\$225.00	Effective
		a month	9/1/51
William M. Rogge	Supervisor of Men's	\$375.00	8/13/51 to
	Residence Barracks	a month	7/1/52
Berenice M. Sexauer	Instructor	\$400.00	9/8/51 to
	Home Economics	a month	7/1/52
Mrs. Betty Simms	Assistant Instructor	\$275.00	9/10/51 to
	Geography and Geology	a month	6/7/52
Eleanor Taft	Instr. and Supervisor	\$380.00	8/27/51 to
	of Student Activities	a month	7/1/52
Kathryn A. Davis	Graduate Assistant (½)	\$110.00	9/10/51 to
	Guidance and Special	a month	6/7/52
	Education		

Charles Elliott	Graduate Assistant (½)	\$110.00	9/10/51 to
	Mathematics	a month	6/7/52
Emil L. Kass	Graduate Assistant (½)	\$110.00	9/10/51 to
	Education	a month	6/7/52
Judith C. Lantz	Graduate Assistant (½)	\$110.00	9/10/51 to
	Government	a month	6/7/52
John G. Weiss	Graduate Assistant (½)	\$110.00	9/10/51 to
	Zoology	a month	6/7/52
Kenneth G. Boerner	Graduate Assistant (½)	\$110.00	9/10/51 to
	Art	a month	6/7/52
Walter W. Vineyard	Graduate Assistant (½)	\$110.00	9/10/51 to
	Sociology	a month	6/7/52

(C) The following teachers in public schools were approved as practice supervisors at monthly rate of \$25.00 for the fall term 1951:

Name	School	Subject
Bain, Edgar	West Frankfort H. S.	Social Studies
Brown, Bill	West Frankfort H. S.	Physical Education
Carey, Myrtle	Herrin Township H. S.	English
Collins, Walter	West Frankfort H. S.	Social Studies
Damron, Glenn	Herrin Township H. S.	Business
Davis, Luella	Carbondale - Attucks	History - English
Dohanich, George	Herrin Township H. S.	Physiology
Eckert, Eugene	Herrin Township H. S.	History
Finley, Norman	Carbondale Community H. S.	Social Studies
Grant, Alice	West Frankfort H. S.	English
Hoye, Alice	West Frankfort H. S.	Speech
Hunter, Clay	Johnston City H. S.	History
		Geography
		Driver Training
Kitchell, Madelyn	Red Bud H. S.	Home Economics
Lee, Zetta	W. Frankfort - Lincoln School	Fourth Grade
Lightel, J. R.	Carbondale - Attucks School	Art - English
Morgan, Vesta	Carbondale Community H. S.	Home Economics
Neuhoff, Eleanor	Columbia H. S.	Home Economics
Parrish, Lucy	Carbondale Community H. S.	Business
Stroup, David	Carbondale Community H. S.	Mathematics
Todd, Alma	Carbondale Community H. S.	Home Economics
Webb, Mary	Benton Township H. S.	Home Economics
Wilfe, Afton	West Frankfort H. S.	English

(D) Summer Appointments

Name	Position	Salary	Length of Appointment
Jefferson D. Ashby	Assistant Instructor	\$300.00	8/6/51 to
	Dean of Men' Office	a month	9/1/51
Mrs. Mary Louise Barnes	Assistant Professor	\$465.00	6/11/51 to
	Home Economics	a month	6/22/51
Mrs. Lucille Fligor	Faculty Assistant	\$240.00	6/25/51 to
	University School	a month	8/4/51
William Horrell	Instructor Journalism	\$430.00	8/13/51 to
	and Photographic	a month	9/8/51 and
	Service		6/9/52 to
			6/21/52
William Marberry	Assistant Professor	\$540.00	8/6/51 to
	Botany	a month	9/1/51
Mrs. Evalee McGee	Assistant Instructor	\$300.00	8/6/51 to
	Vocational Technical	a month	9/1/51
	Institute		
Arthur Plumlee	Lecturer (1/5 time)	\$ 40.00	8/1/51 to
	Vocational Technical	a month	9/1/51
	Institute		



Dallas A. Price	Assistant Professor Geography and Geology	\$480.00 a month	8/6/51 to 8/11/51
Irving T. Priesand	Lecturer (1/5 time) Vocational-Technical Institute	\$ 36.00 a month	7/1/51 to 8/1/51
Dr. Eileen E. Quigley	Professor Home Economics	\$330.00 a month	8/27/51 to 9/8/51
Robert Saunders, Jr.	Lecturer (1/5 time) Vocational-Technical Institute	\$ 72.00 (total salary)	7/1/51 to 9/1/51
Warren Seibert	Assistant Instructor Testing Service	\$300.00 a month	8/6/51 to 8/18/51
Sylvan E. Thorn	Lecturer (1/5 time) Vocational-Technical Institute	\$ 40.00 a month	8/1/51 to 9/1/51
James Williams	Lecturer (1/5 time) Vocational-Technical Institute	\$ 48.00 a month	8/1/51 to 9/1/51
Dr. Henry L. Wilson	Associate Professor English (1/3 time)	\$367.51 (total salary)	6/11/51 to 8/3/51
(E) Reappointments			
Ralph E. Boatman	Lecturer Health Education	\$550.00 a month	Academic Year
Henry M. Borella	Assistant Instructor Physics and Astronomy	\$350.00 a month	Academic Year
Mrs. Martha M. Clark	Assistant Instructor English (2/3 time)	\$210.00 a month	9/10/51 to 12/1/51
Dr. Charles C. Colby	University Professor	Contractual Basis	10/1/51 to 6/30/52
Maro Rose Colombo	Faculty Assistant General Library	\$330.00 a month	9/10/51 to 6/7/52
David Edward Elder	Research Assistant Fisheries Management Research Project	\$250.00 a month	8/6/51 to 6/30/52
Beatrice Flori	Lecturer (1/2 time) Zoology	\$250.00 a month	Academic Year
Dr. Florence Foote	Lecturer (1/2 time) Physiology	\$250.00 a month	9/10/51 to 12/1/51
Mrs. Juanita Gross	Assistant Instructor (1/2 time) English	\$100.00 a month	9/27/51 to 12/1/51
Herman L. Kirkpatrick	Faculty Assistant (one-half time) Bookstore	\$115.00 a month	9/1/51 to 7/1/52
Dr. Donald E. Koontz	Assistant Professor Chemistry	\$450.00 a month	Academic Year
Dr. Herman L. Lantz	Assistant Professor Sociology	\$550.00 a month	Effective 9/10/51
E. G. Lentz	University Professor Emeritus - Acting Director of Alumni Service <sup>1</sup>	\$330.00 a month	Continuing
Mrs. Evalee McGee	Assistant Instructor Vocational-Technical Institute	\$325.00 a month	9/1/51 to 7/1/52
Dr. Edward M. Morton	Associate Professor Government (1/2 time)	\$290.00 a month	Academic Year
Arthur Plumlee	Lecturer (1/25 time) Vocational-Technical Institute	\$ 8.00 a month	9/1/51 to 10/1/51

<sup>1</sup>Contingent upon approval by Alumni Association.

Robert Saunders, Jr.	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month	9/1/51 to 10/1/51
Warren Seibert	Faculty Assistant Dean of Men's Office	\$315.00 a month	8/27/51 to 6/7/52
Dr. Robert E. Smith	Lecturer Industrial Education	\$675.00 a month	Academic Year
Virginia Spiller	Faculty Assistant Alumni Service	\$310.00 a month	9/1/51 to 10/1/51
Sylvan E. Thorn	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month	9/1/51 to 10/1/51
Violet Trovillion	Faculty Assistant Art	\$240.00 a month	7/23/51 to 7/1/52
George R. Von Tungeln	Faculty Assistant Experimental Farm	\$250.00 a month	8/15/51 to 6/16/52
James Williams	Lecturer (1/8 time) Vocational-Technical Institute	\$ 28.00 a month	9/1/51 to 10/1/51
Mrs. Eleanor Young	Assistant Instructor University School	\$325.00 a month	9/10/51 to 1/26/52
(F) Substitute Teachers			
Mrs. Harriet M. Teel	Faculty Assistant University School	\$ 12.00 per day	As Needed
Mrs. Mary E. Glathart	Faculty Assistant University School	\$ 12.00 per day	As Needed
(G) Changes in Rank, Salary, Dates of Appointment, and Assignment			
Name	Position	Change of Appointment	
Leah Farr	Acting Dean of Women	To \$470.00 per month \$440.00 per month account additional work	
Lloyd Thomas Carr	Graduate Assistant English (1/2 time) Academic Year \$110.00	To Assistant Instructor (1/2 time) in English 9/19/51 to 12/1/51	
Charles Fred Flannell	Graduate Assistant Mathematics	To Assistant Instructor Mathematics - effective 9/10/51	
Mrs. Lillian Ginger	Faculty Assistant Placements Service	To Board of Trustees Office	
Mrs. Frances Huff	Faculty Assistant Office of the Dean College of Vocations and Professions	To Faculty Assistant Office of the Dean College of Education	
Mrs. Bonnie Lockwood	Instructor University School	To Vocational-Technical Institute	
Mrs. Tony L. Pearce	Faculty Assistant University School \$230.00 per month	To Assistant Instructor \$275.00 per month - additional duties	
Dr. Leonard A. Sheffner	Assistant Professor Microbiology - Effective 8/15/51	Effective date 8/8/51	
(H) Adjustment in Salary			
Dr. Stanley Harris	Associate Professor Geography and Geology	\$45.00 payable in May, account error in salary	
G. Sanderson Knaus	Lecturer Art and Art Service	\$200.00 in lieu of accumulated vacation	
Dr. Eileen E. Quigley	Professor Home Economics	\$330.00 due account additional duties	
Dr. William J. Tudor	Professor Sociology	\$90.00 due from June - additional work	

Mrs. Nancy N. Yaxley	Faculty Assistant Placements Service	\$30.00 adjustment
(I) Leaves of Absence Without Pay		
Dr. Milton T. Edelman	Instructor Economics	Effective 9/10/51 to 6/7/52
Mrs. Lillian Ginger	Faculty Assistant Placement Service	Effective 9/1/51 to 9/10/51
Mrs. Norma Klingenberg	Faculty Assistant General Library	Effective 8/4/51 to 9/10/51
Wayne M. Mann	Director Alumni Service	Effective 10/1/51 to 7/1/52
Ruth E. Monaweck	Assistant Professor Health Education	Effective 9/16/51 to 10/1/51
William J. Shackelford	Faculty Assistant Museum	Effective 8/1/51 to 9/1/51
Hal Stone	Instructor Chemistry	Effective 9/10/51 to 6/7/52
Mrs. Betty Brown Wiggs	Faculty Assistant Information Service	Effective 8/11/51 to 9/4/51
(J) Sick Leave		
Miss Winifred Burns	Assistant Professor English	Effective 9/19/51
(K) Cancellation of Sabbatical Leave		
Elbert Fulkerson	Assistant Professor University School	
(L) Retirement		
Charles J. Pardee	Graduate Assistant History Retirement date 8/16/51	Date Extended to 9/1/51
(M) Cancellation of Appointment		
Charles M. Betts	Lecturer Vocational-Technical Institute	Appointment 7/1/51 to 7/31/51
(N) Resignations		
James B. Bleyer	Graduate Assistant Government	Effective 9/10/51
Carl Ferrell	Assistant Instructor Physiology	Effective 9/10/51
Mrs. Helen H. Johnson	Faculty Assistant Architectural Services	Effective 8/17/51
Mrs. Mary C. Livingston	Faculty Assistant General Library	Effective 8/31/51
Dr. Daniel Orloff	Assistant Professor Mathematics	Effective 9/10/51
Anthony R. Pulco	Faculty Assistant University Library	Effective 8/23/51
Miss Mary Cleta Scholtes	Instructor Home Economics	Effective 9/10/51
Miss Mary Jeanne Spooner	Faculty Assistant Board of Trustees	Effective 9/8/51
Robert A. Steffes	Instructor Journalism	Effective 9/10/51
Mrs. June Todd	Faculty Assistant Registrar's Office	Effective 8/26/51
Mrs. Nancy N. Yaxley	Faculty Assistant Placements Service	Effective 8/8/51

The following received special short term appointments from August 6, 1951, through August 31, 1951:

Dr. Orville Alexander	Professor and Chairman of Government	Full Time
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Dr. William H. Freeberg	Assistant Professor of Physical Education for Men	Full Time
Dr. Robert Harper	Assistant Professor of Geography and Geology	Half Time
Dr. Willard D. Klimstra	Assistant Professor of Zoology	3/4 Time
Jack Smith McCrary	Instructor in Sociology	1/3 Time
Dr. Robert A. McGrath	Assistant Professor of Government	Half Time
Charles J. Pardee	Assistant Professor of History	1/4 Time
Dr. William N. Phelps	Professor of Guidance Special Education	Full Time
Dr. Louis D. Rodabaugh	Associate Professor of Mathematics	1/3 Time
Mrs. Edna S. Travis	Instructor in English	Half Time
Dr. William J. Tudor	Associate Professor of Sociology	Full Time

The Board instructed the Administration to furnish each member of the Board with a complete monthly financial statement of the University, and a list of the present faculty, indicating their teaching loads and salaries for the past five years.

**Contracts and Orders Awarded During the Months of July and August, 1951, Amounting to \$500 or Over**

The Board approved contracts and orders awarded during the months of July and August, 1951, amounting to \$500.00 or over, as follows:

**A. Chargeable Against Operating Funds**

Purchase Order			
or Contr. No.	Vendor or Contractor	Amount	Purpose
<b>Superintendent of Printing Orders</b>			
S. P. 32694	Hillison & Etten Company 638 S. Federal St., Chicago 5, Ill.	\$5,117.96	Printing
S. P. 32697	Fort Dearborn Paper Co. 1020 W. Adams St., Chicago 7, Ill.	1,478.40	Paper
S. P. 32698	James White Paper Company 219 W. Monroe St., Chicago 6, Ill.	718.40	Cover Paper
S. P. 33192	The Carbondale Herald 215 E. Main St., Carbondale, Ill.	1,774.25	Brochures
<b>University Purchase Orders</b>			
No. 9901	Reid Murdoch & Company 325 North LaSalle St., Chicago, Ill.	772.80 <sup>1</sup>	Canned Goods
	<sup>1</sup> Cafeteria Manager recommended the purchase of these goods because of their high quality.		
No. 9912	Allen Foods, Inc. 1141-51 S. 7th St., St. Louis 4, Mo.	1,864.81	Canned Goods
No. 9913	Sprague Warner Company 901 West Division St., Chicago, Ill.	1,210.76	Canned Goods
No. 9914	B. A. Railton Company 363-405 West Erie St., Chicago, Ill.	785.10	Canned Goods
No. 10001	R. J. Brunner Company 403 South Illinois Ave., Carbondale, Ill.	1,649.95	Typewriters
No. 10005	Knoll Associates, Inc. 575 Madison Ave., New York, N. Y.	507.50	Drapery
No. 10017	Albert Pick & Company 2159 Pershing Road, Chicago, Ill.	946.00	Student Center Gas Range
No. 1	New Era Dairy Carbondale, Ill.	2,122.95	Residence Hall Dairy Products
No. 2	New Era Dairy Carbondale, Ill.	849.55	Cafeteria Dairy Products
No. 3	New Era Dairy Carbondale, Ill.	1,072.00	Residence Hall Dairy Products
No. 4	Lewis Brothers Bakery Anna, Ill.	1,026.20	Canteen Bread for Cafeteria

No. 92	Encyclopaedia Britannica Films 1150 Wilmette Ave., Wilmette, Ill.	512.25	Lease on Films
No. 289	MacMillan Book Company 2459 Prairie Ave., Chicago, Ill.	1,250.65	Books Bookstore
No. 292	William Sloane Associates 119 West 57th St., New York 19, N. Y.	1,815.75	Books Bookstore
No. 296	Educational Publishers 122 N. 7th St., St. Louis 1, Mo.	640.00	Books Bookstore
No. 300	Thomas Y. Crowell Company 432 4th Avenue, New York, N. Y.	832.00	Books Bookstore
No. 303	American Book Company 351 East Ohio St., Chicago 11, Ill.	697.38	Books Bookstore
No. 304	Houghton-Mifflin Company 2500 Prairie Avenue, Chicago, Ill.	1,421.70	Books Bookstore
No. 308	Prentice Hall, Inc. 70 5th Avenue, New York, N. Y.	1,293.76	Books Bookstore
No. 315	McGraw-Hill Company 330 West 42nd St., New York, N. Y.	646.38	Books Bookstore
No. 328	Do All Southern Company 1945-47 N. Broadway, St. Louis 6, Mo.	4,141.60	Machinery Vocat'l Tech. Institute
No. 329	Mr. C. Shomo, Div. Manager Kewaunee Mfg. Co., Adrian, Mich.	1,758.15	Furniture Microbiology
No. 335	I.B.M. Business Machines Corp. 427 Missouri Ave., E. St. Louis, Ill.	10,509.20	Rental Chg. I.B.M. Mach's. Statistical
No. 337	I.B.M. Business Machines Corp. 427 Missouri Ave., E. St. Louis, Ill.	715.00	Rent Service IBM Machines Testing
No. 404	John Swift and Company 2100 Locust St., St. Louis, Mo.	649.00	Annual Report Business Manager
No. 428	The Associated Press 50 Rockefeller Pl., New York 20, N. Y.	682.50	AP Teletype Service Journalism
No. 444	Mr. George E. Johnson 426 Willow St., Carbondale, Ill.	750.00	Garbage Collection
No. 494	Milton Oil Company North Illinois Ave., Carbondale, Ill.	829.00	Gas and Oil Experimental Farm
No. 501	F. B. McAfoos & Company Benton, Ill.	2,581.00	Harvester for Experimental Farm
No. 541	Blackwell-Wielandy Company 1605 Locust St., St. Louis, Mo.	588.00	Paper for Duplicating Serv.
No. 545	Cline-Vick Drug Company 104 S. Illinois Ave., Carbondale, Ill.	1,102.75	Supplies for Photog. Service
No. 563	Carbondale Lumber Company 115 S. Washington Ave., Carbondale, Ill.	1,081.70	Building Mater'ls Maintenance
No. 571	Hunsaker Supply Company West Main Street, Carbondale, Ill.	1,700.00	Lumber Maintenance
No. 572	Murphysboro Lumber Company 816 N. 19th St., Murphysboro, Ill.	722.40	Lumber Maintenance
No. 573	A. D. Alpine, Incorporated 11837 Teale St., Culver City, Calif.	1,540.00	Kiln Art Dept.
No. 577	Encyclopaedia Britannica Films 1150 Wilmette Ave., Wilmette, Ill.	636.25	Film Lease Audio-Visual Aids
No. 578	Coronet Instructional Films Coronet Bldg., 65 East South Water Street, Chicago 1, Ill.	1,026.89	Film Lease Audio-Visual Aids
No. 587	Murphysboro Lumber Company 816 N. 19th St., Murphysboro, Ill.	1,705.00	Lumber Maintenance
No. 598	Encyclopaedia Britannica Films 1150 Wilmette Ave., Wilmette, Ill.	543.41	Film Lease Audio-Visual Aids
No. 601	Ruhm Phosphate & Chemical Co. c/o Troy Bradley, Murphysboro, Ill.	877.75	Limestone and Phosphate
No. 603	A. N. Rechtein 810 Pine Street, St. Louis, Mo.	560.00	Duplicator Registrar



No. 604	Carbondale Lumber Company 115 S. Washington, Carbondale, Ill.	658.65	Nails Maintenance
No. 627	H. W. Wilson Company 950-972 University Ave., New York, N. Y.	589.17	Subscriptions General Library
No. 662	Milton Oil Company North Illinois Ave., Carbondale, Ill.	2,910.00	Gas, Diesel Fuel

**Contracts**

No. 4365	J. T. Blankenship Murphysboro, Ill.	995.00	Surveying Services
No. 4366	J. W. McKinney Construction Co. Box 322, Carbondale, Ill.	600.00	Soil Work
No. 4367	William Keene Truck Service Pinckneyville, Ill.	1,850.00	Moving House
No. 4368	L. H. Paul Plumbing & Heating Co. 910 W. Sycamore, Carbondale, Ill.	9,000.00	Maintenance and Heating Work

**B. Chargeable Against Capital Funds****Purchase Order**

or Contr. No.	Vendor or Contractor	Amount	Purpose
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**University Purchase Orders**

No. 9889	Shefrin Sales Company 1913 Broadway, Kansas City, Mo.	\$2,109.40	Hardware Power Plant
No. 9891	Shefrin Sales Company 1913 Broadway, Kansas City, Mo.	512.50	Machinery
No. 9892	Mr. Glenn Goodman 803 S. Illinois Ave., Carbondale, Ill.	653.05	Machinery Power Plant
No. 9894	Shefrin Sales Company 1913 Broadway, Kansas City, Mo.	1,563.00	Machinery Power Plant
No. 9895	E. Blankenship & Company 1623 Walnut St., Murphysboro, Ill.	2,110.87	Machinery Power Plant
No. 9900	Mr. Glenn Goodman 803 S. Illinois Ave., Carbondale, Ill.	595.00	Machinery Power Plant
No. 367	Marion Implement Company Marion, Ill.	2,997.00	Tractor and Power Loader
No. 377	Blackwell-Wielandy Company 1605 Locust St., St. Louis, Mo.	7,061.14	Furniture Dormitories
No. 378	Carson, Pirie, Scott & Co. State & Madison Sts., Chicago, Ill.	5,685.22	Furniture Dormitories
No. 459	City Janitor Supply Co. 2431 Olive St., St. Louis, Mo.	780.00	Receptacles Training School
No. 530	Mr. Glenn Goodman Carbondale, Ill.	2,780.00	Machinery
No. 531	E. Blankenship & Company Marion, Ill.	984.35	Paint Spray Booth
No. 570	Eddings Brothers Tin Shop 212 West Monroe, Carbondale, Ill.	671.50	Furnace Farm Buildings
No. 638	E. Blankenship & Company, Inc. 704 West Main St., Marion, Ill.	1,114.07	Machinery

**Contracts**

Univ. 4370	Triangle Construction Co. 480 N. Evergreen Av., Kankakee, Ill.	30,000.00	Construction Work
A. & E. 6724	J. W. McKinney Construction Co. Box 322, Carbondale, Ill.	7,995.00	Storm Sewers
A. & E. 66508	L. H. Prentice Company 1048 W. Van Buren St., Chicago, Ill.	15,347.00	Steam Line Install'n (Extra)
A. & E. 6716	Mundet Cork Corporation 3176 Brannon Ave., St. Louis 9, Mo.	10,240.00	Pipe Covering Power Plant
A. & E. 6715	L. H. Prentice Company 1048 W. Van Buren St., Chicago, Ill.	28,400.00	Piping Work
A. & E. 66637	R. and R. Construction Co. 735 Park Drive, Alton, Ill.	1,737.00	Excavation, Tun'l Work (Extra)

A. & E. 673	R. and R. Construction Co. 735 Park Drive, Alton, Ill.	750.00	Water Main Install'n (Extra)
A. & E. 66637	R. and R. Construction Co. 735 Park Drive, Alton, Ill.	2,282.99	Credit Tunnel Work
A. & E. 673	R. and R. Construction Co. 735 Park Drive, Alton, Ill.	575.00	Credit Storm Sewer
A. & E. 674	Federal Constructors 173 West Madison, Chicago, Ill.	700.00	Hardware Dormit'y (Extra)
A. & E. 66607	Federal Constructors 173 West Madison, Chicago, Ill.	1,155.00	Plate Glass, Wardrobe Training School (Extra)

The Board expressed the opinion that complete specifications should be set up on purchases whenever possible, and as many bids as possible should be obtained.

#### Approval of Fees for Men's Residence Halls

George W. Mitchell moved that a cost analysis study be made on board and room separately in the men's dormitories and that the fees be reviewed in the light of such study before the opening of the spring quarter of the University. He further moved the approval of the establishment of a charge for room and board of \$11.00 per week for a seven-day week and the charge of \$3.00 per week for a room only in the men's residence halls, as recommended by the President of the University, this charge to be effective for the period from September, 1951, to March, 1952. The motion was seconded and unanimously passed.

#### Food Services

The Board received a report from the President of the University regarding the management and operation of the University Food Services. The Canteen and Cafeteria had been under separate management with separate staffs and purchasing from separate budgets. As of September 1, 1951, the Canteen and Cafeteria were put under the general supervision of the Home Economics Department with the coordination of management, budgets, preparation of food, purchasing, and the use of both facilities as laboratories in Home Economics.

#### Consideration of Bids on Coal

The Board, upon recommendation of President Morris, awarded a contract for 1500 tons of oil treated stoker coal to the low bidder, Southern Coal Company, the delivered price to be \$5.50 per ton.

Upon recommendation of President Morris the Board approved the appointment of a special Board Committee to meet with the firm of Consoer, Townsend and Associates to discuss the coal requirements and specifications for the Power Plant. Further, the 6500 tons of screening coal was to be purchased from at least two companies who had submitted bids. The following committee was appointed by Dr. Eversull, Vice-Chairman:

Robert C. Lanphier, Jr., Chairman  
George W. Mitchell  
Guy W. Karraker

#### Proposed Review of University Organization and Functions

At the suggestion of President Morris the Board agreed that they would like to spend some time on the University campus acquainting themselves with the members of the Faculty and the functions and operations of the University. Dr. Morris presented a list of the major divisions and departments of the University, both instructional and non-instructional, and suggested that the Board make a systematic review of the University organization and function.

The Board meeting was adjourned at 5:00 P.M.

## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened on Friday, November 16, 1951, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Guy W. Karraker, Chairman  
 Frank L. Eversull, Vice-Chairman  
 Kenneth L. Davis, Secretary  
 Ruth G. Cook  
 Robert C. Lanphier, Jr.  
 George W. Mitchell  
 John Page Wham  
 Alice DiGiovanna, Administrative Assistant

The following member was absent:

Vernon L. Nickell, ex-officio

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
 Mr. William H. Lyons, Director, Information Service, Southern Illinois University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University  
 Mr. Donald E. Dickason, Director, University Civil Service System of Illinois

The Board of Trustees met in Executive Session from 9:00 until 11:00 a.m., at which time they recessed for a tour of the campus and luncheon.

The Board reconvened in Open Session at 1:30 p.m.

Chairman Guy W. Karraker called the meeting to order and recognized Mr. Donald E. Dickason. Mr. Dickason discussed the University Civil Service System at some length. He also discussed with the members of the Board the general policies of House Bill No. 831, pertaining to collective bargaining and negotiations for contract. He further discussed the powers and duties of the Merit Board of the University Civil Service System.

The Minutes of the meeting of the Board held on October 4, 1951, were approved as amended.

The advisability of the appointment of special Board Committees to make studies of the University's operations and procedures was discussed. The Board decided that the information compiled by committees would not only afford them valuable facts concerning the University, but would also prove to be an economy of time at future Board meetings.

Robert C. Lanphier, Jr., moved the appointment of a special Board Committee on Finance and Management, with a maximum of three members, the Chairman of the Board serving as an ex-officio member; such committee to serve until June 30, 1952. The motion was unanimously passed.

The Board voted to have the Chairman of the Board of Trustees serve as an ex-officio member of all special Board Committees.



The following members of the Board were appointed to the Committee on Finance and Management:

George W. Mitchell, Chairman  
 Robert C. Lanphier, Jr.  
 John Page Wham  
 Guy W. Karraker, ex-officio

George W. Mitchell moved the appointment of a special Committee on Education and Area Services, such committee to review and analyze the education and area services policies of the University and to receive all recommendations from the President concerning proposed plans of area services, appointments to the faculty, and any special activities and programs of the University; the committee to be composed of a maximum of three members, with the Chairman of the Board serving as ex-officio, to serve until June 30, 1952. The motion was unanimously passed.

The following members of the Board were appointed to the Committee on Education and Area Services:

Frank L. Eversull, Chairman  
 Ruth G. Cook  
 Kenneth L. Davis  
 Guy W. Karraker, ex-officio

Frank L. Eversull moved that the report of the President of the University relative to Dr. Kohler be received, and that all materials pertaining to Dr. Kohler's appeal be referred to the Committee on Education and Area Services. The motion was unanimously passed.

The next item for consideration was the publication of the Annual Report of the Board of Trustees for the fiscal year 1950-51. It was the consensus of the members of the Board that 500 copies of the report be printed and that they be distributed as follows:

Governor of the State of Illinois  
 All members of the General Assembly  
 University Library  
 Administrators of the University as designated by the President

At the suggestion of George W. Mitchell it was unanimously agreed by the members of the Board that in future years a Digest of Board Proceedings be prepared and printed for distribution.

#### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

##### Graduate Offerings in Art

President Morris requested approval for the Art Department to offer graduate courses subject to the condition that the Graduate Council would approve the teaching of the individual courses only when given adequate assurance of the preparation and other qualifications of the instructor. The Board determined to defer action concerning this matter and to refer it to the Board Committee on Education and Area Services, the Committee to present their recommendations to the Board at the next regular meeting.

##### Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

###### (A) Continuing Appointments

Name	Position	Salary	Length of Appointment
John P. Adams	Supervisor of Industrial Education Vocational-Technical Institute	\$585.00 a month	Continuing

Mrs. Phyllis J. Alverson	Faculty Assistant General Library	\$200.00 a month	Continuing
Bill E. Spangler	Faculty Assistant Speech	\$250.00 a month	10/1/51 to 7/1/52
Miss Joyce Taborn	Graduate Assistant (one-half time) Guidance and Special Education	\$110.00 a month	9/10/51 to 6/7/52
Charles Edward Wagner	Lecturer (1/8 time) Vocational-Technical Institute	\$ 30.00 a month	10/1/51 to 11/1/51
William Wetherington	Assistant Instructor Practice Supervision	\$ 25.00 a month	9/10/51 to 12/1/51
James F. Yates	Lecturer (1/8 time) Vocational-Technical Institute	\$ 30.00 a month	10/1/51 to 11/1/51

## (B) Reappointments

Mrs. Florence Camp	Faculty Assistant University School	\$ 24.00 (total salary)	10/9/51 to 10/10/51
Dr. Florence Foote	Lecturer (1/2 time) Physiology	\$250.00 a month	12/3/51 to 3/8/52
Robert Saunders, Jr.	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month	10/1/51 to 11/1/51
Miss Virginia Spiller	Faculty Assistant Alumni Services	\$310.00 a month	10/1/51 to 12/1/51
Sylvan E. Thorn	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month	10/1/51 to 11/1/51

## (C) Changes in Title, Rank, Assignment, Salary, and Terms of Appointment:

Name	Position	Change of Appointment	
Dr. Jacob O. Bach	Instructor in Education at \$550.00 a month	To Assistant Professor at \$570.00 a month effective 11/19/51	
George C. Camp	Assistant Professor of English at \$460.00 a month	To \$490.00 a month effective 11/19/51	
Mrs. June C. Brown	Faculty Assistant Office of the Dean College of Vocations and Professions	\$250.00 a month	Continuing
Mrs. Elizabeth DeWitte	Faculty Assistant Office of the Dean College of Vocations and Professions	\$250.00 a month	Continuing
M/Sgt. Arthur R. Hughes	Assistant Instructor Air Science and Tactics	\$ 25.00 a month	Continuing
Mrs. Phillippa Rogge	Faculty Assistant (one-half time) Registrar's Office	\$112.50 a month	Continuing

## (D) Term Appointments

Hubert Charles Griffith	Lecturer (1/8 time) Vocational-Technical Institute	\$ 30.00 a month	10/1/51 to 11/1/51
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Miss Nancy Sue Jones	Research Assistant Office of the Dean College of Vocations and Professions	\$250.00 a month	11/5/51 to 7/1/52
Lee Thomas Lemon	Graduate Assistant (one-half time) General Library	\$110.00 a month	9/10/51 to 6/7/52
Mrs. Nina M. Morton	Faculty Assistant General Library	\$300.00 a month	Effective 10/22/51
Lloyd Ervin Penland	Lecturer (1/8 time) Vocational-Technical Institute	\$ 40.00 a month	10/1/51 to 11/1/51
Mrs. Phillippa Rogge	Faculty Assistant Registrar's Office	\$120.24 (total salary)	10/1/51 to 10/16/51
Miss Petrita Romero	Faculty Assistant (one-half time) Office of the Dean College of Education	\$112.50 a month	11/1/51 to 6/7/52
Mrs. Ruth Beach Fee	Faculty Assistant General Library at \$200.00 a month		To Faculty Assistant Graduate College at \$225.00 a month effective 10/15/51
Elbert Fulkerson	Assistant Professor University School \$520.00 a month		To Assistant Professor and Faculty Secretary at \$540.00 a month effect. 12/3/51 to 6/30/52
Dr. Cameron C. Garbutt	Asst. Professor Speech at \$470.00 a month		To \$500.00 a month effective 11/19/51
Miss Marjorie Latchaw	Instr. University School Leave of Absence effective 2/1/52		To Leave of Absence effective 12/3/51
Mrs. Loretta Ott	Faculty Assistant Dean of Women's Office at \$290.00 a month		To \$310.00 a month effective 11/19/51
John S. Rendleman	Acting Legal Counsel		To Acting Legal Counsel and Supervisor of Non-Academic Personnel
William J. Shackelford	Faculty Assistant University Museum		To Instructor effective 11/19/51
Marilee Joyce Strang	Graduate Assistant (one-half time) General Library		To Dean Women's Office effective 9/10/51
(E) Sabbatical Leave			
Dr. Dorothy Davies	Professor and Chairman Department of Physical Education for Women		Effective 3/1/52 to 6/1/52
(F) Leave of Absence Without Pay			
Miss Maxine Vogely	Director of Anthony Hall		Effective 3/1/52 to 6/1/52
(G) Resignations			
Mrs. Lillian Ginger	Faculty Assistant Office of Board of Trustees		Effective 11/4/51
Miss Esther Shubert	Assistant Professor General Library		Effective 11/31/51



The Board requested the Administration to state in future reports to the Board the length of time of the appointment, and whether the salary recommended was for a nine or twelve month period. The Board further decided that the Committee on Education and Area Services should consider the procedure for making additions and changes in the Faculty-Administrative staff.

**Contracts and Orders Awarded During the Month of  
September, 1951, Amounting to \$500.00 or Over**

The Board approved contracts and orders awarded during the month of September, 1951, amounting to \$500.00 or over, as follows:

A. Chargeable Against Operating Funds

Purchase Order or Contr. No.	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>			
No. 665	Dick X-ray Company 4000 Olive St., St. Louis, Mo.	\$3,000.00	X-ray Equipment
No. 666	United World Films, Inc. 1445 Park Av., New York 29, N. Y.	3,150.00	Lease on films Audio-Visual Aids
No. 694	United World Films, Inc. 1445 Park Av., New York 29, N. Y.	530.00	Lease on films Audio-Visual Aids
No. 712	The Journal Printing Company 1405 State St., E. St. Louis, Ill.	1,635.00	Stationery
No. 731	Vogler Motor Company 301 N. Illinois Ave., Carbondale, Ill.	1,875.00	Ford V-8 Station Wagon
No. 737	Vogler Motor Company 301 N. Illinois Ave., Carbondale, Ill. <sup>1</sup> Recommended by Director of Physical Plant.	2,750.00 <sup>1</sup>	Ford V-8 Truck
No. 740	Carbondale Lumber Company 115 S. Washington, Carbondale, Ill.	540.00	Lumber for Maintenance
No. 754	Prentice-Hall, Incorporated 70 Fifth Avenue, New York, N. Y.	826.50	Books Bookstore
No. 762	Hanson-Bennett Company 529 S. Franklin St., Chicago, Ill.	4,253.10	Subscriptions General Library
No. 763	Clifton L. Warren R. F. D. 3, Carbondale, Ill.	2,419.00	Crushed Stone
No. 764	Phillips Brothers Springfield, Ill.	4,000.00	Printing, Binding An'l Board Report
No. 789	Carbondale Lumber Company 115 S. Washington, Carbondale, Ill.	2,171.62	Lumber for Maintenance
No. 792	Martin Oil Company 606 Oak St., Carbondale, Ill.	946.56	Furnace Oil
No. 884	Colp Lumber Company Carbondale, Ill.	1,644.97	Casement Units and Screens
No. 903	Graybar Electric Co., Inc. 2642 Washington, St. Louis 3, Mo. <sup>1</sup> Recommended by Director of Physical Plant.	504.09 <sup>1</sup>	Clamps, etc. Maintenance
No. 914	L. J. Meisel Company 444 S. Brentwood Bl., Clayton 5, Mo. <sup>2</sup> Recommended by Director of Physical Plant.	579.00 <sup>2</sup>	Power Lawn Mower
No. 944	Ohio Valley Terminix Corp. Evansville, Ind.	500.00	Termite Treatment
No. 954	Lectures and Consultant Service	9,800.00	Consultant's Fee for Pilot Study
<b>Contracts</b>			
No. 66908	Henson Robinson 114 N. 5th St., Springfield, Ill.	5,104.00	Outside Repairs (Extra)

**B. Chargeable Against Capital Funds****University Purchase Orders**

No. 692	E. Blankenship & Co. Marion, Ill.	2,028.02	Machinery
No. 971	Contractor's Furn. & Carpet Co. 1339 S. Michigan Ave., Chicago, Ill.	3,931.28	Furniture

**Contracts**

A. & E. 674	Federal Constructors, Inc. 173 W. Madison St., Chicago, Ill.	1,376.00	Fencing (Extra)
A. & E. 674	Federal Constructors, Inc. 173 W. Madison St., Chicago, Ill.	968.04	Outside Work (Extra)

**Award of Coal Contracts**

The Board determined that the award for screening coal for the Power Plant be let to the following companies in the amounts stated: E. H. Davis, Anna, Illinois, 5000 tons; Pure Coal Co., Marion, Illinois, 1500 tons. This action came as a result of the recommendation of President Morris in the report of the Special Board Committee on Coal Contracts. The Administration was authorized to adjust their purchases between the two contractors if determined necessary.

**Exemption of Foreign Students From Out-of-State Tuition Fees**

President Morris recommended that foreign students be exempted from paying out-of-state tuition fees. This recommendation was tabled.

**Progress Report on Television**

President Morris made a progress report on television in which he stated that the Federal Communications Commission had tentatively allocated ten per cent of the available television channels for educational operation. He then outlined the steps the University had taken and the facts which they had ascertained regarding the use of this commercial medium:

1. Engaged a professional radio engineer, George P. Adair of Washington, D.C., to find a satisfactory channel for Carbondale. This channel was found.
2. Submitted a statement to the Federal Communications Commission indicating the University's great interest in television as an educational medium. This statement also set forth the problems of the University in obtaining a suitable channel and requesting that the Commission assign Channel No. 10 to Carbondale for educational telecasting.
3. Made an area survey of the necessities for, the materials available for the programming of, and the reactions to a possible educational television station at Southern Illinois University.
4. Submitted written testimony and exhibits as ordered by the Commission in lieu of an oral hearing. Copies of this material have been given the members of the Board of Trustees.
5. Sent a representative to Washington to analyze the possibilities of the University's case and to review the objections to its plan.
6. Submitted to the Commission a brief of its case and rebuttals to objections.
7. Requested that the Commission grant an oral hearing to the University.
8. Ascertained on October 30 from Washington sources that the final allocation of channels might be made by the Commission as early as January 1, 1952.

The Board determined to refer the question of educational television at Southern Illinois University to the Board Committee on Education and Area Services for consideration of the educational aspects of the proposal, and to



the Board Committee on Finance and Management for consideration of the financial aspects of the proposal.

#### **Release of Rehabilitation and Reconstruction Appropriation**

President Morris requested authorization from the Board to request the Governor to release \$150,000 out of an appropriation of \$300,000 for the rehabilitation or reconstruction of various buildings, service facilities, site areas, athletic fields, or parking areas (Senate Bill 513), the money to be used in the following ways:

1. To go as far as possible toward completing and making ready for use the 27 barracks buildings transferred to the University from Camp Ellis.
2. To rehabilitate and make ready for use other temporary buildings such as residences acquired by the University.
3. To redecorate and remodel space in permanent buildings which has been made available by the removal of certain departments to other buildings, such as the new University School or the Camp Ellis buildings.
4. To make some improvement in parking facilities.

The Board determined to defer action on this request until the Board Committee on Finance and Management could make a thorough study and appraisal of the proposed remodeling. The Board directed the Administration to make available to the Committee the plans, specifications, and estimated costs for each project contemplated.

At this time the Chairman left the meeting and Frank L. Eversull, Vice-Chairman, assumed the chair.

#### **Amended Procedure for Approving Purchases and Contracts**

The Board referred to its Committee on Finance and Management, for further study, the recommended procedure of President Morris for approving purchases and contracts, which was as follows:

Tabulation of bids for contemplated purchases and contracts amounting to \$ \_\_\_\_\_ or more chargeable against the University's operating or capital funds shall be submitted as received by the University to the Board of Trustees or to the Executive Committee of the Board of Trustees when the Board is not in session, for approval, unless, in the opinion of the President of the University, urgent necessity exists that requires immediate action, in which case, the President shall act. All such purchases and contracts amounting to \$ \_\_\_\_\_ or more shall be reported by the President of the University at the regular meetings of the Board of Trustees for ratification by the Board.

The Board meetings was adjourned at 6:00 P.M.

## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 1:30 p. m. on Tuesday, December 18, 1951, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Frank L. Eversull, Vice-Chairman  
Kenneth L. Davis, Secretary  
Ruth G. Cook  
Robert C. Lanphier, Jr.  
John Page Wham  
Alice DiGiovanna, Administrative Assistant

The following members were absent:

Guy W. Karraker, Chairman  
George W. Mitchell  
Vernon L. Nickell, ex-officio

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University  
Mr. William H. Lyons, Director, Information Service, Southern Illinois University

The Board approved the Minutes of the meeting of the Board held on November 16, 1951.

The Board approved a policy relating to non-academic employees which was submitted by President Morris, and which is set out as follows:

"With regard to negotiating new contracts with Unions which have sufficient representation at the University to make them eligible for recognition as the bargaining agents for such crafts, trades, or groups, such negotiations shall be carried on jointly by the Central Office of the University Civil Service System of Illinois and the local University administration. This joint negotiating body shall recommend an agreement to the Board of Trustees. The Board of Trustees, however, reserves the right to veto any recommendation made to it in this manner. The Board of Trustees, in the final analysis, shall submit any proposed contract to the Merit Board for final approval.

"The University administration will be responsible in all other matters relating to the local non-academic employees with the cooperation and assistance of the Central Office of the Civil Service System.

"The University recognizes the principle of collective bargaining with respect to all non-academic employees not in administrative positions. The University will negotiate with any individual, group of individuals, or organization acting on behalf of any group of employees when such person or agency presents evidence that he or it represents more than fifty per cent (50%) of the employees of the group or classification employed by the University and that he or it is authorized to represent them. The determination of the appropriate unit for col-

lective bargaining and of the majority representation in that unit shall be made by the Department of Labor of the State of Illinois in case of lack of agreement on these points."

The Board further authorized the Administration of the University to reclassify these members of the staff from their present Faculty-Administrative positions to Civil Service Positions. These transfers will be reported to the Board at a subsequent meeting.

The Board Committee on Education and Area Services presented its committee report in which they recommended the offering of graduate courses in Art. after having held a special Committee meeting on Tuesday, December 11, 1951, at the Board offices on the University campus. The recommendation came as a result of an extensive study into the department facilities and instructional staff, and on the basis of the following facts:

1. The addition of graduate responsibility to the Art Department would not add to the budget of the department except for needs occasioned by natural increase in enrollment. The anticipated enrollment for next quarter is five or six.
2. Library and space facilities are adequate.
3. The Department now enrolls 500 students of whom 300 are on campus and 200 are extension students or students enrolled in adult education courses—all under-graduate offerings.
4. The Department services Education, Home Economics, and Industrial Arts students.
5. An adequate program is projected for graduate study.
6. The scholarship and productivity of the staff indicate capacity to do the work.

The Board Committee on Education and Area Services also presented a further report on television and its educational aspects. As a result of their study of the matter it was recommended that no action be taken until allocations are made, but not necessarily precluding a further discussion of the matter.

The Board Committee on Education and Area Services further determined that the appeal of Dr. Richard C. Kohler, Instructor, be referred to the full Board at the next meeting, since the Committee had not reached a solution on his appeal.

The Board Committee on Finance and Management presented their report. The Committee met on December 4, 1951, in the offices of George W. Mitchell at the Federal Reserve Bank of Chicago, Illinois. As a result of this meeting, in which the Committee investigated the financial aspects of educational television for Southern Illinois University, the following statement was recommended by the Committee and adopted by the Board:

"The Board of Trustees of Southern Illinois University recognizes the potential value of television as an important educational medium to supplement classroom instruction, to foster adult education, and to develop programs for the economic and social betterment of Southern Illinois. It is actively seeking an educational channel assignment for future use by the University to further these purposes.

"The Board does not intend to engage in commercial television operations on either a profit or nonprofit basis.

"Until such time as the General Assembly specifically authorizes an appropriation the Board will not directly or indirectly through subsidy pledge state funds for the construction, equipment, or operation of a television station. Granted an educational channel allocation, it will present the matter of finance to the General Assembly and urge favorable consideration."

The Committee had determined that it would not be feasible to operate a non-profit commercial station, and had considered the possibility of purchasing time from commercially operated stations in lieu of operating a combined commercial-educational station.



The Committee further discussed the request of President Morris for authorization to secure the release of funds from the repair and rehabilitation appropriation, and made the following recommendations:

1. No work should be done which could not be completed with funds available from the appropriation during the current biennium.
2. \$30,000 of the appropriation should be withheld for emergencies which may develop later in the biennium.

The Committee had entertained at its meeting a request for the consideration of a request to the Governor for the release of the \$135,000 appropriation by the last General Assembly for plans and specifications for dormitories and classroom buildings. The Committee felt that the money should be used to provide classroom and laboratory space, with a view of abandoning residences and high maintenance cost locations. The Committee further felt that thought should be given to the possibility of abandoning the Old Main and Library buildings in the future.

The Committee recommended that the Board authorize the request for the release of money to proceed with plans for the Agriculture Building, which when erected would release five residences.

With regard to a standard plan for dormitory construction the Committee felt that before recommending approval it should have more data concerning the projected future of the University in terms of enrollment, proposed housing facilities, and the operation of these facilities.

The Committee recommended proceeding with plans and specifications for site development work on buildings which are under construction.

The Committee recommended the adoption of the following procedure for approval of purchases and contracts:

"Requests for commodities, equipment and contractual services amounting to \$1,000 or more (less at the discretion of the President) chargeable against the University's operating or capital funds shall be submitted to the Board of Trustees, or to the Executive Committee of the Board of Trustees in cases of extreme urgency, for approval in advance of securing bids. Accompanying the items on which approval is sought, shall be such information as will enable the Board to ascertain the status of the appropriation accounts against which the proposed outlays are to be made, and, where necessary a brief justification of the expenditure.

"At each meeting of the Board, the procurement of all commodities, equipment, and contractual services in the amount of \$1,000 and over since the last meeting of the Board shall be submitted for approval. A detailed summary of bids is not required on items for which requisitions have been approved except where the University does not recommend awards to the lowest bidder or at the discretion of the President. The total amount of purchase orders and contracts for items of less than \$1,000 should be reported as an informational item."

The Committee did not make a recommendation with regard to the graduate courses to be offered in Art, since the Committee on Education and Area Services was considering the matter, and in view of Dr. Tenney's statement that no consequential financial outlay would be involved.

#### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

##### Release of Rehabilitation and Reconstruction Appropriation

The Board authorized President Morris to secure release of \$150,000 from the biennial appropriation of \$300,000 for the following purposes:

1. To go as far as possible toward completing and making ready for use



the 27 barracks buildings transferred to the University from Camp Ellis.

	Project	Estimated Cost	
A.	Erecting "E" building for Architectural Services, stage 1. ....	\$12,000	
B.	Erecting Speech and Little Theatre Building, stage 1. ....	20,000	
C.	Completing offices for Registrar and Statistical Service ....	23,800	
D.	Completing building for Agriculture and Audio-Visual Aids Service ....	11,250	
E.	Completing Cafeteria addition and remodeling Cafeteria kitchen. ....	12,400	
F.	Completing Student Center Building, including relocation of Canteen. ....	20,800	
G.	Purchase of and additions to power lines for Thompson-Harwood area ....	14,300	\$114,500
2.	To rehabilitate and make ready for use other temporary buildings such as residences acquired by the University.		
A.	Completing Nursing Arts Laboratory ....	4,400	
B.	Extension of Quonset Hut for uncatalogued library books. ....	4,500	
C.	Remodeling of Communication Building at Southern Acres for adult education. ....	4,500	
D.	Remodeling former Employment Building at Southern Acres for adult education. ....	5,350	18,700
3.	To redecorate and remodel space in permanent buildings which has been made available by the removal of certain departments to other buildings, such as the new University School or the Camp Ellis buildings.		
A.	Remodeling of present Industrial Education Shop in Parkinson for R.O.T.C. ....	1,500	
B.	Remodeling of Physical Plant Shop in Parkinson basement for R.O.T.C. storage. ....	4,000	
C.	Completing Home Economics laboratory in Old Main. ....	4,500	13,000
4.	To make some improvement in parking facilities.		
A.	Parking lot on Grand Avenue. ....		3,000
GRAND TOTAL			\$149,250

George W. Mitchell, who was unable to attend the meeting, had requested the following items be withheld until the next meeting of the Board:

- Release of Plans and Specifications Appropriation
- Report on Policy Concerning Self-Liquidating Dormitories
- Amended Procedure for Approving Purchases and Contracts

The request was concurred in by the Board.

#### Approval of Graduate Offerings in Art

The recommendation of the Board Committee on Education and Area Services was that graduate work in Art, culminating in the Master's Degree in Art, be offered. The Board accepted and approved this recommendation.

#### Policy on Promotions and Increases

President Morris presented the following report regarding the policy on promotions and increases:

Part III, Article II, Section 2, J: "Subject to the approval of the Board of Trustees, the President shall set up and maintain an equitable

and consistent salary scale for staff members of the University, based upon training, experience, and service to the University." (The salary schedule now in use is printed on pages 22-23 of the Annual Report of the Board of Trustees for 1949-50. It is, however, being studied by a faculty Salary Schedule Committee, and no doubt certain changes will be recommended to the present Board. Another faculty committee is to review the present standards for evaluating "training, experience, and service.")

Part IV, Article VII, Section 3: "Recommendations for increases in salary shall ordinarily be made when the annual budget is prepared; such recommendations will be based on the nature of the services rendered." (The past few years it has been customary to review the claims of all staff members to promotions or increases each spring; but to give a second review in the fall to members of the staff who during the summer complete work for an advanced degree.)

Part IV, Article III, Section 2: "The University recognizes that academic rank may be granted for teaching in the classroom; for informal teaching such as is accomplished in the library, in a personnel office, or in extension work; and for research."

Part IV, Article III, Section 3: "Recommendations for promotion in rank shall normally be initiated by the immediate administrative superior of the person named and subsequent procedures shall be substantially in accord with those followed in initial appointment." (The procedure or channel for recommendations is outlined in the quotations that follow.)

Part III, Article V, Section 7, D, 2: "After consultation with the members of his department who hold continuing tenure, (the Chairman) shall recommend to the Dean appointments, promotions, dismissals, salary increases."

Part III, Article V, Section 6, D, 1: "(The Dean shall) recommend appointments, promotions, leaves, dismissals, and acceptance of resignations of the members of the staffs of departments within his college."

Part III, Article III, Section 3, C, 2, b: "(The Chief Officer of Instruction) shall be responsible for maintaining and supervising the faculty personnel system of the University. In this capacity, it shall be his duty to review the recommendations of the deans and advise the President with regard thereto, and to cooperate with the deans, directors, or other heads of schools, colleges, and other educational units in making recommendations to the President with respect to appointments, dismissals, resignations, promotions, leaves of absence, assignments, and salaries of members of the faculty and of special service personnel whose appointment or other disposition has not been specifically assigned to another University authority."

Part III, Article II, Section 2, H: "The President shall . . . recommend to the Board dismissals, acceptance of resignations, promotions, leaves of absence, and retirements of the members of the staff."

This report came at the request of the Board at its last meeting, and was received for the record.

#### **Exemption of Foreign Students from Out-of-State Tuition Fees**

Robert C. Lanphier, Jr., moved that the exemption of foreign students from out-of-state tuition fees be tabled. He further moved that the President of the University be requested to investigate the possibility of raising funds for foreign students' tuition fees, since the Board is in complete sympathy with the needs of these students. The motion was unanimously passed.

#### **Book Binding For the Library**

The Board considered whether to award the book binding contract for

the library to the lowest commercial bidder or to the State Penitentiary at Joliet. Dr. Robert Muller, Director of Libraries, had investigated the work of the Penitentiary bindery and had visited their plant. He recommended that the award be made to the commercial bidder whose bid was lowest, due to defects in the work submitted to the University by the penitentiary bindery, their lack of machinery for doing the work, and their inexperience in binding of the type required. Exhibits of the work of the penitentiary and of the commercial binders were displayed for the Board. President Morris concurred in the recommendation of Dr. Muller and the Board voted to award the binding contract to the lowest commercial binder, Arthur Hertzberg and Craftsmen of Chicago. President Morris was instructed to forward to the Governor the correspondence which had been given the Board regarding this matter.

#### Agreement With Teamsters' Union

The Board unanimously voted to deny the request of President Morris that labor agreements be approved after negotiations with the Unions involved, but before they have been referred to the Board for perusal. The Board was of the opinion that all labor agreements should be submitted to them for final consideration.

#### Contracts and Orders Awarded During the Months of October and November, 1951, Amounting to \$500 or Over

The Board approved contracts and orders awarded during the months of October and November, 1951, amounting to \$500 or over, as follows:

##### A. Chargeable Against Operating Funds

Purchase Order or Contr. No.	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>			
No. 978	Burroughs Adding Machine Co. 704 N. 12th Blvd., St. Louis 1, Mo.	\$3,045.60	Bookkeeping Machine
No. 1048	Midwest Dairy Company DuQuoin, Ill.	9,407.00	Milk Products
No. 1049	Midwest Dairy Company DuQuoin, Ill.	965.05	Milk Products
No. 1050	L. Z. Overturf 217 W. Walnut St., Carbondale, Ill.	1,318.60	Bread
No. 1108	National Heating and Stoker Co. 902 Linden Ave., Carbondale, Ill.	950.00	Heating System Repairs
No. 1127	City Janitor Supply Company 3429 Olive St., St. Louis, Mo.	571.10	Janitor Supplies
No. 1128	Henry's Uniform Company B'dw'y at Williams, Wichita, Kan.	1,524.00 <sup>1</sup>	R.O.T.C. Uniforms
<sup>1</sup> Quality of material, workmanship, delivery date, and previous experience with the bidders makes this bid the best bid.			
No. 1151	Library of Congress Washington, D. C.	1,500.00	Deposit for Library Cards
No. 1204	Graham Paper Company 1014 Spruce Street, St. Louis, Mo.	512.00	Paper
No. 1225	Stotlar Lumber Company Carbondale, Ill.	890.11	Lumber for Maintenance
No. 1227	Carbondale Lumber Company Carbondale, Ill.	1,080.00	Lumber for Maintenance
No. 1230	Checker Cab Company Carbondale, Ill.	597.50	Cab Service
No. 1291	Smith Scharff Paper Company 3732 N. Broadway, St. Louis, Mo.	926.95	Paper Products



No. 1343	Robertson, Crecelius & Ghent Ins. Co. 712.20 c/o Mr. Ghent, Harrisburg, Ill.	Insurance
No. 1345	Carbondale Herald Carbondale, Ill.	1,336.50 Printing
No. 1394	Patterson-Sargent Company 1882 S. Normal Ave., Chicago, Ill.	1,025.00 Paint
No. 1398	Burroughs Adding Machine Co. 704 N. 12th Blvd., St. Louis 1, Mo.	734.40 Calculating Machines
No. 1403	American Radiator and Standard Sanitary Corp. 21 N. Seventh St., East St. Louis, Ill.	827.35 Plumbing Supplies
No. 1433	Tepper Electric Company 111 West Hill St., Champaign, Ill.	1,586.38 Lamp Bulbs
No. 1450	Burroughs Adding Machine Co. 704 N. 12th Blvd., St. Louis 1, Mo.	562.50 Bookkeeping Machine
No. 1544	Mt. Vernon Electric Supply Co. Mt. Vernon, Ill.	2,014.04 Electrical Supplies
No. 1546	Murphysboro Lumber Company Murphysboro, Ill.	1,085.50 Lumber and Plumb. Supplies
No. 1593	Crown Institutional Equipment Co. 218 S. Wabash Ave., Chicago, Ill.	796.25 Typewriter Desks
No. 1625	R. J. Brunner Company 403 S. Illinois Ave., Carbondale, Ill.	1,762.50 Typewriters
No. 1626	General Electric Supply Corp. 2653 Locust St., St. Louis, Mo.	1,056.00 Water Coolers
<b>Contracts</b>		
Univ. 4371	Triangle Construction Co. 480 N. Evergreen Ave., Kankakee, Ill.	31,062.50 Site Work
Univ. 4373	Consoer, Townsend & Assoc. 351 East Ohio St., Chicago, Ill.	2,700.00 Architectural Services
<b>B. Chargeable Against Capital Funds</b>		
Univ. 4372	J. W. McKinney Construction Co. 211½ S. Illinois Av., Carbondale, Ill.	3,000.00 Outside Utilities
A. & E. 66809	Triangle Construction Co. 480 N. Evergreen Av., Kankakee, Ill.	707.50 Storm Drain (Extra)
A. & E. 676	The Zack Company 4606-28. W 12th Pl., Chicago 50. Ill.	742.00 Tile Exhaust Air Duct (Extra)
A. & E. 6715	L. H. Prentice Company 1048-50 W. Van Buren St., Chicago, Ill.	3,020.00 Steam Line (Extra)
A. & E. 672	Federal Constructors 173 W. Madison St., Chicago 2, Ill.	2,652.58 Sewer and Water Services (Extra)
A. & E. 66508	L. H. Prentice Company 1048-50 W. Van Buren St., Chicago, Ill.	5,882.00 Const. Pump House (Extra)
A. & E. 66511	Anderson Electric Company 5 McDonald Street, Danville, Ill.	2,859.74 Electrical Work (Extra)
A. & E. 66511	Anderson Electric Company 5 McDonald Street, Danville, Ill.	4,950.00 Electrical Work (Extra)
A. & E. 66637	R. and R. Construction Co. 735 Park Drive, Alton, Ill.	3,220.00 Tunnel Work (Extra)
A. & E. 66106	Consoer, Townsend & Assoc. 351 East Ohio St., Chicago, Ill.	3,444.98 Credit— Work Deferred
A. & E. 674	Federal Constructors 174 W. Madison St., Chicago 2, Ill.	2,064.00 Furniture Dormitory (Extra)



## Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
(A) Continuing Appointments			
Scott W. Hinners	Instructor Agriculture	\$450.00 a month	Continuing
Clarence W. Stephens	Instructor University School	\$460.00 a month	Continuing
Miss Mary I. Wilson	Faculty Assistant President's Office	\$250.00 a month	Continuing
(B) Term Appointments			
Alma I. Bremerman	Lecturer (1/8 time) Vocational-Technical Institute	\$ 64.00 a month	12/1/51 to 1/1/52
John V. Dennis	Research Assistant Wildlife Research Management Project	\$250.00 a month	11/5/51 to 7/1/52
Mrs. Mildred Fishback	Faculty Assistant University School	\$ 12.00 (total salary)	11/13/51
Mrs. Dolores French	Faculty Assistant Architectural Service	\$210.00 a month	12/1/51 to 12/31/51
Mrs. Mary E. Glathart	Faculty Assistant University School	\$ 36.00 (total salary)	10/31/51 to 11/2/51
Ernest W. Sorgen	Lecturer (1/16 time) Vocational-Technical Institute	\$ 62.50 a month	12/1/51 to 1/1/52
Mrs. Anita Stadelbacher	Lecturer (1/16 time) Vocational-Technical Institute	\$ 32.00 a month	12/1/51 to 1/1/52
(C) Reappointments			
Dr. Florence Foote	Lecturer (1/2 time) Physiology	\$250.00 a month	12/3/51 to 3/8/52
Hubert Charles Griffith	Lecturer (1/8 time) Vocational-Technical Institute (1/8 time)	\$ 28.00 a month \$ 40.00 \$ 24.00	11/1/51 to 12/1/51 and 12/1/51 to 1/1/52
Lloyd Ervin Penland	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month \$ 24.00 a month	11/1/51 to 1/1/52
Arthur Plumlee	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month \$ 32.00 a month	11/1/51 to 12/1/51 and 12/1/51 to 1/1/52
Robert Saunders, Jr.	Lecturer (1/8 time) Vocational-Technical Institute	\$ 32.00 a month \$ 24.00 a month	11/1/51 to 12/1/51 and 12/1/51 to 1/1/52
Miss Virginia Spiller	Faculty Assistant Alumni Services	\$310.00 a month	12/1/51 to 1/1/52
Miss Jeanne Spooner	Faculty Assistant Office of Board of Trustees	\$210.00 a month	Effective 12/1/51
Sylvan E. Thorn	Lecturer (1/8 time) Vocational-Technical Institute (1/32 time)	\$ 32.00 a month \$ 8.00 a month	11/1/51 to 12/1/51 and 12/1/52 to 1/1/52
Walter Troutman	Lecturer (1/5 time) Vocational-Technical Institute (1/4 time)	\$124.00 tot. sal. \$ 60.00	10/1/51 to 12/1/51 and 12/1/51 to 1/1/52

Charles Edward Wagner	Lecturer (1/4 time)	\$ 72.00	11/1/51 to
	Vocational-Technical Institute (1/6 time)	a month \$ 40.00	12/1/51 and 12/1/51 to 1/1/52
James F. Yates	Lecturer (1/4 time)	\$ 72.00	11/1/51 to
	Vocational-Technical Institute (1/6 time)	a month \$ 40.00	12/1/51 and 12/1/51 to 1/1/52

(D) The following teachers in public schools were approved as practice supervisors at monthly rate of \$25.00 for the winter term, 1951:

Name	School	Subject
Bain, Edgar	West Frankfort H. S.	Social Studies
Berrier, Jewell	Murphsboro H. S.	English
Brown, Bill	West Frankfort H. S.	Physical Education
Collins, Walter	West Frankfort H. S.	Social Studies
Cothran, Louise	Harrisburg H. S.	Home Economics
DeWitt, Lloyd	Mt. Vernon H. S.	Journalism, English
Grant, Alice	West Frankfort H. S.	English
Grant, Mary D.	West Frankfort H. S.	Ed. Mentally Handicapped
Finley, Norman	Carbondale Comm. H. S.	Social Studies
Hoit, Ann	Harrisburg H. S.	Home Economics
Hoye, Alice	West Frankfort H. S.	Speech
Kitchell, Madelyn	Red Bud H. S.	Home Economics
Lynn, Paul	Carbondale H. S.	Industrial Arts
McBride, William	Carbondale H. S.	Physical Education
McCluskey, Mary	Carterville H. S.	Spanish
Morgan, Vesta	Carbondale H. S.	Home Economics
Neuhoff, Eleanor	Columbia H. S.	Home Economics
Smith, Gladys	Carterville H. S.	Social Studies
Wathen, John	Murphysboro H. S.	Social Studies
Watson, Irene	Carterville H. S.	English
Webb, Mary	Benton H. S.	Home Economics
Wolfe, Afton	West Frankfort H. S.	English
Zimbleman, Willard	West Frankfort Lincoln School	Sixth Grade

(E) Substitute Teacher

Mrs. Helen Morrison	Faculty Assistant University School	At \$12.00 a day as needed
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(F) Changes of Appointment and Salary

Name	Position	Change of Appointment
John Bremer	Graduate Assistant in Education	To Assistant Instructor (3/4 time) at \$299.00 mo.
Walter Craig	Faculty Assistant Photographic Service	To Faculty Assistant Photographic Serv. (2/3) Vocational-Technical Institute (1/3)
Col. O. K. Halderson	Profesor of Air Science and Tactics AF R.O.T.C. at \$20.00 a month	To \$50.00 a month

(G) Sabbatical Leave

Joseph Ray Baxter	Assistant Professor History	Effective 12/3/51 to 3/17/52 at half pay
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(H) Leave of Absence Without Pay

Mrs. Evalee McGee	Assistant Instructor Vocational Technical Institute	Effective 12/1/51 to 2/1/52
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(I) Resignation

Mrs. Claudine Jones	Faculty Assistant Dean of Women's Office	Effective 12/30/51
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The Board meeting was adjourned at 5:30 P. M.

## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened on Thursday, January 17, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

- Guy W. Karraker, Chairman
- Frank L. Eversull, Vice-Chairman
- Kenneth L. Davis, Secretary
- Ruth G. Cook
- Robert C. Lanphier, Jr.
- George W. Mitchell
- John Page Wham
- Alice DiGiovanna, Administrative Assistant

The following member was absent:

- Vernon L. Nickell, ex-officio

Also present were:

- Dr. Delyte W. Morris, President, Southern Illinois University
- Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University
- Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University
- Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University
- Mr. William H. Lyons, Director, Information Service, Southern Illinois University

The Board approved the Minutes of the meeting of the Board of Trustees held on December 18, 1951.

### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

#### Release of Plans and Specifications Appropriation

The Administration requested authorization from the Board to ask the State administration to release \$85,000 for plans and specifications from the \$135,000 appropriated (Senate Bill 513), the money to be used for the following projects, which have been reviewed by the Committee on Finance and Management:

	Amount Required From Present Appropriation For Design	Amount Required From Subsequent Appropriation if and When Funds for Construction Are Appropriated
1. Preliminary sketches, working drawings and specifications for an Agriculture Building. Construction cost budget \$1,750,000 .....	\$50,750	\$21,525
2. Preliminary sketches, working drawings and specifications for dormitory—125 beds. This dormitory will be a self-liquidating unit. Plans for this unit will be used for future dormitories. Construction cost budget \$625,000 .....	22,968	9,844



3. Site development, working drawings and specifications for Life Science Group		
\$45,000 .....	2,700	
Women's Dormitory \$70,000 .....	4,200	
	<hr/>	<hr/>
Total .....	\$80,618	\$31,369

The Administration made the following report on the dormitory plans contemplated by the University:

1. During the fall term of 1951, 425 students, or 16% of the campus enrollment, lived in University operated dwellings, as follows:
  - a. Residence Housing for Single Men..... 161  
9% of male enrollment
  - b. Veterans Housing for Married Men..... 144  
8% of male enrollment
  - c. Residence Hall for Single Women..... 120  
11% of female enrollment
2. During the fall term of 1951, 453 students, or 16% of the campus enrollment, commuted from varying distances.
3. During 1950, 178 students (118 men and 60 women), or 5% of the campus enrollment, were housed by social fraternities and sororities.
4. During the fall term of 1951, 616 men students, or 37% of the male enrollment, and 445 women students, or 42% of the female enrollment, lived off-campus in independent organized and unorganized houses.
5. During the fall term of 1951, 650 students, or 24% of the campus enrollment lived at home, in apartment, working for room, etc.
6. The percentage of students living in University operated housing has risen noticeably since 1949. Mrs. Mabel Pulliam, Supervisor of Off-Campus Housing, has made the following statement concerning this trend:
 

“Householders have been making more improvements to their homes and have provided more livable rooms for students since definite steps have been taken to initiate more University operated housing. I have made a special effort to tell householders that good rooms will continue to be in demand even though the University builds several new dormitories; however, the submarginal basement rooms, the small unkempt overcrowded spaces will be pushed off the market.”
7. The addition of a 422 bed dormitory for women will enable the University to house a maximum of 542 women during the fall quarter of 1953 if Anthony Hall remains in use as a woman's residence hall. Based on the 1951 fall quarter enrollment of 1055 women students, this would mean that 51 per cent of the women students can then be housed in University owned and operated dormitories. If Anthony Hall is not used as a woman's residence hall, the figure would be 40 per cent.
8. The temporary men's residence hall barracks will house 184 men and should be filled during the fall quarter of 1952. With full occupancy and with the same enrollment of 1679 men as in the fall quarter of 1951, 11 per cent of the men will next year be housed in University owned and operated dormitories. Assuming a stable enrollment, the addition of a 375 bed dormitory for men by the fall of 1955 would enable the University to house in dormitories a maximum of 559, or 33 per cent of the male enrollment.

It is difficult to make satisfactory housing comparisons between universities, but Purdue University at West Lafayette, Indiana, has pioneered in residence hall development and now houses in residence halls approximately 750 (37%) of its 2000 women and 2300 (30%) of its 7500 men. No figures were given on housing for married people at Purdue. A new unit housing 600 men is to be opened in September. Plans are being



developed for construction in the next few years of units to handle 1800 more students. The Purdue officials are thinking in terms of housing 35% of single men and 45% of single women in university operated residences in the near future.

Mr. Earl Thompson, director of housing at the University of Illinois, estimates that 20% of their students are in poor housing and thus housing is needed for roughly 3000 students immediately. The quality of housing has been determined there by standards established by the American Public Health Association. He indicates that 12% of their students are now housed in permanent and temporary university owned housing, but emphasizes that social fraternities house at least 25% of the student body.

Thompson observed that there are no more private "rooming" houses being constructed and that it is essential that universities get into the housing business to a greater extent before enrollments develop as expected during the sixties.

In small towns such as Carbondale, the old-time large rooming houses are tending to decrease in number, and new construction of residences is of a kind (one story "ranch" houses, etc.) that does not help the student housing situation. Housing of at least fifty per cent of the students is not unreasonable for a campus such as Southern's.

9. The above statements assume an enrollment identical with the present enrollment. Projections of housing facilities, however, should be based upon projections of enrollments. Although college and university enrollments are now comparatively low, it is anticipated that they will begin to pick up again about 1955 and that in the years thereafter they will steadily increase well into the 1960's. This assumption is based upon the large number of students now in the elementary schools, together with the general tendency of larger proportions of the population to seek college training. Also the war situation should sooner or later result in the release of many students now serving in the armed forces. There are now at least 360 such from Southern Illinois University.

The curve of growth at Southern Illinois University shows that an enrollment of 12,000 to 14,000 students sometime between 1967 and 1975 is not an impossibility. Assuming that a ratio of 7 men to 5 women will be attained by an increase of opportunities for women students, the following "guessed" figures provide some basis for long range planning for the next twenty-five years:

Percentages based on 7000 men students.

70%, or approximately 5000 men students in University owned housing

20%, or approximately 1400 men students commuting

10%, or approximately 700 men students living in private homes in Carbondale

Percentages based on 5000 women students.

75%, or approximately 3750 women students in University owned housing

15%, or approximately 750 women students commuting

10%, or approximately 500 women students living in private homes in Carbondale

The above projections include a married housing potential for 500 students and their families. The return of war veterans and the growing graduate school program indicate that the demand for housing for married students will not materially decrease.

10. Granted that the above projections are only estimates, and that a conservative or even a pessimistic view is the safest, it can still be shown that if a unit for approximately 375 men were completed in 1955 and additional units of 125 were added each two years thereafter, it would be 1963 before housing for 875 men, or 52 per cent of the 1679 present male enrollment, could be provided. (It is as-

11. Below we quote from a preliminary estimate by Barcus, Kindred & Company of the income from a dormitory unit with over 400 beds. Although this proposal dates back to November 10, 1950, and although it is now outmoded in many details, it should give Board members some idea of how self-liquidating dormitories are operated and financed:

Southern Illinois University November 10, 1950  
 Estimated Income & Operating Expense of New Residence Hall

The estimates below are based on our experience at other schools and on discussions with various members of your faculty:

Income	
Regular Session	
424 Students at \$14 for 36 weeks.....	\$213,696
Summer Session	
424 Students at \$14 for 8 weeks.....	47,488
	261,184
Less 10% Allowance for Vacancy.....	26,118
	\$235,066

Expense	Board	Room	Total
Utilities .....	\$ 500	\$ 500	\$ 1,000
Maintenance & Repairs .....	1,000	3,500	4,500
Laundry & Cleaning .....	2,200	2,200	4,400
Insurance .....	1,800	1,800	3,600
Wages & Salaries			
2 Janitors			
at .....	\$193	4,632	
3 Counsellors			
at .....	\$120	4,320	
1 Director			
at .....	\$400	4,800	
9 Cooks			
at .....	\$200	21,600	
1 Salad Cook			
at .....	\$200	2,400	
3 Pot & Pan Men			
at .....	\$ 10 per wk.	1,320	
12 Dishwashers			
at .....	\$ 14 per wk.	7,392	
4 Bus Boys			
at .....	\$ 10 per wk.	1,760	
	\$34,472	\$13,752	\$48,224
Total Wages & Salaries ...			
Cost of Food (for 424 less 10%			
plus 14 employees totals 396 x			
\$.70 x 308 days) .....	\$85,378		85,378
	\$125,278	\$21,752	\$147,102
			\$147,102

Net Income ..... \$ 87,964  
 Average Annual Debt Service Over 35 Years ..... \$ 65,000

NOTE: The Cost of Food is figured at \$.70 per day per student compared to actual costs at Anthony Hall of \$.64 for year ended 6/30/49. Actual costs at Normal and Northern are about \$.72 per day. When actual food costs for year ended 6/30/50 at Anthony Hall are available, this figure may have to be adjusted.

George W. Mitchell stated that the information received in the President's report of December 18th, and the information received from the above report, was inadequate. He said he felt the projection of enrollments was unrealistic.

and that more information was necessary concerning the desirable size unit of proposed dormitories. Mr. Mitchell further stated that he would like more information regarding the proposed Agriculture Building.

George W. Mitchell moved that the items asking release of funds for site development work for the Life Science Group and the Women's Dormitory be approved, and that the request for the release of monies for preliminary sketches, working drawings, and specifications for an agriculture building and future dormitories of 125 beds be postponed. The motion was unanimously passed.

#### **Amended Procedure for Approving Purchases and Contracts**

Upon motion of George W. Mitchell, seconded by Frank L. Eversull, the following resolution, as recommended by the Special Committee on Finance and Management, concerning the procedure for approving purchases and contracts, was unanimously adopted:

Requests for commodities, equipment and contractual services amounting to \$1,000 or more (less at the discretion of the President) chargeable against the University's operating or capital funds shall be submitted to the Board of Trustees, or to the Executive Committee of the Board of Trustees in cases of extreme urgency, for approval in advance of securing bids. Accompanying the items on which approval is sought, shall be such information as will enable the Board to ascertain the status of the appropriation accounts against which the proposed outlays are to be made, and, where necessary a brief justification of the expenditure.

At each meeting of the Board, the procurement of all commodities, equipment, and contractual services in the amount of \$1,000 and over since the last meeting of the Board shall be submitted for approval. A detailed summary of bids is not required on items for which requisitions have been approved except where the University does not recommend awards to the lowest bidder or at the discretion of the President. The total amount of purchase orders and contracts for items of less than \$1,000 should be reported as an informational item.

#### **Report of Special Committee on Education and Area Services Concerning The Richard C. Kohler Appeal, Presented by the Chairman of the Committee, Frank L. Eversull**

After full discussion, it was decided that the entire Board should hear the testimony of all the witnesses at the next regular meeting of the Board. Action on the matter was postponed until the next meeting.

#### **Acquisition of Land for University School Driveway**

After full discussion, Robert C. Lanphier, Jr., moved that upon the recommendation of the President of the University, the Board approve the purchase of Tract 17-a on Mill Street, the Carrington property, in the amount of \$14,250, as listed in the report, to be used for the University School driveway, and that the President be directed to exercise the option and accept the offer to sell subject to release of necessary funds by the Governor from the Capital Appropriation of \$125,000 for Land Acquisition as provided in Senate Bill 513 of the 67th General Assembly. The motion was seconded by Ruth G. Cook and was passed. The vote was as follows:

Guy W. Karraker .....	Yea
Frank L. Eversull .....	Yea
Kenneth L. Davis .....	Yea
Ruth G. Cook .....	Yea
Robert C. Lanphier, Jr. ....	Yea
George W. Mitchell .....	Present
John Page Wham .....	Yea

#### **Labor Stipulations**

The Board approved the following agreements and authorized their Chairman to sign for and in behalf of the Board:



## POLICY ARRANGEMENT

The following policies are subscribed to by the Board of Trustees of Southern Illinois University, hereinafter called the Board, and Local Union No. 8, International Union of Operating Engineers, hereinafter called the Union, as an operating guide to govern their mutual obligations and benefits as covered herein, this 1st day of January, 1952. This Policy Arrangement shall be open to modifications, additions and changes whenever deemed necessary by both Parties.

1. There shall be effective for all employees covered by this Contract a uniform forty hour week.
2. All employees who are required to work over eight hours in any one day, or five days in any one week, or any holiday, shall be entitled to an equal amount of time away from their duties.
3. All employees covered by this agreement shall be allowed sick leave at the rate of one day for each completed month of service with pay. Unused sick leave may be accumulated to the credit of the individual employee to a total of twenty work days, based on the five (5) day work week. Whenever an employee becomes disabled because of injury incurred in the course of his duties, such employee shall be allowed not more than thirty (30) calendar days service connected sick leave in any one fiscal year which allowance shall be in addition to and separate from the regular sick leave allowance hereinbefore provided.
4. Eleven holidays shall be allowed in each calendar year and in addition thereto there shall be allowed two (2) hours on the day on which the general election occurs in alternate years; provided written notice of the intention to take such time off is submitted to the Director of the Physical Plant not later than one (1) day prior to said election. The eleven holidays shall consist of NEW YEAR'S DAY, LINCOLN'S BIRTHDAY, WASHINGTON'S BIRTHDAY, MEMORIAL DAY, GOOD FRIDAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, ARMISTICE DAY, THANKSGIVING DAY, and CHRISTMAS. Whenever a holiday occurs on the seventh day of the calendar work week of an employee, which is the latter of two days off per calendar week, or whenever a holiday occurs while an employee is taking a vacation with pay, such day or days shall not be charged against the employee as days off nor against earned vacation. All employees covered by this contract shall work on holidays when requested to do so by the administrative authorities and shall be compensated as provided in Paragraph 2 hereof.
5. Every employee suspended shall be accorded those rights provided by the University Civil Service of Illinois Merit Board rules with regard to suspension of employees and the procedure provided therein shall be followed.
6. The wage scale from January 1, 1952, for the different classifications shall be as follows:
 

Stationary Fireman . . . .	\$281.00 per month
Maintenance Workers . . .	226.00 per month
7. In case of grievance or misunderstanding between the officers of Southern Illinois University and the men employed under this contract the following procedure will be used:

Faculty Statutes of Southern Illinois University, Article I, Section 3E. "If any member of the University staff feels that he is unjustly or unfairly treated, he is privileged to file formal complaint with the President of the University, who shall refer it promptly to the appropriate officer in the usual administrative channels for hearing and adjudication, personally or by committee appointed for the purpose by the administrative officer to whom the case is referred. The decision or recommendation for dealing with the case shall be filed with the President of



the University. If the staff member concerned is not content with the decision thus reached, he is privileged to request the President to hear the case and to render decision. If the staff member is still dissatisfied, he may appeal in writing from the decision of the President to the Board of Trustees, and the President shall present the appeal to the Board at its next regular meeting. The Board shall then determine whether it shall hear the case or refuse to take action upon it."

In consideration of the foregoing, well and duly executed, the representatives of the Parties hereto have affixed their hands and seals on the date first written above.

For Local No. 8  
INTERNATIONAL UNION OF  
OPERATING ENGINEERS:

For  
THE BOARD OF TRUSTEES,  
SOUTHERN ILLINOIS  
UNIVERSITY:

.....  
.....  
.....

**STIPULATION FOR LABOR EMPLOYEES**

This Stipulation, made and entered into by and between SOUTHERN ILLINOIS UNIVERSITY, hereinafter called the Board, and LOCAL NO. 227 of the International Hod Carriers' Building and Common Laborers' Union of America, affiliated with The American Federation of Labor, hereinafter called the Union.

The following paragraphs are intended to state the policy under which the above mentioned Parties shall hereafter operate.

1.

It is mutually agreed that laborers shall perform maintenance work required in maintaining the University; that these laborers shall perform new construction which may be required in maintaining the University up to fifty per cent (50%) of the payroll of permanent laborers in any one month.

2.

It is further understood and agreed that all employees covered by this agreement shall receive the wage of two hundred and forty dollars (\$240.00) per month.

3.

It is further understood and agreed that all of the employees covered by this agreement shall have seven paid holidays during each calendar year. Holidays are to wit: New Year's Day, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, and Christmas.

4.

This Stipulation and provisions shall remain in full force and be binding upon the respective parties hereto until July 1, 1952. Either party to this agreement considering or desiring changes in the contracts will notify the other party in writing not less than sixty days (60) prior to the expiration date.

SIGNED this..... day of....., 1952.

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS  
UNIVERSITY

LOCAL NO. 227, INTER-  
NATIONAL HOD CARRIERS'  
BUILDING AND COMMON  
LABORERS' UNION OF  
AMERICA

.....  
Chairman

.....  
Business Representative

Lloyd O. Halliday  
Teamsters' Union  
Makanda, Illinois  
Dear Mr. Halliday:

The local prevailing hourly rate provided for in the agreement between Contractors and the Union is \$1.70 per hour. This rate is paid to Drivers in outside employment only for hours worked and no allowance is made for vacations, holidays, or disability leave. The University, on the other hand, is prepared to pay for 2,088 hours per year. This represents the standard work year on the present 40 hour week schedule. However, of the 2,088 hours, the following hours are not worked: (1) 48 hours for the six holidays listed in the Union's proposal (2) 80 hours for two work week's vacation counting 40 hours per week (3) 48 hours or an average of six work days per year actually taken as paid disability leave by the average employee. (This figure is an approximation based on actual recorded experience together with an estimate by you).

This leaves a total of 1,912 hours actual service for which the University should pay. Multiplying this total by \$1.70 gives an annual salary of \$3,250.40 per year, which divided in twelve equal monthly payments is \$271.00 a month.

1. Work schedule to be 40 hours per week but spread if necessary over any part of the week, Monday through Saturday.
2. Overtime beyond 40 hours per week to be compensated by time and a half off at some other time mutually agreeable.
3. Paid holidays to be six in number as follows: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas. If work is required on any of these holidays, it shall be compensated as overtime by time and a half off as in 2.
4. When one of these six holidays falls on a regular day off of an employee, another day is to be provided at a time mutually agreed since under the computation as above listed, the employee is actually already discounted the value of the six holidays.
5. Vacation to be allowed as two work weeks or 80 hours of working time.
6. Disability to be allowed as required up to the same amount, but with the University reserving the right to require medical evidence before granting any disability payments. This disability leave to accumulate for a fraction of any year in proportion to the fraction of the year worked. Any time not used at the end of a calendar year may be permitted to accumulate up to a maximum accumulation of 24 work days and may be available for use up to that maximum at any time after its accumulation.
7. This agreement to be effective January 1, 1952, and to continue in effect till June 30, 1952.

Very truly yours,  
Board of Trustees  
Southern Illinois University  
By .....  
Chairman

**Contracts and Orders Awarded During the Month of December, 1951,  
Amounting to \$500 or Over**

The Board approved contracts and orders awarded during the month of December, 1951, amounting to \$500.00 or over, as follows:

**A. Chargeable Against Operating Fund**

Purchase Order or Contr. No. Vendor or Contractor		Amount	Purpose
<b>University Purchase Orders</b>			
No. 1807	General Electric Supply Corp. 2653 Locust St., St. Louis, Mo.	\$1,465.20	Light Fixtures
No. 1808	Swafford Lumber Company	761.50	Roofing

No. 1809	311 N. 13th St., Murphysboro, Ill. Ralph Gray Motor Company	3,694.00	Materials Automobiles
No. 1810	404 N. Illinois Ave., Carbondale, Ill. Builder's Lumber Supply Co.	3,339.00	Lumber
No. 1851	218 East Main St., Carbondale, Ill. Triangle Construction Co.	1,435.00	Concrete
No. 1882	Laurel & Michaels, Carbondale, Ill. Mr. George P. Adair	1,036.95	Consultant Service
No. 2026	1833 M. St., N. W., Washington 6, D. C. Arthur Hertzberg & Craftsmen	5,000.00	Book Binding
	3325 Lincoln Ave., Chicago 13, Ill.		
<b>Contracts</b>			
No. 4374	Pure Coal Company Marion, Ill.	8,790.00	Stoker Coal
No. 4375	Weller Plumbing & Heating Co. 950 West Main St., Carbondale, Ill.	25,972.94	Major Repairs
<b>B. Chargeable Against Capital Funds</b>			
No. 1853	Eddings Brothers Tin Shop 212 West Monroe, Carbondale, Ill.	664.00	Furnace

#### Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
<b>(A) Continuing Appointments</b>			
Dr. John J. Pruis	Assistant Professor University School	\$540.00 a month	Continuing
<b>(B) Term Appointments</b>			
Mrs. E. C. Coleman	Assistant Instructor University School	\$240.00 a month	12/3/51 to 12/19/51
Clarence D. Jackson	Research Assistant (one-half time) Geography and Geology	\$100.00 a month	2/1/52 to 7/1/52
Mrs. Helen Morrison	Assistant Instructor University School	\$240.00 a month	12/3/51 (substitute)
<b>(C) Reappointments</b>			
Miss Alma L. Bremerman	Lecturer (1/6 time) Vocational-Technical Institute	\$ 72.00 a month	1/1/52 to 2/1/52
Mrs. Mildred Fishback	Faculty Assistant University School	\$240.00 a month	11/26/51 to 11/28/51
Hubert C. Griffith	Lecturer (1/8 time) Vocational-Technical Institute	\$ 56.00 a month	1/1/52 to 2/1/52
Lloyd E. Penland	Lecturer (1/32 time) Vocational-Technical Institute	\$ 8.00 a month	1/1/52 to 2/1/52
Arthur Plumlee	Lecturer (1/10 time) Vocational-Technical Institute	\$ 32.00 a month	1/1/52 to 2/1/52
Ernest W. Sorgen	Lecturer (1/8 time) Vocational-Technical Institute	\$ 50.00 a month	1/1/52 to 2/1/52
Miss Virginia Spiller	Faculty Assistant Alumni Services	\$310.00 a month	1/1/52 to 7/1/52
Mrs. Anita Stadelbacher	Lecturer (1/10 time) Vocational-Technical Institute	\$ 36.00 a month	1/1/52 to 2/1/52



Julius Swayne	Research Assistant Herbarium Research Project	\$350.00 a month	2/1/52 to 7/1/52
Walter Troutman	Lecturer (1/4 time) Vocational-Technical Institute	\$ 96.00 a month	1/1/52 to 2/1/52
Charles E. Wagner	Lecturer (1/8 time) Vocational-Technical Institute	\$ 56.00 a month	1/1/52 to 2/1/52
James F. Yates	Lecturer (1/8 time) Vocational-Technical Institute	\$ 56.00 a month	1/1/52 to 2/1/52
Mrs. Eleanor Young	Assistant Instructor University School	\$325.00 a month	1/28/52 to 6/7/52

## (D) Substitute Teacher

Mrs. E. C. Coleman	Assistant Instructor University School	\$ 12.00 per day	As Needed
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## (E) Changes of Appointments and Titles

Name	Position	Change of Appointment
Mrs. Elaine Bicknell	Faculty Assistant	To Assistant Instructor
Mrs. Amy Caldwell	Faculty Assistant	To Assistant Instructor
Mrs. Florence Camp	Faculty Assistant	To Assistant Instructor
Mrs. Ellen Davis	Faculty Assistant	To Assistant Instructor
Mrs. Thelma Dykhouse	Faculty Assistant	To Assistant Instructor
Mrs. Mildred Fishback	Faculty Assistant	To Assistant Instructor
Mrs. Lucille Fligor	Faculty Assistant	To Assistant Instructor
Mrs. Maricle Franklin	Faculty Assistant	To Assistant Instructor
Mrs. Mary E. Glathart	Faculty Assistant	To Assistant Instructor
Mrs. Blanche Merwin	Faculty Assistant	To Assistant Instructor
Mrs. Helen Morrison	Faculty Assistant	To Assistant Instructor
Mrs. Ruth E. Sanders	Faculty Assistant	To Assistant Instructor
Mrs. Harriet M. Teel	Faculty Assistant	To Assistant Instructor
Joe L. Simms, Jr.	Graduate Assistant (one-half time) Geography & Geology	To Research Assistant in Geography & Geology (full time) at \$210.00 a month
Loyd Thomas Carr	Graduate Assistant English	To Assistant Instructor in English (1/2 time) Effective 12/3/51 to 3/8/52
Charles F. Flannell	Graduate Assistant (one-half time) Mathematics	To Graduate Assistant (1/4) and Asst. Instructor (1/4) Effective 12/3/51 to 3/8/52

## (F) Return to Duty

Miss Winifred Burns	Assistant Professor English	Effective 12/3/51
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## (G) Outside Employment

Robert L. Gallegly	Assistant Business	Income Tax Work
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## (H) Resignations

Mrs. Nancy Sue Young	Research Assistant Office of the Dean College of Vocations and Professions	Effective 12/31/51
Mrs. Mary Preble	Instructor University School	Effective 6/7/52
Miss Marjorie Raback	Faculty Assistant General Library	Effective 2/1/52



President Morris presented each member of the Board with a report of the twelve months salary rates for administrative staff members for the five years extending from September, 1947, through June, 1952, and a check-list of faculty-administrative staff showing total salaries paid during the fiscal year 1950-51.

President Morris stated that he had several matters which he should like to present later either to the full Board or to the special committees of the Board under which the matters would normally fall. He listed and briefly discussed the following items:

1. Financing of the Self-Liquidating Women's Dormitory.

He stated that the general revenue fund was taking care of the present construction but that it would soon be necessary to decide the procedure for issuing the bonds and whether or not this should be done by negotiation or through open bidding.

2. Land Acquisition.

He stated that maps had been prepared of present holdings of the University and contemplated purchases.

3. Apartments for University Faculty Housing.

He stated that a local man, Mr. Harvey Nooner, has built a block of apartments located at the west end of Mill Street which he would like to sell to the University for the actual cost of construction. The President stated that he was interested in knowing if the Board would be interested in purchasing these apartments for faculty housing.

4. Storage Buildings at Crab Orchard Lake.

He stated that the Fish and Wild-Life Service has agreed to release for use of the AFROTC at the University 2½ large unit buildings. If the government will move these to the University, could the University make arrangements to place them on its property?

5. Pilot Plant for Wood Processing.

President Morris stated that the U. S. Forestry Service has branch research stations one of which is located in Carbondale. Mr. Lane, the director, is interested in activating a pilot plant for wood processing. Mr. Lane states that this could open up an entirely new industry in southern Illinois.

President Morris stated that this brings up a question "Should we, as a matter of policy, look toward coordinating programs or units of our work at the University on a cooperative or coordinate basis with state and national organizations?"

After discussion President Morris was asked to present a full report to the Board concerning a proposed pilot plant for wood processing.

6. Reorganization of the College of Vocations and Professions.

President Morris stated that this matter has received the attention of the Administration and the faculty members concerned for the past year.

After some discussion, the President was directed to furnish copies of the material concerning the proposed reorganization of the College of Vocations and Professions to the entire Board.

7. Relocation of Base Hospital.

President Morris stated that he would like to make a study of the possibility for the relocation of the base hospital, as set up in "The State Hospital Plan," from Herrin to Carbondale.

After discussion the President was directed to make a study of the situation and present it to the full Board.

Frank L. Eversull moved that the Board go into executive session with the President of the University. The motion was seconded by George W. Mitchell and was unanimously passed.

Executive session followed.

The Board meeting was adjourned at 5:30 P. M.

## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened on Thursday, February 14, 1952, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Guy W. Karraker, Chairman  
 Frank L. Eversull, Vice-Chairman  
 Kenneth L. Davis, Secretary  
 Ruth G. Cook  
 Robert C. Lanphier, Jr.  
 George W. Mitchell  
 John Page Wham  
 Alice DiGiovanna, Administrative Assistant

The following member was absent:

Vernon L. Nickell, ex-officio

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University  
 Mr. William H. Lyons, Director, Information Service, Southern Illinois University

The minutes of the Board meeting held January 17, 1952, were approved. The Secretary of the Board read the following resolution from the Southern Illinois Horticultural Society:

### RESOLUTION

#### Southern Illinois Horticultural Society

Whereas the Department of Agriculture of Southern Illinois University is being rapidly expanded to meet the recognized needs of Southern Illinois;

Whereas this Southern Illinois Horticultural Society has played an important part in asking for and assisting this expansion;

Whereas expansion of all facilities of the Department of Agriculture at the Southern Illinois University will soon be delayed due to inadequate class room and laboratory facilities;

Therefore be it resolved; that this group, the Southern Illinois Horticultural Society in regular session this 22nd day of January, 1952, request of the proper authorities immediate action in providing the Department of Agriculture of Southern with these necessary building facilities, namely an adequate Agricultural Classroom and Laboratory Building including Greenhouses.

Be it further resolved that the Secretary transmit copies of this resolution to President Morris of Southern, the Southern Board of Trustees, the Agricultural Department of Southern, and to the Illinois Agricultural Association.

Resolutions Committee  
 Harvey B. Hartline, Chairman  
 W. B. Valentine  
 Dwight Powell

The Secretary was instructed to write a letter to the Chairman of the organization acknowledging the resolution and expressing appreciation for their interest.

The Chairman stated that he felt a study should be made of the cost of living wage increases for the faculty.

After discussion, George W. Mitchell moved that the Special Committee on Education and Area Services make a study of a cost of living wage increase for the academic personnel at Southern Illinois University and report the findings at the next meeting of the Board. The motion was unanimously passed.

Frank L. Eversull moved that Mrs. Ruth G. Cook be sent, with expenses paid, as the delegate of the Board of Trustees to the meeting of the American Association of School Administrators to be held in St. Louis, Missouri, beginning February 24, and that she be asked to report to the Board on any items pertinent to our area of service. The motion was unanimously passed.

The Committee on Finance and Management reported, through their Chairman, George W. Mitchell, a meeting held on February 8, 1952, in the offices of Mr. Mitchell at the Federal Reserve Bank in Chicago. The items discussed were as follows:

**1. Proposal to move facilities from Crab Orchard to Carbondale to provide facilities for the Air Force Training Program.**

The question of moving two and one-half buildings from Crab Orchard and erecting them on a site east of the University stadium, at a cost of approximately \$100,000.00 was discussed. The Committee suggested that the Administration investigate the following alternatives:

- a. Utilize the Carbondale Armory and furnish transportation.
- b. Purchase buses and transport students to the Crab Orchard area. (Buses could also be used for transportation to other programs housed off campus).

**2. Land Acquisition.**

President Morris exhibited materials showing the real estate properties which are included in University planning for the extension of its agricultural and related programs. These are owned by fourteen different persons and to date the asking prices exceeded by far the appraised values. The largest holding is the Earl Etherton Property, comprising 5 tracts, consisting of 300 acres which the owner is now willing to sell for \$75,000. Last April, the University Appraisal Committee (Fore, Huffman, Colp, Hartline, and Nooner) set the value at \$71,930. (Of this, the value of improvements was placed at \$23,450.)

It was the consensus of the Committee that the University attempt to secure the properties designated with the \$125,000 available for this purpose. It recommended that the Board of Trustees authorize the University to secure a four-month option to buy the Etherton property for a sum not exceeding \$75,000. It also recommended that negotiations should be begun with other owners of the properties within the periphery at a price not to exceed the appraised value and the percentage margin allowed in the Etherton price.

**3. Architect's Fees.**

The Committee discussed the following points with regard to the release of funds for architect's fees:

1. Overall planning of the University plant should follow and be consistent with a carefully developed educational program. It should be based on carefully prepared estimates of enrollment trends and be fully documented. Alternatives are as follows:
  - (a) the state office of Architecture and Engineering could prepare such a program provided funds appropriated for this purpose are not fully committed.
  - (b) the University can do the job itself with the assistance of an associate architect. (Mention was made that it would be advantageous to retain a firm specializing in educational buildings, e. g. Perkins and Will, for this purpose.)



2. On specific projects the University can:
- continue to utilize the services of the Division of Architecture and Engineering for the business details involved in hiring the associate architects and for supervising construction. (It is committed to do so for the present biennium.)
  - the University can assume these functions. (It was pointed out that this alternative may be the most expedient; however, it is important to consider what the implications would be in the over-all cost to the State.)

The Committee recommended that:

- A consulting architect be hired by the University for the over-all planning job.
- the first objective should be to remove the obsolete structures and clean up the campus.
- the question concerning the supervision of construction should be deferred.
- Dormitory Policy.**

Materials submitted to the Committee in response to the questions raised in Mr. Mitchell's letter of January 29th to President Morris.

FEDERAL RESERVE BANK OF CHICAGO  
CHICAGO 90  
January 29, 1952

Dr. Delyte W. Morris, President  
Southern Illinois University  
Carbondale, Illinois

Dear Dr. Morris:

I am sending you and the Special Board Committee on Finance and Management my comments, questions, and suggestions concerning the policy on dormitory construction and finance for Southern Illinois University.

- A. **On Campus Attendance.** Fall enrollments for the last seven years indicate that present plans for dormitory construction should be based upon a residence enrollment of approximately 3,000—2,000 men and 1,000 women.

Fall Quarter Attendance	Total	Men	Women
On Campus			
1945-46	1,073	333	740
1946-47	2,718	1,912	806
1947-48	2,855	2,028	827
1948-49	3,013	2,036	977
1949-50	3,100	2,026	1,074
1950-51	3,086	1,997	1,089
1951-52	2,734	1,679	1,055

Future needs should be carefully estimated in terms of population trends, changing age distributions, and income levels.

- B. **The Situation when Present Housing is Completed.**

Assuming a total enrollment of 3,000 and the present pattern of meeting student housing requirements, the picture is as follows:

	Total	Male	Female
Residents (Including commuters)	1,200	800	400
University Housed	870	330 <sup>1</sup>	540 <sup>2</sup>
Social and Religious houses	180	120 <sup>3</sup>	60 <sup>3</sup>
	2,250	1,250	1,000
All other housing	750	750	—

<sup>1</sup>All temporary housing estimated life 10-20 years.

<sup>2</sup>Assumes Anthony Hall remains women's dormitory.

<sup>3</sup>Subject to revision.



This table indicates a possibility of a substantial vacancy rate in the new women's dormitory. To avoid such a possibility, I would suggest the conversion of Anthony Hall to a men's dormitory for 1952-53.

- C. **What is the Present Dormitory Policy in the Midwest.** I am not satisfied that we have sufficient information available on this score. I believe that questionnaires should be circulated to public and private colleges and universities with enrollments exceeding 1,500 in Illinois, Wisconsin, Michigan, Indiana, Missouri, Iowa, Ohio and Minnesota. Up-to-date facts on student housing which should be included are:

Number of Students	Total	Male	Female
Housed in State or	.....	.....	.....
University owned housing	.....	.....	.....
Housed by social and	.....	.....	.....
religious organizations	.....	.....	.....
Live at home or commute	.....	.....	.....
Private homes or rooming houses	.....	.....	.....
	.....	.....	.....

Also data on the management of the facility which should include: vacancy rate, pricing policy for room, pricing policy for meals, and operating cost.

- D. **What is the Most Efficient Type of Dormitory Construction?** This includes the size of the building, eating and recreational facilities, etc. Here again, we should obtain the cost experience of other colleges and universities.
- E. **Definite Pricing Policy.** This should be done for the University in terms of the type of cost included and excluded. A detailed cost statement should be submitted for Anthony Hall, the men's dormitory barracks and veteran's housing.

As you know, this topic is to be considered by the Board Committee on Finance and Management at its February 8 meeting.

Very truly yours,

George W. Mitchell, Member  
Southern Illinois University  
Board of Trustees

The Committee recommended that the University investigate the implication of planning the group of dormitory units needed, with food service facilities for all in the group, and consider revising its request for planning funds to that effect.

a) Faculty Housing

Dr. Morris gave the Committee a description of the Nooner property consisting of 20 apartments which the owner would like to sell to the University for the actual cost of construction. These units presently rent for \$65 to \$67 a month. Comments made on this matter ranged as follows:

1. Acquisition would enable the University to provide an inducement for securing faculty members. On the other hand, it may be administratively difficult to determine the policy in regard to which of the faculty members should occupy the apartments.
2. This purchase would not be a contribution to the sum total of housing available and, therefore, is not as compelling as it would be were the buildings not in operation.
3. If it is thought feasible to obtain an option, an independent appraisal should be made of the property
4. It may be possible to secure the funds for the initial outlay from a bond issue at the same time as that for the women's dormitory. Some doubt existed whether this issue could legally be sold in a package with the dormitory bonds.

No clear recommendations were reached and consideration was tabled pending more information along the lines discussed.

b) Bond Issue

The President brought up the matter which he mentioned at the January meeting of the Board of Trustees concerning the method of floating the bond issue for dormitories now under construction. It was stated that under present agreement, if Barcus Kindred & Co., Midland Securities Co., or J. T. Swartz & Co., become purchasers of the bonds there would be no charges for the preparation of the prospectus and other services in connection with the surveys made by them in this matter. Otherwise their fees would equal one per cent of the par amount of the bonds issued.

It was the feeling of the Committee that the bonds be put out for open bidding.

5. Preliminary Programming for the Agriculture Building

After discussing the preliminary programming for the Agriculture Building, the Committee recommended that plans should be made for a larger building. The group felt that although the enrollment in agriculture would not warrant the additional classroom space for a number of years after construction, the space would be profitably used to house classes, possibly in allied or related fields, now held in temporary quarters.

After full discussion of the first item of the Special Committee's report concerning the moving of two and one-half buildings from Crab Orchard and erecting them on the campus for use of the Air Force ROTC, George W. Mitchell moved that the University Administration investigate the following alternatives and report the findings to the Board:

1. Securing the use of the Carbondale Armory and furnishing bus transportation between the campus and the Armory.
2. Use of buses for transporting students to the Grab Orchard area and to other programs housed off campus.

The motion was unanimously passed.

Discussion followed concerning the acquisition of agricultural land. President Morris stated that it had been impossible to get Mr. Etherton to agree to a four-month option. The only period of option to which he would agree expired at midnight this date.

George W. Mitchell moved that the President of the University be authorized to proceed with the purchase of the Earl and Beulah Etherton property comprising five tracts, consisting of 300 acres, in an amount not to exceed \$75,000, said tracts described as follows:

- Tract 29-5 The North Half of the North West Quarter of Section 29, Township 9 South, range 1 west of the Third P. M. in Jackson County, Illinois.
- Tract 30-1 The East Half of the South East Quarter of Section 30, Township 9 South range 1 west of the Third P. M. in Jackson County, Illinois, except a parcel of land in the South East corner, 15 rods East and West and 8 rods North and South used for school purposes.
- Tract 30-4 The South East Quarter of the North East Quarter of Section 30, Township 9 South, Range 1 West of the Third P. M. in Jackson County, Illinois.
- Tract 32-3 The North Half of the South East Quarter of the North West Quarter of Section 32, Township 9 South, Range 1 West of the Third P. M. in Jackson County, Illinois.
- Tract 32-9 The West Half of the North West Quarter of Section 32, Township 9 South, Range 1 West of the Third P. M. in Jackson County, Illinois.

The motion was unanimously passed.

The Board recommended that the Administration proceed with negotiations with other owners of the properties within the periphery of the Etherton property—that property which connects the Etherton property with other



University-owned property lying to the East and North—with offers of prices for the land not to exceed the appraised value plus the percentage margin over the appraised value which was allowed in the Etherton price. The President was asked to report his findings to the Board.

After full discussion concerning the two items in the Special Committee's report on architects' fees and dormitory policy, George W. Mitchell moved that the University enter into an agreement with consulting architects Perkins and Will, Architects-Engineers, as associate architects for general University planning and for the development of plans and specifications for an agriculture building of enlarged scope as compared to the presently proposed building. He further moved that continued study be made by the University concerning the type and size unit for most economical operation of the proposed dormitory buildings through an agreement for consultation with Skidmore, Owings, and Merrill, Architects-Engineers, or some other suitable firm. The motion was unanimously passed.

In the discussion concerning faculty housing, the Board directed the Administration to explore further the possibility of faculty housing, particularly with reference to financing through a self-liquidating bond issue, and make a recommendation to the Board.

After full discussion concerning the issuance of bonds for the women's dormitory now under construction, George W. Mitchell moved that revenue bonds in the amount of \$1,000,000 be offered at public sale and that the Administration, working with the firms of Barcus, Kindred & Company, Midland Securities Company, J. T. Swartz & Company under the terms of the existing contract, be directed to proceed with the preparation of the Prospectus and that negotiations be started for a public sale of the bonds, a full report to the Board to be made at the next meeting. The motion was unanimously passed.

After discussion, George W. Mitchell moved that the matter concerning the Nurses Training program be referred to the Special Committee on Education and Area Services for consideration and that the Committee report the findings at the next meeting of the Board. The motion was unanimously passed.

On motion of Frank L. Eversull, seconded by Ruth G. Cook, the following resolution was unanimously passed:

As a result of our detailed and prolonged investigation into the Kohler case, we came to the following conclusions:

1. Dr. Kohler's appeal was not without some merit. We are of the opinion he has a place on the faculty and furthermore, that doors are not closed to his subsequent promotion. We do not feel that the evidence is sufficient to warrant the Board overriding the decision of the Administration.
2. The Administration and faculty have been lax in several aspects of announcing, putting into effect and operating a defensible and comprehensive policy of promotion.
3. The Administration is requested to get the points of view of the various committees working on this problem and submit these, together with its complete statement of an adequate promotion policy, before the next meeting of the Board. At this meeting the Board will review the work and recommendation of the faculty and the Administration and announce the policy under which promotions shall be made.

#### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

##### Resolution Concerning Cancellation of Continuing Labor Agreements

Upon recommendation of Mr. Donald E. Dickason, Director of the University Civil Service System of Illinois, concurred in by the President of the University, the following resolution was unanimously approved by the Board:



WHEREAS at various times in the past the Board has entered into agreements and reached understandings with certain organizations acting in behalf of employees or employee groups, which agreements and understandings have been without fixed termination date, but rather have been on a continuing basis subject to cancellation or reopening at any time, and WHEREAS with the establishment of the University Civil Service System of Illinois the Board has entered upon a new relationship involving changes in the methods and procedures of administration of the mutual interests of employer and employee, and

WHEREAS it is desirable that hereafter all agreements with employee groups in the University Civil Service System of Illinois be within a common pattern of consistency and in harmony with accepted principles of good personnel practice,

THEREFORE BE IT RESOLVED that this Board hereby terminates such existing agreements and understandings which were entered into prior to January 1, 1952, and, at the same time, expresses its readiness to negotiate such new ones as may be appropriate with organizations delegated the right of representation by suitable groups of employees in accordance with the principles heretofore set forth, and that furthermore the Board instruct the Supervisor of Non-Academic Personnel of the University to transmit to the organizations concerned notice of this action and of the Board's willingness to reopen negotiations leading to the conclusion of mutually satisfactory agreements as the basis of harmonious relationship hereafter.

#### Air Force ROTC Awards

The following awards to Air Force ROTC Cadets were approved, to be awarded in the manner following:

- a. The Trustees' Cup:
  - (1) It is awarded to the best drilled unit or squadron of the cadet corps; it will have the name of the unit or squadron commander and designation of the winning unit or squadron inscribed on it. The cup will be retained at Southern Illinois University for display in our trophy case.
- b. The Trustees' Medal, senior student:
  - (1) Awarded to the outstanding cadet in the senior course, AF ROTC, based on standing in the University and in the Air Force, and aptitude for general service.
- c. The Trustees' Medal, sophomore student:
  - (1) Awarded on the same basis as for senior cadet, except to a sophomore.
- d. Trustees' Medals, summer camp:
  - (1) Awarded to the outstanding advanced cadet in each option of the AF ROTC, based on the cadet standing at the respective summer camp.
- e. Trustees' Medal, Marksmanship:
  - (1) Awarded to the member of the rifle team making the highest average score in marksmanship during the current year.

In addition to the above awards, which are to be purchased from local Student Activity Funds, the following awards were also approved to be awarded in the following manner:

- a. The Air Force Association Medal:
  - (1) It is awarded to the Advanced Course Cadet, either junior or senior, making the highest military grades of that year.
- b. The Reserve Officers' Association award:
  - (1) Awarded to the outstanding senior cadet based on University grades, Air Force ROTC grades and aptitude for general service for the current year.

- c. The Reserve Officers' Association award, sophomore:
  - (1) Awarded on the same basis as for senior, except to a sophomore.
- d. Chicago Tribune award, gold medal:
  - (1) Awarded at the end of the first and third quarters of each school year to the outstanding junior cadet, based on the highest mark in the particular military course of the current quarter and aptitude for general service.
- e. Chicago Tribune award, silver medal:
  - (1) Awarded on the same basis as for junior, except to a sophomore.
- f. Armed Forces Chemical Association award:
  - (1) Awarded to outstanding junior cadet, majoring in chemistry or chemical engineering, who has best scholastic standing, military leadership and student activities as of the end of the first quarter, junior year.

"The selection of award winners and presentation of all the above awards will be as follows:

- a. The Commandant of Cadets will determine personnel to receive awards and arrange for presentation of same.
- b. No cadet will be eligible for more than one award during a single quarter with the following exceptions:
  - (1) The squadron or unit Commander of the best drill squadron or unit may win one additional award only.
  - (2) The winner of the award for marksmanship may win one additional award only.
  - (3) Recipients of all awards and medals must have the prior approval of the Board of Trustees, Southern Illinois University."

#### Reclassification Titles of Civil Service Employees

The Administration reported upon those non-academic employees who had been reclassified under the Civil Service System. The reclassification was unanimously approved by the Board.

#### Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

##### (A) Continuing Appointments

Name	Position	Salary	Length of Appointment
Anthony Joseph Koenings	Instructor	\$425.00	Continuing
	Vocational-Technical Institute	a month	
Leslie Frederick Malpass	Assistant Professor	\$500.00	Continuing
	Psychology	a month	
Dr. Helen Zimmerman	Associate Professor	\$585.00	Continuing
	Physical Education	a month	

##### (B) Term Appointments

Jack B. Edmundson	Lecturer (1/4 time)	\$137.50	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Mrs. Mildred Fischback	Lecturer (1/4 time)	\$112.50	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Mrs. Mary E. Glathart	Assistant Instructor	\$240.00	1/11/52 and
	University School	a month	1/15/52
Craig Gordon Purdy	Lecturer (1/5 time)	\$ 90.00	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52

Siegfried G. Reinhardt	Lecturer	\$125.00	9/8/52 to
	Art	a week	6/5/53
Nathan Henry Rochmes	Lecturer	\$400.00	1/28/52 to
	Mathematics	a month	6/7/52
Miss Doris Schwinn	Assistant Supervisor	\$225.00	3/10/52 to
	Extension Division	a month	7/1/52
Miss Alice May Towse	Research Assistant	\$210.00	1/14/52 to
	Office of the Dean	a month	3/8/52
	College of Vocations and Professions		
Frank Eugene Vaughn	Lecturer (1/8 time)	\$ 52.50	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Milton Weisbecker	Coach 1/4 time)	\$100.00	3/1/52 to
	Men's Phys. Education	a month	4/16/52
(C) Reappointments			
Dr. Isaac P. Brackett	Associate Professor	\$585.00	9/8/52 to
	Speech, Guidance and Special Education	a month	6/5/53
Miss Alma L. Bremerman	Lecturer (1/8 time)	\$ 60.00	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Dr. Florence Foote	Lecturer (1/2 time)	\$250.00	3/17/52 to
	Physiology	a month	6/7/52
Hubert C. Griffith	Lecturer (1/8 time)	\$ 66.00	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Frederick L. Lauritzen	Lecturer (1/2 time)	\$225.00	1/30/52 to
	Art	a month	3/8/52 and
	Lecturer	\$450.00	3/17/52 to
	Art	a month	6/7/52
Ernest Sorgen	Lecturer (1/10 time)	\$ 37.50	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Mrs. Anita Stadelbacher	Lecturer (1/10 time)	\$ 30.00	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Walter Troutman	Lecturer (1/32 time)	\$ 12.00	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
Charles E. Wagner	Lecturer (1/8 time)	\$ 66.00	2/1/52 to
	Vocational-Technical Institute	a month	3/1/52
James F. Yates	Lecturer (1/8 time)	\$ 66.00	2/1/52 to
	Vocational-Technical	a month	3/1/52

## (D) Leave of Absence Without Pay

Name	Position	Change of Appointment
John Bremer	Assistant Instructor (3/4 time) Philosophy and Education	Effective 1/21/52 to 6/7/52

## (E) Change of Salary

Lloyd E. Penland	Lecturer (1/32 time) Vocational-Technical Institute 1/1/52 to 2/1/52 Two hours at \$8.00	To \$32.00 for 8 hours
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The President of the University was directed to present to the members of the Board a recommendation concerning the policy of outside employment or remunerative activities as it relates to faculty and employees.



**Contracts and Orders Awarded During the Month of January, 1952,  
Amounting to \$500 or Over**

The Board approved contracts and orders awarded during the month of January, 1952, amounting to \$500.00 or over, as follows

**A. Chargeable Against Operating Funds**

**Purchase Order**

or Contr. No.	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>			
No. 2207	Sun Electric Corporation 3915 Washington, St. Louis 8, Mo.	\$1,827.00	Machinery
No. 2208	Orr Iron Company Evansville, Ind.	618.75	Generator
No. 2268	Carbondale Lumber Company 115 S. Washington, Carbondale, Ill.	2,245.28	Mill Work and Lumber
No. 2322	Hunsaker Supply & Const. Co. West Main St., Carbondale, Ill.	937.50	Lumber
No. 2326	Midwest Dairy DuQuoin, Ill.	6,722.20	Milk Products
No. 2327	Ozalid Div. of General Analine and Film Corporation, 1421 Hampton Ave., St. Louis 10, Mo.	1,287.71	Ozalid Machine
No. 2328	Midwest Dairy DuQuoin, Ill.	1,004.65	Milk Products
No. 2329	Table Pride Bakery West Frankfort, Ill.	860.30	Bread
No. 2332	Southern Motor Bike Co. 1015 S. Granger St., Harrisburg, Ill.	502.50	Motor Scooter
No. 2325	Murphysboro Lumber Company 816 N. 19th St., Murphysboro, Ill.	1,395.20	Flex Board
No. 2465	General Grocer Company St. Louis, Mo.	1,059.82	Canned Goods
No. 2471	Walter English Company Station E, Box 158, Columbus 5, O.	1,019.80	Canned Goods
No. 2472	Campbell-Holton Company Bloomington, Ill.	1,918.24	Canned Goods

**B. Chargeable Against Capital Funds**

**University Purchase Orders**

No. 2261	Pictosound Movie Service 4010 Lindell Blvd., St. Louis 8, Mo.	1,790.00	Sound Projector
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**Contracts**

A. & E. 66905	George S. Grimmett & Co. 223 E. Adams St., Springfield, Ill.	664.60	Acoustical Treatment (extra)
A. & E. 679	Mayfair Construction Co. 5660 N. Kedzie Ave., Chicago 45, Ill.	2,142.26	Outside Utilities (extra)
A. & E. 679	Mayfair Construction Co. 5660 N. Kedzie Ave., Chicago 45, Ill.	3,078.66	Outside Utilities (extra)
Univ. 4361	Scranton Construction Co. 1025 Maple St., Mt. Vernon, Ill.	678.00	Electrical Work (extra)

**Requisitions for Purchases and Contracts**

The Board approved requisitions for purchases and contracts, as follows:

Requisition Number	Department	Purpose	Amount
2046	University Civil Service	Administration Costs 1/1/52 to 6/30/52	\$3,430.00
2136	Physical Plant Maintenance	Screen Wire	1,540.00
2192	Bookstore	Books	5,000.00
2200	Physical Plant Operating Dept.	Tractor	4,100.00
2245	Capital Appropriation	Architectural and Engineering Services	15,600.00
2246	Capital Appropriation	Architectural and Engineering Services	6,300.00

The Board meeting was adjourned at 6:00 P. M.

## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 1:00 p. m. on Friday, March 21, 1952, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Guy W. Karraker, Chairman  
 Frank L. Eversull, Vice-Chairman  
 Ruth G. Cook  
 George W. Mitchell  
 John Page Wham  
 Alice DiGiovanna, Administrative Assistant

The following members were absent:

Kenneth L. Davis, Secretary  
 Robert C. Lanphier, Jr.  
 Vernon L. Nickell, ex-officio

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University  
 Mr. William H. Lyons, Director, Information Service, Southern Illinois University

The Minutes of the Meeting of the Board, held on February 14, 1952, were approved.

Frank L. Eversull, Chairman of the Special Board Committee on Education and Area Services presented the following Committee report concerning Nursing Education.

### REPORT OF COMMITTEE ON EDUCATION AND AREA SERVICES

#### RE: The Nursing Education Program

1. Your Committee has studied all available reports and data on the Nursing Education Program including the Hartman Report. We have heard from Administrative officers. We have examined a current study on vocational choices of this year's graduating seniors in 33 Southern Illinois High Schools from 20 counties. This study indicates that only 2 seniors out of 84 interested in nursing want this work at Southern Illinois University next year. At present there are three students enrolled in this school with a per-capita annual cost of about \$5000.
2. In the light of all available evidence, we recommend that this program be terminated at the close of this academic year and that the faculty of the school be notified at once of this action by the Administration. In so notifyng the faculty members involved, it should be brought to their attention:
  1. That the Board of Trustees cannot justify such expenditures and proposed future expenditures in the light of a sound financial and scholastic policy, and

2. That this action does not preclude the establishment of nurses training in the future should the building of an area hospital in Carbondale or the interests of our state and national policy demand such work for the national safety, assuming the University could attract and hold a sufficient number of students to warrant the re-opening of this area of instruction.

(Signed) Frank L. Eversull  
 Frank L. Eversull, Chairman  
 (Signed) Ruth G. Cook  
 Ruth G. Cook  
 (Signed) Guy W. Karraker  
 Guy W. Karraker, ex-officio

George W. Mitchell stated that in reading the report on Nursing Education at Southern Illinois University he felt that the prospects for the Nursing Education Program were not very bright.

President Morris stated that it was very probable that a base hospital would be built in Carbondale.

John Page Wham stated that when the matter of Nursing Education was brought before the Board two years ago, he was reluctant to see it established at Southern Illinois University. The nursing program has not had full and complete support, he said, and therefore has not had a fair chance to succeed. Personally, I am not in favor of abandoning the program, he continued, but if the majority of the members of this Board favor the abandonment, I will accept the change.

Frank L. Eversull moved the adoption of the above report of the Special Board Committee on Education and Area Services concerning the Nursing Education Program. The motion was passed with each member recording his vote as follows:

Guy W. Karraker .....	Yea
Frank L. Eversull .....	Yea
Ruth G. Cook .....	Yea
George W. Mitchell .....	Yea
John Page Wham .....	Present

Frank L. Eversull, Chairman of the Special Board Committee on Education and Area Services, presented the following Committee Report concerning salary adjustments for 1951-52 and 1952-53 and the promotion policy.

**REPORT OF COMMITTEE ON EDUCATION AND AREA SERVICES**  
**RE: Salary Adjustments 1951-52 and 1952-53**  
**and Promotion Policy**

1. Your Committee has received from the office of the Business Manager of the University figures indicating that \$282,750.46 are available for faculty salary increases during the remainder of this biennium.
2. We have explored possibilities for the best distribution of these funds so as:
  1. To apply these funds on a valid program of promotions and merit increases.
  2. To make some regular adjustments for the current year and still maintain a normal series of merit increases and promotional adjustments for next year.
  3. To prevent an excessive incumbrance on the appropriation for salaries during the next biennium.
  4. Funds used for the current year, over the 3%, should be used to correct inequalities.
3. We have interviewed fifteen members of various faculty committees who have been appointed to study promotion policies and salary schedules as well as administrative officers.



4. We have received and read Faculty Committee Reports dealing with promotion policies and salary schedules.

After a careful study of these data we recommend:

1. The adoption of Plan II as revised and as outlined by President Morris and which is made a part of this report. (See Report I below)
2. The adoption of Pages C 14-18 after deleting "wherever possible" on Page C-17. Item C-1 in the President's Report and which is made a part of this report. (See Report II below)

(Signed) Frank L. Eversull  
 Frank L. Eversull, Chairman  
 (Signed) Ruth G. Cook  
 Ruth G. Cook  
 (Signed) Guy W. Karraker  
 Guy W. Karraker, ex-officio

**DISTRIBUTION OF AVAILABLE MONIES FOR  
 FACULTY-ADMINISTRATIVE SALARY INCREASES  
 PLAN II-a**

\*The figures below have been revised to make them consistent with the approved program of increases.

	1951-52*	1952-53
3% increase for all continuing members of the Faculty- Administrative staff (effective March 1, 1952) . . . .	\$18,492.31	\$48,080.00
Additional increase for Instructors for rank adjustment (effective April 1, 1952) . . . . .	4,490.36	15,566.56
Additional increase for Assistant Professors for rank adjustment (effective April 1, 1952) . . . . .	10,885.94	37,737.94
Additional increase for Associate Professors for rank adjustment (effective April 1, 1952) . . . . .	9,197.03	31,883.05
Additional increase for Professors for rank adjustment (effective April 1, 1952) . . . . .	12,794.10	44,352.90
Selective merit increases for Faculty- Administrative staff (effective July, 1952) . . . . .	—	22,945.22
<b>Total</b>	<b>\$55,859.74</b>	<b>\$200,565.67</b>
1951-53 Total . . . . .	\$256,425.41	
Available for use . . . . .	26,325.05	

Total allocated for adjustments \$282,750.46

Encumbrance on next biennium if the \$26,325.05 is used  
 for non-recurring salaries or increases at any time . . \$144,705.93  
 Maximum encumbrance if the \$26,325.05 is used in 1952-53  
 for recurring salaries or increases . . . . . 171,030.98

**PLAN II-a**

**ADJUSTMENT OF SALARIES WITHIN TENURE RANKS**

	Instructor			Asst. Professor			Assoc. Professor			Professor		
	L	M	H	L	M	H	L	M	H	L	M	H
Present	2925	3780	4500	3600	4320	5310	4590	5220	5760	5400	6120	6840
1952-53	3000	4050	5040	4000	4860	6210	5000	5850	7290	6000	7560	8910

Plan II-a proposes to adopt the University of Illinois base and a median and ceiling for each rank between those of Plans II and III (with a slight modification for instructors).

## REPORT II

## C-14 of the President's Report

COMPLETE STATEMENT OF POLICY ON PROMOTIONS RECOMMENDED  
BY THE ADMINISTRATION AS REQUESTED BY BOARD RESOLUTION  
February 14, 1952

A. Basic Policy on Promotions as Contained in the University Statutes  
Enacted by the Board of Trustees May 25, 1951

The basic policy of the University for recommending promotions and increases is covered by the following excerpts from the Statutes of the University, adopted by the Board of Trustees May 25, 1951, and printed in the Annual Report of the Board of Trustees for 1950-51. Page references are to this Annual Report:

1. "Subject to the approval of the Board of Trustees, the President shall set up and maintain an equitable and consistent salary scale for staff members of the University, based upon training, experience, and service to the University." (Part III, Article II, Section 2, J., page 389)
2. "Recommendations for increases in salary shall ordinarily be made when the annual budget is prepared; such recommendations will be based on the nature of the services rendered." (Part IV, Article VII, Section 3, Page 418)
3. "The University recognizes that academic rank may be granted for teaching in the classroom; for informal teaching such as is accomplished in the library, in a personnel office, or in extension work; and for research." (Part IV, Article III, Section 2, page 416)
4. "Recommendation for promotion in rank shall normally be initiated by the immediate administrative superior of the person named and subsequent procedures shall be substantially in accord with those followed in initial appointment."

## C-15 of the President's Report

(Part IV, Article III, Section 3, page 416) \*

5. "After consultation with members of his department who hold continuing tenure, (the Chairman) shall recommend to the Dean appointments, promotions, dismissals, salary increases." (Part III, Article V, Section 7, D, 2., page 406)
6. "(The Dean shall) recommend appointments, promotions, leaves, dismissals, and acceptance of resignations of the members of the staffs of departments within his college." (Part III, Article V, Section 6, D, 1., page 405)
7. "(The Chief Officer of Instruction) shall be responsible for maintaining and supervising the faculty personnel system of the University. In this capacity, it shall be his duty to review the recommendations of the deans and advise the President with regard thereto, and to cooperate with the deans, directors, or other heads of schools, colleges, and other educational units in making recommendations to the President with respect to appointments, dismissals, resignations, promotions, leaves of absence, assignments, and salaries of members of the faculty and of special service personnel whose appointment or other disposition has not been specifically assigned to another University authority." (Part III, Article III, Section 3, C, 2, b., page 390)

"Before making recommendations to the Board for appointment to positions of the rank of instructor, assistant professor, associate professor, and professor, the President of the University shall have assurance that every reasonable effort has been made to obtain the best available person

\*The procedures followed in initial appointment are stated in the Statutes as follows (Part IV, Article I, Section 1, D, page 412):

to fill the appointment and that the following channels of consultation and recommendation have been followed: The Chairman, or Director, under whose jurisdiction the appointment falls, shall confer with members of his department or division and with the Dean of the Graduate School in cases involving the employment of Graduate Faculty personnel, and shall then make his recommendation to the appropriate Dean, who shall in turn make his recommendation to the President through the Chief Officer of Instruction. If for any reason the President does not wish to approve the Dean's recommendation, he shall so inform the Dean and request reconsideration and further recommendations."

### C-16 of the President's Report

8. "The President shall . . . recommend to the Board dismissals, acceptance of resignations, promotions, leaves of absence, and retirement of members of the staff." (Part III, Article II, Section 2, H., page 389)

### B. Proposed Regulations of the Board (Applications of Basic Policy Contained in the Statutes)

The following regulations, together with the Statutes, replace the provisions of the *Salary Schedule* approved by the Teachers College Board June 10, 1943, amended May 16, 1946, and reaffirmed by the Board of Trustees of Southern Illinois University, July 18, 1949, covering the proportions of the faculty in each rank, the qualifications for each rank, and the basing of promotions not upon the mere attainment of certain qualifications for rank but upon recommendations by the President, department heads, deans, etc.

#### 1. *Qualifications for Rank*

An earned doctor's degree is the usual minimum academic qualification to be considered in recommending persons for the rank of professor, associate professor, and assistant professor. An earned master's degree is the usual minimum academic qualification to be considered in recommending persons for the rank of instructor. These degrees are not required, however, in cases where training and experience clearly indicate the person's ability to do effectively the quality of work commensurate with the privilege and salary of the rank. All faculty members should acquire an acceptable amount of additional training at reasonable intervals. As a matter of general policy, persons under 45 should be encouraged and expected to secure the doctorate.

Promotions from one rank to another shall not follow automatically when a faculty member shall have raised his formal qualifications to meet the requirements of a higher rank, but shall be based on merit and made according to the procedure outlined in the Statutes of the Board of Trustees.

#### 2. *Proportions in Rank*

Although the distribution of the faculty among the various ranks must be determined by many factors and cannot be the same at all times, it is desirable that the number of faculty members in each of the ranks shall be approximately equal. Consistent with the distribution of preparation and experience which actually follows such a distribution of ranks and with the availability of state funds to meet the additional costs of appointment to higher ranks, the University will move gradually toward such a distribution.

### C-17 of the President's Report

#### 3. *Promotions*

It is recognized that recommendations for promotions, as well as for initial appointment and merit increases, ultimately depend upon the judgment of the administrative officers concerned. In making such recommendations, administrative officers shall present evidence that the individual has, in addition to the usual formal qualifications, superior qualifications in terms of one or more of the following criteria:

- a. Achievement in research.
- b. Growth in scholarship.
- c. Effectiveness in teaching.



- d. Effectiveness in major assignment other than research or teaching.
- e. Service to the University through effective participation in University, community, and/or regional activities.

It is understood that these criteria are not to be given equal weight in the evaluation, but that the weighting will depend upon the nature of the work which is being done by the person who is being evaluated.

#### C. Current Administrative Applications and Interpretations of Basic Policy for Promotion

1. The Evaluation Sheet should start at the level of the chairman or office head, go from there to the dean of the college concerned, thence to the conference of academic deans, and finally to the President's office. If changes in the recommendations made take place at any administrative level, the proposed changes should be discussed with the administrators concerned at the lower levels.
2. The Evaluation Sheet should provide for the rating of a staff member as excellent, good, fair, poor, or very poor, with respect to each criterion applicable to his particular work or assignment.
3. The Evaluation Sheet shall also contain a quantitative rating of the faculty members of a given department or office of the University by its chairman or head based on a percentage distribution in which 100 percent would be the total for the department or division concerned.
4. The evaluation procedure outlined is a method of applying and interpreting the above Statutes and Regulations for the current year according to faculty desires. Since evaluation is an extremely difficult matter, and

#### C-18 of the President's Report

since both the faculty and the administration desire to continue their study and observation of evaluation procedures, this method should be regarded as a stage in the continuing long term development of evaluation techniques.

\* \* \* \* \*

To implement the above Statement of Policy, the following actions are needed:

I. Items B, 1 and B, 2 are recommended for approval as Regulations of the Board (see *By-laws and Statutes*, Part I, Article V, Section 5, page 386).

II. Item B, 3 is recommended for approval in principle as a statement of criteria for promotions, subject to continuing studies by the faculty committees, the University Faculty, and the administration, toward the end of eventual recommendation to the Board for adoption as a Regulation.

Discussion followed concerning the Committee report. The Administration of the University was directed to present each member of the Board with an analysis of the work load of every member of the staff of Southern Illinois University for 1951-52. This report is to be prepared college by college indicating the name of the instructor, the number of hours taught, and the student load carried. It should also indicate the average, minimum, and maximum student load of each teacher. The analysis should take into consideration teaching, research, service, and administrative duties.

In the discussion concerning salary adjustments, it was unanimously agreed by the members of the Board that merit adjustments were to be made only in cases of inequities and that the funds used for the current year over the 3% general increase should be used to correct these inequities.

John Page Wham moved the adoption of the above report of the Special Committee on Education and Area Services, as amended, concerning salary adjustments for 1951-52 and 1952-53, and the Promotion Policy. The motion was seconded by Ruth G. Cook.

With regard to the Committee Report on the Promotion Policy, George W. Mitchell moved to amend the motion by deleting Item C-3 on Page C-17 in the President's Report which states:

"The Evaluation Sheet shall also contain a quantitative rating of the faculty members of a given department or office of the University by its chairman or head based on a percentage distribution in which 100 percent would be the total for the department or division concerned."

The motion to amend perished for want of a second.

The main motion was unanimously passed with each member recording his vote as follows:

- Guy W. Karraker .....Yea
- Frank L. Eversull .....Yea
- Ruth G. Cook .....Yea
- George W. Mitchell .....Yea
- John Page Wham .....Yea

Frank L. Eversull stated that the promotion policy as it appears above is not a closed policy and that further changes are imminent due to continuing faculty study. He went on to say that the Board could expect revisions in the Policy, and in referring to Item C-3 on Page C-17 of the President's Report, he stated that subsequently this item would include statements on salary ranges and promotional steps within the ranges and other pertinent data.

\* \* \* \* \*

President Morris stated that Mr. Vincent Newman of Barcus, Kindred & Company, and Mr. J. T. Swartz of J. T. Swartz & Company, Inc., wanted to appear before the Board at this time to present their report concerning the revenue bonds for the Women's Self-Liquidating Dormitory. At the direction of the Chairman of the Board, Mr. Newman and Mr. Swartz were called into the meeting. The Board was presented with a report concerning estimate of costs and revenues for the new student residence hall, and other material contemplated for the prospectus announcing the sale of the bonds. Mr. Newman presented an offer for the purchase of the bonds, in accordance with the contract between the Board and his firm:

BARCUS, KINDRED & CO.  
Municipal Bonds  
231 S. LaSalle St.  
Chicago 4

March 21, 1952

Board of Trustees  
Southern Illinois University  
Carbondale, Illinois

Gentlemen:

We have submitted to you our "Estimate of Costs and Revenues for the New Student Residence Hall" dated March 21, 1952, as provided for in our contract with the Board and if these bonds are issued in substantial compliance with this report and under a bond resolution approved by us and by the Board of Trustees, we offer to purchase these bonds bearing 4.00% interest.

It is understood that the bonds shall be delivered to us in Chicago by June 1, 1952, after which time it shall be optional with us whether or not we shall accept delivery of these bonds, and that the bonds shall be accompanied by the unqualified approving legal opinion of Chapman & Cutler, Chicago, Illinois, recognized municipal bond attorneys.

It is understood and agreed that if this proposal is accepted, we will waive the fee due us under the terms of our agreement with you.

Respectfully submitted,

BARCUS, KINDRED & COMPANY  
J. T. SWARTZ & CO., INC.  
MIDLAND SECURITIES COMPANY

BY .....  
(Sgd) Vincent Newman

ACCEPTED BY THE BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, ILLINOIS, THIS.... DAY OF..... 19.....

.....  
Chairman

.....  
Secretary

After discussion, George W. Mitchell moved that the above proposal with Barcus, Kindred & Company; J. T. Swartz & Co., Inc.; and the Midland Securities Company, concerning the purchase of the revenue bonds, be rejected. The motion was unanimously passed.

In the discussion that followed, concerning the issuance of the bonds, Mr. Newman said that the companies which he represented were suggesting that after a complete study of the issue, at which time they were confident they could give a lower interest rate, they be given an option on the bonds for 10 days and if at the end of the 10 days they had not sold the bonds, then they would be put out for public sale.

It was the consensus of the members of the Board that it had already been established by the Board, as a matter of policy, that the bonds were to be sold at public sale. Mr. Newman's suggestion was therefore rejected.

Mr. Charles Pulley, Director of Architectural Services at Southern Illinois University, was called into the meeting. Mr. Pulley was asked when the dormitories would be completed. He stated that in his opinion they would not be ready for occupancy until September, 1953.

In discussing the interest rate on the bonds, Mr. Mitchell asked Mr. Newman how the 4% interest, which his companies proposed for the issuance of the bonds, compared with rates which they had proposed on previous bond issues. Mr. Newman stated that 4% was high in comparison with other issues. Mr. Mitchell then asked what we could do here to get a better rate of interest. Mr. Newman offered the following suggestions:

- (1) include Anthony Hall in the bond issue (this would require installation of a sprinkler system)
- (2) increase the proposed revenue for room and board at the new dormitory.

After full discussion it was agreed by the members of the Board that the prospectus should be revised and Mr. Newman was asked to present, at the next meeting of the Board, information on the bond issue on the basis of the following alternatives:

- (1) include Anthony Hall in bond issue with rate of room and board at new dormitory remaining at \$14.50.
- (2) increase the rate of room and board at the new dormitory to \$15.00 and include Anthony Hall in the issue.
- (3) increase the rate of room and board at the new dormitory to \$16.00 (Anthony Hall not to be included in this study)

It was the consensus of the Board that the bonds when issued should be made callable in five years.

The Chairman then excused Mr. Newman, Mr. Swartz, and Mr. Pulley from the meeting.

#### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

##### Outside Employment

The Board discussed outside employment by staff members. It was the consensus of the members of the Board that as a general policy no full-time faculty member shall engage in outside business or be regularly employed part-time in any outside business.



Frank L. Eversull moved that the approval of the President and the Board of Trustees be required for any full-time staff member engaged in a regular business or regularly employed for remuneration by other agencies than the University, and that all other sporadic and irregular employment, including speaking engagements or other activities where a fee is paid, be reported currently to the President's Office and this information reported to the Board of Trustees periodically. The motion was unanimously passed.

It was unanimously agreed by the members of the Board that there was no objection to members of the faculty accepting compensation for writings or minor consultative activities.

#### **Honorary Degrees for Dr. Percival Bailey and Dr. Chester Hanford.**

Frank L. Eversull moved that the Board of Trustees authorize the awarding of the honorary degree of Doctor of Science to Dr. Percival Bailey, and the honorary degree of Doctor of Laws to Dr. A. Chester Hanford, at the June Commencement Ceremonies. He further moved that the Board approve the establishment of the Southern Illinois University Distinguished Service Award, nominations of persons to receive such award to be made upon the same basis as for honorary degrees; and the employment of an artist to design an appropriate plaque or medallion, such design to be submitted to the Board of Trustees for final approval. The motion was unanimously passed.

#### **Recommendations on Promotion Policy**

At the February 14, 1952, meeting of the Board of Trustees, the administration was requested to obtain the points of view of the various committees working on promotions policy and to submit these, together with its complete statement of an adequate promotion policy, before the next meeting of the Board.

President Morris stated that consultation had been had with the various Faculty Committees, and he presented a summary of policies of promotions at the University. It was as a result of this recommendation that the earlier action of the Board of Trustees at this meeting was taken, regarding the promotion policies of the University.

#### **Agreements on Architectural Planning**

President Morris presented each member of the Board with a copy of the proposed agreement between the firm of Perkins and Will of Chicago, Illinois, and the Board of Trustees of Southern Illinois University, covering the architectural and engineering services for the Agriculture Building Group.

On motion of George W. Mitchell, seconded by John Page Wham, and unanimously passed, the contract with Perkins and Will, Architects-Engineers, was confirmed and approved, and the Chairman of the Board was authorized and directed to execute such contract for the Board; the President of the University was authorized to request release of funds from the state administration in the amount of \$69,300 to cover architects fees with Perkins and Will, Architects-Engineers, for the development of plans and specifications for the Agriculture Building Group.

It was agreed by the members of the Board that Perkins and Will prepare two formal reports on the Agriculture Building Group concerning Programming and Basic Design, and that a representative of Perkins and Will meet with the Board at the programming stage and at the basic design stage.

President Morris presented a revised preliminary program for the Agriculture Building Group for the information of the members of the Board.

#### **Rental Rates for Men's Residence Barracks**

Upon the recommendation of the President of the University, John Page Wham moved that the room and board charges per student per week at the men's residence barracks be increased from \$11.00 to \$12.00, \$9.00 of this amount to be distributed to Food Services and \$3.00 to the men's residence halls. The motion was unanimously passed.

Mr. Mitchell stated that at the October 4, 1951, meeting, he had asked for a cost analysis on operation of the men's residence barracks. He stated he would like to have this information and wanted it to include all the costs; that is, a complete cost break-down which would include all of the true costs associated with the enterprise. In addition to direct labor, food, materials, and such, he said, the cost of light, heat, insurance, depreciation on building and equipment, decorating and administrative overhead should be shown: a statement of occupancy or the volume of business done should be included in the report. In other words, he continued, this cost analysis should be comparable to one prepared for any industrial or commercial enterprise.

After full discussion, George W. Mitchell moved that complete cost analyses reports, as indicated in the above statement, be prepared and presented at the next meeting of the Board on the following University Services:

- |                             |                                |
|-----------------------------|--------------------------------|
| 1. Men's Residence Barracks | 4. Canteen                     |
| 2. Anthony Hall             | 5. Chautauqua Street Veteran's |
| 3. Cafeteria                | Housing Project                |

The motion was unanimously passed.

#### Contracts and Orders Awarded During the Month of February, 1952, Amounting to \$1,000 or Over

The Board approved contracts and orders awarded during the month of February, 1952, amounting to \$1,000.00 or over, as follows:

##### A. Chargeable Against Operating Funds

###### Purchase Order

or Contr. No.	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>			
No. 2600	Vogler Motor Company 301 N. Illinois Ave., Carbondale, Ill.	\$1,467.45	Stake Truck
No. 2602	Vogler Motor Company 301 N. Illinois Ave., Carbondale, Ill.	1,371.90	Pickup Truck
No. 2701	General Electric Supply Corp. 2653 Locust St., St. Louis, Mo.	1,053.00	Water Coolers
No. 2702	Dictaphone Corporation 511 Locust St., St. Louis 1, Mo.	1,010.00	Equipment
No. 2703	Carbondale Lumber Co. 115 S. Washington, Carbondale, Ill.	1,035.20	Plywood
No. 2753	American Type Founders, Inc. 2135 Pine Street, St. Louis, Mo.	4,184.92	Duplicating Equipment
No. 2811	University of Illinois Agent for Civil Service System Urbana, Ill.	3,430.00	Cost of Civil Service System 1/1/52 to 6/30/52

###### Contracts

Univ. 4352	Forest Service U. S. Dept. of Ag. Reg. Fiscal Agt., Milwaukee, Wis.	2,500.00	Cooperative Research
Univ. 4378	E. H. Davis 409 South Street, Anna, Ill.	22,500.00	Coal
Univ. 4379	Pure Coal Company Marion, Ill.	12,500.00	Coal
Univ. 4380	Alfred DiGgegorio 208 N. Fifth St., Murphysboro, Ill.	3,850.00	Plastering
A. & E. 66575	Consoer, Townsend & Associates 351 East Ohio St., Chicago, Ill.	1,798.02	Engineering Services (Credit)

##### B. Chargeable Against Capital Funds

###### University Purchase Orders

No. 2662	South Side Welding Supply Co. 8830 S. Ashland Ave., Chicago, Ill.	1,415.00	Welder and Trailer
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**Contracts**

A. & E. 674	Federal Constructors 173 W. Madison St., Chicago, Ill.	2,778.30	Column Footings (Extra)
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The members of the Board directed the Administration to submit a list of all University-owned vehicles, indicating to whom each vehicle is assigned and for what purpose it is used.

**Requisitions for Purchases and Contracts**

The Board approved requisitions for purchases and contracts, as follows:

**Requisition**

Number	Department	Purpose	Amount
2502	Food Services	Dairy Products	\$7,260.90
2509	Food Services	Laundry Service	1,464.00
2512	Physical Plant—Operation	Stake Truck	1,800.00
2524	Music	Piano	1,400.00
2695	Major Repairs	Contour Survey	7,000.00
2696	Major Repairs	Crushed Stone, Rock and Sand	6,500.00
2384	Camp Ellis Buildings	Lumber	3,300.00
2742	Physical Plant—Operation	Laundry Service	2,100.00
2763	Physical Plant—Maintenance	Ventilating Hoods	1,325.00

Discussion followed concerning the procedure for approving purchases and contracts, as adopted by the Board on January 17, 1952.

George W. Mitchell moved that in addition to the present adopted procedure for approving purchases and contracts, all purchase orders and contracts of less than \$1,000 be listed for the information of the members of the Board. The motion was unanimously passed.

**Changes in Faculty-Administrative Pay Roll**

The following changes in the Faculty-Administrative Pay Roll were reported, and approved by the Board:

**(A) Continuing Appointments**

Name	Position	Salary	Length of Appointment
S/Sgt. Philip J. Meagher	Assistant Instructor Air Science and Tactics	\$ 25.00 a month	Continuing
Kent U. Moore	Instructor General Library	\$400.00 a month	Continuing

**(B) Term Appointments**

Jacquelyn Joyce Bittner	Research Assistant General Library	\$200.00 a month	3/10/52 to 7/1/52
Mrs. Dorothy Dare	Lecturer (1/4 time) Vocational-Technical Institute	\$ 63.75 a month	3/1/52 to 4/1/52
Ogie Earl Ellis	Lecturer (1/4 time) Vocational-Technical Institute	\$ 60.00 a month	3/1/52 to 4/1/52
Mrs. Edith Farris	Lecturer (1/4 time) Vocational-Technical Institute	\$112.50 a month	3/1/52 to 4/1/52
David Warner Greenlee	Lecturer (1/4 time) Vocational-Technical Institute	\$127.50 a month	3/1/52 to 4/1/52
Mrs. Marica F. Hempe	Research Assistant (1/4 time) Education	\$100.00 a month	3/1/52 to 7/1/52



Howard E. Rawlinson	Lecturer (1/4 time) Vocational-Technical Institute	\$ 63.75 a month	3/1/52 to 4/1/52
Mrs. Mildred Emma Recht	Research Assistant Education (1/4 time)	\$100.00 a month	3/1/52 to 7/1/52
Mrs. Inez Moss Samford	Lecturer (1/4 time) Vocational-Technical Institute	\$112.50 a month	3/1/52 to 4/1/52
(C) Summer Session Appointments			
Dr. Walter B. Carver	Lecturer and Visiting Professor in Mathematics	\$650.00 a month	6/16/52 to 8/9/52
Manuel De Ezcurdia	Lecturer Foreign Languages	\$375.00 a month	6/26/52 to 8/1/52
Dr. Arthur J. Gould	Lecturer and Visiting Professor Journalism	\$680.00 a month	6/16/52 to 8/9/52
Dr. Grace Langdon	Research Assistant (1/2 time) Education	\$200.00 a month	6/1/52 to 7/1/52
Mrs. Nina M. Morton	Research Associate General Library	\$325.00 a month	6/9/52 to 8/31/52
Dr. John J. Pruis	Assistant Professor University School	\$540.00 a month	6/16/52 to 8/9/52
Miss Rachel C. Wilkes	Lecturer Library Service	\$400.00 a month	6/16/52 to 8/9/52
(D) Reappointments			
Mrs. Norma Parker Alley	Assistant Instructor Physical Education	\$300.00 a month	9/8/52 to 6/6/53
Dr. E. L. Borkon	Lecturer (1/4 time) Nursing Education	\$175.00 a month	3/17/52 to 5/10/52
Mrs. Florence Camp	Assistant Instructor University School	\$240.00 a month	2/5/52 to 2/8/52
Mrs. Cary Davis	Assistant Instructor University School	\$240.00 a month	2/11/52 to 2/13/52
Jack Edmundson	Lecturer (1/10 time) Vocational-Technical Institute	\$ 37.50 a month	3/1/52 to 4/1/52
Mrs. Mildred Fishback	Lecturer (1/8 time) Vocational-Technical Institute	\$ 45.00 a month	3/1/52 to 4/1/52
Mrs. Elizabeth Glathart	Assistant Instructor University School	\$240.00 a month	2/4/52 to 2/29/52
Hubert C. Griffith	Lecturer (1/8 time) Vocational-Technical Institute	\$ 67.50 a month	3/1/52 to 4/1/52
Craig G. Purdy	Lecturer (1/6 time) Vocational-Technical Institute	\$ 67.50 a month	3/1/52 to 4/1/52
Mrs. Harriet Teel	Assistant Instructor University School	\$240.00 a month	2/8/52 to 3/1/52
Miss Alice May Towse	Research Assistant Office of the Dean College of Vocations and Professions	\$225.00 a month	3/10/52 to 7/1/52
Walter M. Troutman	Lecturer (1/3 time) Industrial Education	\$ 75.00 tot. sal.	2/14/52 to 2/29/52
Frank Eugene Vaughn	Lecturer (1/4 time) Vocational-Technical Institute	\$101.25 a month	3/1/52 to 4/1/52

Charles Edward Wagner	Lecturer (1/8 time) Vocational-Technical Institute	\$ 67.50 a month	3/1/52 to 4/1/52
James F. Yates	Lecturer (1/8 time) Vocational-Technical Institute	\$ 67.50 a month	3/1/52 to 4/1/52

The following teachers in public schools were approved as practice supervisors at monthly rate of \$25.00 for the spring term of 1952:

Name	School	Subject
Bain, Edgar	West Frankfort H. S.	Social Studies
Bevis, Dora	Springmore, Carbondale	Third Grade
Carey, Myrtle	Herrin	Speech, English
Collins, Walter	West Frankfort H. S.	Govt., History
Cothran, Louise	Harrisburg H. S.	Home Economics
Cox, Dorothy	Cartersville H. S.	Mathematics
Dean, W. S. B.	Cartersville H. S.	Physics
Finley, Norman	Carbondale Comm. H. S.	History, Civics
Fox, Mae	Brush, Carbondale	Sixth Grade
Grant, Mary	West Frankfort H. S.	Education Mentally Handicapped
Hastie, James	West Frankfort H. S.	English
Hoit, Ann	Harrisburg H. S.	Home Economics
Hopkins, Jewell	Attucks, Carbondale	Speech Correction
Hoye, Alice	West Frankfort H. S.	Speech
Hunter, Clay	Johnston City H. S.	History, Geography, Driver Training
Jones, Howard	Mt. Vernon H. S.	Vocations
Kitchell, Madelyn	Red Bud H. S.	Home Economics
Lee, Thelma	Attucks, Carbondale	Business
Lee, Zetta	Lincoln School, West Frankfort	Fourth Grade
Lightel, J. R.	Attucks High School	Art, English
Lynn, Paul	Carbondale Comm. H. S.	Industrial Arts
McBride, William	Carbondale Comm. H. S.	Physical Education
McCluskey, Mary	Cartersville, H. S.	Spanish
Nave, Velma	West Frankfort H. S.	English
Parrish, Lucy	Carbondale Comm. H. S.	Business
Ragsdale, Lydia	Lincoln, Carbondale	Fifth Grade
Sharp, Violet	Lincoln, Carbondale	Second Grade
Stroup, D. M.	Carbondale Comm. H. S.	Mathematics, Business Training
Stovall, Claudine	Attucks, Carbondale	Home Economics
Watson, Irene	Cartersville H. S.	English
Webb, Mary	Benton H. S.	Home Economics
Wells, Robert	Johnston City H. S.	Economics, Civics
Wetherington, Wm.	Herrin H. S.	Band, Chorus

(F) Leaves of Absence Without Pay

Name	Position	Change of Appointment
Dr. Orville Alexander	Chairman Government Department	Effective 3/22/52 to 9/22/52
Vernon G. Morrison	Assistant Professor Economics	Effective 12/1/52 to 1/24/53

(G) Sabbatical Leave

Mrs. Mabel Pulliam	Supervisor Off-Campus Housing	Effective 6/15/52 to 7/16/52 - Full Pay
Vernon Guy Morrison	Assistant Professor Economics	Effective 1/26/53 to 6/6/53 - Full Pay
Miss Kate E. Moe	Assistant Professor Music	Effective 9/8/52 to 6/6/53 - Half Pay

Miss Anna K. Neufeld	Assistant Professor Foreign Languages	Effective 9/8/52 to 6/6/53 - Half Pay
(H) Changes of Appointment and Salary		
Mrs. Mildred Fishback	Lecturer (1/4 time) Vocational-Technical Inst. 37½ hours at \$112.50	To \$105.00 for 35 hours
Alex Reed	Assistant Professor Agriculture	To Part-Time Supervisor Adult Education in Agriculture
Mrs. Edna S. Travis	Instructor English	To Acting Director of Anthony Hall 3/1/52 to 6/1/52
(I) Resignations		
Dr. Reino S. Freeman	Assistant Professor Zoology	Effective 6/7/52
Miss Violet Trovillion	Faculty Assistant Art	Effective 1/27/52
(J) Terminations of Appointments		
M/Sgt. Arthur R. Hughes	Assistant Instructor Air Science and Tactics	Effective 3/1/52
M/Sgt. Ricks T. Pearce	Assistant Instructor Air Science and Tactics	Effective 2/24/52

#### Changes in Non-Academic Pay Rolls

The Board received a report of changes in the non-academic payrolls for the period June 11, 1951, through December 31, 1951. This report showed twenty-five new permanent employees; nineteen new temporary employees; eleven employees reclassified; forty employees had changes in salary; two employees had changes in status; three employees were granted leave of absence; and forty employees had terminated their services to the University.

This report was approved by the Board.

The Board requested that future reports show which of the new employees were replacements, and which represented new positions.

The Board received a note of friendship from Mr. Roy V. Jordan, who was retiring from the staff. The Chairman was requested to acknowledge the note with a letter of appreciation to Mr. Jordan.

The Board went into Executive Session. Discussion ensued concerning the organizational structure of Southern Illinois University.

George W. Mitchell moved that the Chairman appoint a Board Committee to work with the President of the University to interview and recommend to the Board of Trustees someone for the position of Vice-President and Comptroller. The motion was unanimously passed. The Chairman appointed the following committee to work with the President of the University:

George W. Mitchell  
Frank L. Eversull  
Guy W. Karraker, ex-officio

The Board meeting was adjourned at 7:00 P. M.



## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 9:00 p. m. on Wednesday, April 30, 1952, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Guy W. Karraker, Chairman  
 Frank L. Eversull, Vice-Chairman  
 Kenneth L. Davis, Secretary  
 Ruth G. Cook  
 George W. Mitchell  
 John Page Wham  
 Alice DiGiovanna, Administrative Assistant

The following members were absent:

Robert C. Lanphier, Jr.  
 Vernon L. Nickell, ex-officio

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University  
 Mr. William H. Lyons, Director, Information Service, Southern Illinois University

Minutes of the Meeting of the Board of Trustees, held on March 21, 1952, were approved.

Dr. Douglas E. Lawson, Dean of the College of Education, reported to the Board on the organization and functions of the College of Education. A written report was presented to the Board, showing the functions, administrative structure, functional relationships, and faculty organization of the College.

In discussing the report, Dean Lawson stated that the objectives of the College of Education were as follows:

1. Preparing teachers to teach in the field.
2. Service to the area.
3. Engaging in professional organized research.

In answer to the question concerning the enrollment in the College of Education for the summer session, Dean Lawson stated that generally speaking it was much larger in summer than in winter as compared with a possibly lower enrollment in the other schools of the University. Dean Lawson stated that since 1948 the College of Education had been successful in establishing a uniform off-campus teacher training program, a program of internship for teachers and administrators with six to eight off-campus centers, and a strong department of Guidance and Special Education.

Dr. Eversull asked why some of the faculty in the College of Education, who were specialists in the field of guidance, were not helping with the guidance program of Freshmen in order to prevent the high percentage of students who were dropping out of school some time during or at the end of the Freshman year. Dean Lawson stated that they could assist with this very important counseling program.

Dean Lawson stated that the College was not working in cooperation with the Illinois Department of Public Instruction through the Illinois Curriculum Program. The purpose of this Program is to evaluate and encourage changes in the curricula in the schools of the state.

When asked what problems he faced, Dean Lawson stated that probably the greatest was an intangible one—that of making the faculty feel that they have a voice in the administration of the school and are recognized in their own right and that they are secure in their positions. Another great problem, he stated, was to get the teachers, administrators, and lay personnel in the area to depend upon the College for the kind of service it can render.

Dean Lawson was excused from the meeting.

At this time, Dr. Eversull asked the Administration to prepare a list of the hard book publications which have been written by the present members of the University staff. He also asked for a report concerning the number of faculty members who desired teaching during summer sessions but who were not assigned to the summer school staff, indicating the fields where outsiders have been brought in.

At the request of the Chairman, the Secretary read a letter from May C. Busch, President, Tenth District, Illinois Hospital Association, and telegrams from Dr. J. W. Tidwell, President, Williamson County Medical Society, and Dr. N. A. Thompson, President, Southern Illinois Medical Association, urging the Board to continue the Nurses Training Program at Southern Illinois University. Mr. Karraker stated that it was his personal feeling that the professional people in the area did not understand the reasons for the discontinuance of the program.

George W. Mitchell moved that the Special Board Committee on Education and Area Services draft a letter to the above mentioned individuals, acknowledging their communications and stating the reasons for the discontinuance of the Nurses Training Program at Southern Illinois University. The motion was unanimously passed.

Mr. Michael F. Seyfrit, Director of the Department of Public Safety of the State of Illinois, had requested that the Board appoint a representative to meet with a representative of the Department of Public Safety to discuss the various aspects of the Boiler Safety Act. Frank L. Eversull moved that Mr. W. A. Howe, Director of the Physical Plant, Southern Illinois University, be appointed as the representative of the Board of Trustees to meet with the Chief Inspector of the Department of Public Safety, Mr. B. A. Bailey, to discuss the newly adopted laws concerning boiler equipment and safety and its application at Southern Illinois University. The motion was unanimously passed.

The Secretary of the Board was instructed to forward this information to Mr. Seyfrit.

President Morris reported to the Board on the possible use of the Carbondale Armory or existing facilities at the Ordnance Plant by the Air Force R. O. T. C. Unit. He stated that the Administration was still investigating the possibilities for providing hard surface drill areas for the Air Force R. O. T. C. Unit. This report was received for the record.

President Morris presented a report from Professor W. E. Keepper, Chairman of the Department of Agriculture, describing the long-term and short-term uses to be made of the various tracts acquired in the 300 acre purchase made from Mr. Earl Etherton. A summary of this report follows:

Immediate, and long-time land-use plans have been outlined for the five plats of land recently acquired by Southern Illinois University. The speed with which all the outlined objectives can be accomplished will be determined by the extent to which funds are made available to the experimental farm for the completion of the plans. Expenses involved will be for fertilizer, seed, fence, equipment, livestock, and personnel.

Probably the outlined plans should be executed as progressive farmers in southern Illinois would do the job themselves. Complete records of all



costs and returns will be kept. The developmental and improvement work will be spread over several years so the results may be practical and applicable for the southern Illinois farmer whom we serve. To progress too rapidly might defeat the purpose of the experimental and demonstrational work involved.

Student labor, if available, will be used to a considerable extent in making many of the improvements planned for the immediate future. This will serve as a source of supplementary income to needy students and will contribute to their education at the same time.

President Morris reported on a meeting with the Coal Belt Fire Protective Association, held in the President's office at Southern Illinois University on February 21, 1952. President Morris stated that this group was interested in having the University purchase fire fighting equipment which could be used both at the University and in the area if needed. The meeting resulted in the following agreement:

1. The University administration will investigate the possibility of purchase of fire-fighting equipment and the feasibility of housing such equipment in the garage building. The administration also will investigate the possibility of using the services of our boiler house firemen for manning the fire protection equipment, after having necessary conversations with the Civil Service System.
2. Mr. Stocks of the Coal Belt Fire Protection Association is to furnish informational material concerning the type of equipment which they would recommend for purchase and in connection with examination of feasibility of use of garage and service shop building.

President Morris reported that he had received a letter from Dr. Roland R. Cross, Director of the State Department of Public Health, in which Dr. Cross stated that the base hospital for Southern Illinois had been relocated in the State Hospital Plan by the Advisory Hospital Council. The recommended change was that the base hospital be located in Carbondale.

President Morris reported to the Board that the Administration had investigated the possibility of acquiring the Rodgers Park Court from Mr. H. H. Nooner as a self-liquidating faculty housing project. In view of the present circumstances the Administration did not consider it feasible to do anything further about the acquisition of this property.

The Board received for the record Profit and Loss Statements for Anthony Hall, Men's Residence Barracks, Chautauqua Street Veterans' Housing Project, Cafeteria, and Canteen. The Board had requested these statements at the February 14, 1952, meeting of the Board of Trustees.

After discussion, George W. Mitchell moved that the Administration of the University be instructed to take steps to place the operations of the Men's Residence Barracks, Anthony Hall, Chautauqua Street Veterans' Housing Project, Cafeteria, and Canteen on a self-sustaining basis as of September 1, 1952, on the basis of the cost analyses reports as presented, with the reservation that it might not be feasible in the case of the Men's Residence Barracks. The motion was unanimously passed.

A report was received for the record, showing the service loads of the instructional staff. Dr. Tenney pointed out that the staff on the whole is carrying heavy teaching loads, averaging from 16 to 18 hours a week, whereas a 12 to 15 hour total load is usually considered normal.

At the request of Dr. Eversull, the Board asked that the Administration furnish the members with an annual list of the publications of the members of the faculty and a list of the community services rendered by each member of the faculty.

The Board received a report from the Administration, showing automotive equipment owned by the University and the purpose of its use. Mr. Karraker asked if the Administration felt that the University at this time has adequate four-wheel transportation. President Morris stated that he was of the opinion that the University needed to purchase a bus.



President Morris presented to the Board the three alternate estimated operating statements and debt service coverage schedules submitted at the request of the Board at the meeting held on March 21, 1952.

Mr. Mitchell stated that he felt Mr. Newman's statement of receipts and expenditures was not realistic and he asked the Administration if they had investigated the possibility of interim financing. Mr. Miles stated that he and Mr. Rendleman had consulted the Continental Illinois Bank and Trust Company concerning the possibility of interim financing. He said they had also talked with Chapman and Cutler, a law firm of Chicago, and that they felt that there was no basis in the law which would allow the Board legally to engage in interim financing. President Morris stated that the Housing and Home Finance Agency of the Federal Government, a lending agency, is now lending money at the going rate of 2.75% to 3.00%. He stated that the money is available from this agency if the University can qualify, through the AFROTC, as defense educational housing.

On motion of Frank L. Eversull, the following Resolution was unanimously adopted:

WHEREAS, the Board of Trustees of Southern Illinois University has commenced construction of a 422-bed women's dormitory, and

WHEREAS, agreements have been entered into for the erection and construction of said dormitory, and

WHEREAS, the addition of said dormitory to the campus of Southern Illinois University will greatly aid and assist in meeting the serious student housing shortage, and

WHEREAS, the construction of this building is related to the defense of this country in that it will provide more adequate housing for a number of students of the University, which housing will release Anthony Hall, which is presently being used as a women's dormitory, for the housing of men students and will generally relieve the sub-standard housing condition existing in and about Carbondale for the students of Southern Illinois University, and

WHEREAS, the construction of this dormitory was commenced with a contemplation of receiving a Federal loan, if the interest rate offered for the bonds which the Board would issue for the financing of this building would not be comparable to those for which a Federal loan could be made.

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Southern Illinois University that an application be made to the Housing and Home Finance Agency of the Federal government for the \$1,100,000 loan to assist in the financing of the construction of the said dormitory and that the President of the University be, and is, authorized to negotiate and make application for the Board of Trustees to the said Housing and Home Finance Agency for the loan of \$1,100,000.

Be It Resolved that the University Administration solicit three bids on the bond issuance and if such bids are higher than the going government rate that the Administration be authorized to follow through on securing the federal loan.

Be It Further Resolved that if not successful in securing the federal loan, the Administration is authorized to approach the contractor of the Women's Self-Liquidating Dormitory and authorize such contractor to proceed to negotiate for a loan through interim financing. If not successful in securing this type of interim financing, the University Administration is authorized to offer the bonds at public sale. If Anthony Hall is included in the application for the federal loan or in the bond issue, it is to be equipped with a sprinkler system to be purchased from a portion of the proceeds of the loan or bond issue.

George W. Mitchell read a letter which he had sent to Mr. Karraker on April 28, 1952, regarding the air travel contract of the University with Mid-western Aero Service, Inc. Mr. Mitchell felt the air travel contract was an unwise arrangement, and that the basis for entering into the agreement was

not adequate. He concluded his letter with the statement that the contract should be cancelled and that it would be possible to do so without exposing the University to a suit for breach of contract.

In the ensuing discussion President Morris stated that a question of expediency was also considered by the Board when entering into the agreement, along with the actual cost factors. John Page Wham stated that he felt the use of air travel should be continued, but that the contractual minimum should be reduced. He also stated that the advantages of the air travel contract were the preferred service and advantageous rates. Mr. Mitchell said he objected to using only 50% of the air travel time which has been purchased.

George W. Mitchell moved that the Chairman of the Board be authorized to approach Attorney Charles E. Feirich and ascertain on what basis he would be willing to serve as Legal Counsel regarding a renegotiation or revision of the air travel contract. The Chairman was requested to report his findings to the Board at the next meeting. The motion was unanimously passed.

#### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

##### Acquisition of R. A. Scott Property

President Morris presented to the Board the results of his negotiations with R. A. and Julia Scott, owners of Tract 29-12-a (University designation). The University was to purchase the property at a price of \$12,030.00 plus a lease to Mr. and Mrs. Scott of an area of University land comparable in size to the land they now own, such lease to run for twenty-five years. The Board felt that such a lease might establish an undesirable precedent, and therefore referred the matter to the Administration for further study.

Discussing future land acquisitions, President Morris stated that two other tracts were now being considered for purchase, one tract consisting of 57 acres and owned by Mrs. Clara Crawshaw; the other a tract of 100 acres owned by Mr. Floyd Wray.

George W. Mitchell moved that the President of the University be authorized to exercise the option on the Wray property or to proceed with negotiation on any one or all of the three parcels of land under consideration—the Scott property, the Crawshaw property, and the Wray property—such negotiations to be confined within the amount now available for land acquisition, with the stipulation that in no instance is an amount beyond the appraisal value plus the 4.26 allowable percentage margin to be paid. He further moved that the President of the University be authorized to request release of funds from the State Administration in an amount to cover the parcel or parcels of land to be purchased, provided such amount is within the amount of monies remaining in the University appropriations for acquisition of land. The motion was unanimously passed.

#### Contracts and Orders Awarded During the Month of March, 1952, Amounting to \$1,000 or Over

The Board approved contracts and orders awarded during the month of March, 1952, amounting to \$1,000 or over, as follows:

##### A. Chargeable Against Operating Funds

Pur. Order or Contr. No.	Date Approved	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>				
No. 3044	Approved Executive Committee	Vogler Motor Company 301 North Illinois Ave. Carbondale, Ill.	\$6,840.00	Automotive Equipment
No. 3048	2/14/52	Builder's Lbr. & Sup. Co. 218 East Main Street Carbondale, Ill.	1,197.00	Screen Wire



No. 3122	2/14/52	Fabick Machinery Co. Marion, Ill.	4,004.72	Tractor
No. 3281	3/21/52	Arthur Warren R. R. 1, Carbondale, Ill.	6,845.00	Delivered Rock and Stone
No. 3325	3/21/52	Baldwin Piano Company 9th and Olive Streets St. Louis, Mo.	1,400.00	Rebuilt Grand Piano

**Contracts**

Univ. 4375	Approved Executive Committee	Weller Plb. & Heat. Co. 950 West Main Street Carbondale, Ill.	3,440.00	Heating Work (Extra)
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**B. Chargeable Against Capital Funds**

A. & E. 671	Approved Executive Committee	Mayfair Construction Co. 5660 North Kedzie Ave. Chicago, Ill.	1,110.81	Inside Installations (Extra)
A. & E. 66829	2/14/52	Holabird, Root & Burgee 180 North Wabash Ave. Chicago, Ill.	15,600.00	Architectural and Engineering Services
A. & E. 66830	2/14/52	Holabird, Root & Burgee 180 North Wabash Ave. Chicago, Ill.	6,300.00	Architectural and Engineering Services
A. & E. 66402	Approved Executive Committee	Triangle Construction Co. Laurel & Michaels Sts. Carbondale, Ill.	1,788.00	Backfilling Road Crossing (Extra)
A. & E. 679	Approved Executive Committee	Mayfair Construction Co. 5660 North Kedzie Ave. Chicago, Ill.	1,548.10	Electrical Work (Extra)

George W. Mitchell stated that the University should not limit itself to the purchase of Ford cars only and that in the future bids should be sent to Ford, Chevrolet, and Plymouth dealers. He also stated that all extras on contracts should be accompanied with credits.

Requests for the following requisitions for purchases and contracts were authorized by the Board.

**Requisition**

Number	Department	Purpose	Amount
2773	Physical Plant—Maintenance	Lumber	\$1,280.00
3095	Physical Plant—Maintenance	Mechanical Exp. Joints	1,726.14
3189	Rehabilitation or Reconstruction	Building Materials	5,045.17

President Morris also presented Requisitions No. 3142, 3143, and 3144 for furniture and furnishings for the President's home. Mr. Karraker asked what authorization the Board had given for furnishing the President's home. John Page Wham stated that in approving the budget last year the Board had agreed that the President's home was to be furnished. The Board unanimously agreed to table requisitions No. 3142, 3143, and 3144, and directed the Administration to re-submit the requisitions with alternate proposals with an itemized cost statement on each item to be purchased.

**Contracts and Orders Awarded During the Month of March, 1952,  
Amounting to Less than \$1,000.00**

The Board received a report of contracts and purchase orders awarded during the month of March, 1952, amounting to less than \$1,000.00. The total of such contracts and purchase orders was \$31,921.01

Mr. Mitchell stated that he had visited the Business Office and found the records of the Business Manager in good shape and readily available. He felt that the University should be more careful about spending money, and that the Business Manager should have discretionary power in allowing purchases.



## Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
<b>(A) Continuing Appointments</b>			
Miss B. Elizabeth McKay	Associate Professor Guidance and Special Education	\$555.55 a month	Continuing
Dr. William Orton, Jr.	Assistant Professor Mathematics	\$500.00 a month	Continuing
M/Sgt. Robert W. Snyder	Assistant Instructor Air Science and Tactics	\$ 25.00 a month	Continuing
Dr. Anita Zorzoli	Assistant Professor Physiology	\$500.00 a month	Continuing
<b>(B) Term Appointments</b>			
Mrs. Elizabeth Bischof	Lecturer (1/2 time) English	\$150.00 a month	3/26/52 to 6/7/52
Wesley G. Bovinet	Lecturer (1/6 time) Vocational-Technical Institute	\$148.00 a month	4/1/52 to 5/1/52
John William Hardy	Research Assistast (3/4) Fisheries Management Research Project	\$180.00 a month	3/24/52 to 7/1/52
William Kelly	Lecturer (1/6 time) Vocational-Technical Institute	\$ 64.00 a month	4/1/52 to 5/1/52
Miss Dorlis June Krug	Lecturer (1/2 time) Vocational-Technical Institute	\$172.50 a month	4/1/52 to 5/1/52
William M. May	Lecturer (1/3 time) Vocational-Technical Institute	\$200.00 a month	4/1/52 to 5/1/52
Mrs. Kathryn M. Meyer	Lecturer (1/8 time) Vocational-Technical Institute	\$ 56.25 a month	4/1/52 to 5/1/52
Dr. Roger F. Sondag	Lecturer (1/8 time) Health Education	\$ 50.00 a month	7/1/52 to 7/1/53
Mrs. Nancy Sue Young	Research Assistant Statistical Service	\$250.00 a month	4/14/52 to 7/1/52
William Brown	Assistant Instructor Practice Supervision	\$ 25.00 a month	3/17/52 to 5/24/52
<b>(C) Summer Session Appointments</b>			
Ralph H. Boatman	Lecturer and Acting Chairman, Dept. of Health Education	\$600.00 a month	6/16/52 to 8/9/52
Miss Mary Jane Seed	Lecturer Home Economics	\$200.00 (tot. sal.)	7/7/52 to 7/12/52
<b>(D) Reappointments</b>			
Miss Alma L. Bremerman	Lecturer (1/4 time) Vocational-Technical Institute	\$112.50 a month	4/1/52 to 5/1/52
Mrs. Martha M. Clark	Lecturer English	\$350.00 a month	3/17/52 to 6/7/52
Mrs. Dorothy Dare	Lecturer (1/10 time) Vocational-Technical Institute	\$ 22.50 a month	4/1/52 to 5/1/52
Mrs. Ellen E. Davis	Assistant Instructor University School	\$240.00 a month	4/14/52 to 4/18/52

Jack B. Edmundson	Lecturer (1/10 time) Vocational-Technical Institute	\$ 25.00 a month	4/1/52 to 5/1/52
Ogie Earl Ellis	Lecturer (1/10 time) Vocational-Technical Institute	\$ 22.50 a month	4/1/52 to 5/1/52
Mrs. Edith L. Farris	Lecturer (1/8 time) Vocational-Technical Institute	\$ 60.00 a month	4/1/52 to 5/1/52
Mrs. Mildred Fishback	Lecturer (1/16 time) Vocational-Technical Institute	\$ 30.00 a month	4/1/52 to 5/1/52
Mrs. Mildred Fishback	Assistant Instructor University School Substitute	\$240.00 a month	3/20/52 to 3/27/52
Mrs. Elizabeth Glathart	Assistant Instructor University School	\$240.00 a month	3/17/52 to 3/21/52 and 4/14/52 to 4/15/52
David Warner Greenlee	Lecturer (1/8 time) Vocational-Technical Institute	\$ 52.50 a month	4/1/52 to 5/1/52
Hubert Charles Griffith	Lecturer (1/8 time) Vocational-Technical Institute	\$ 45.00 a month	4/1/52 to 5/1/52
Frederick L. Lauritzen	Lecturer Art	\$450.00 a month	9/8/52 to 6/6/53
Craig Gordon Purdy	Lecturer (1/10 time) Vocational-Technical Institute	\$ 22.50 a month	4/1/52 to 5/1/52
Howard E. Rawlinson	Lecturer (1/10 time) Vocational-Technical Institute	\$ 22.50 a month	4/1/52 to 5/1/52
Mrs. Inez Moss Samford	Lecturer (1/8 time) Vocational-Technical Institute	\$ 60.00 a month	4/1/52 to 5/1/52
Ernest W. Sorgen	Lecturer (1/3 time) Vocational-Technical Institute	\$175.00 a month	4/1/52 to 5/1/52
Frank Eugene Vaughn	Lecturer (1/4 time) Vocational-Technical Institute	\$ 82.50 a month	4/1/52 to 5/1/52
Charles Edward Wagner	Lecturer (1/8 time) Vocational-Technical Institute	\$ 45.00 a month	4/1/52 to 5/1/52
William Waller	Coach in Men's Physical Education	\$510.00 a month	7/1/52 to 7/1/53
Dr. Norman E. White	Assistant Professor Men's Physical Education	\$460.00 a month	Effective 6/16/52
James F. Yates	Lecturer (1/8 time) Vocational-Technical Institute	\$ 45.00 a month	4/1/52 to 5/1/52

## (E) Leaves With Pay

Name	Position	Change of Appointment
Miss Esther V. Bennett	Assistant Instructor Museum	Effective 8/15/52 to 8/28/52
Dr. James Benzinger	Associate Professor English	Effective Summer Session
Dr. Lowell R. Tucker	Associate Professor Agriculture	Effective 9/1/52 to 12/1/52

## (F) Sabbatical Leaves

Miss Emily Farnham	Assistant Professor Art	Effective 9/8/52 to 6/6/53
Miss Marjorie Shank	Associate Professor of Geography and Registrar	Effective 12/15/52 to 3/28/53 at half pay

## (G) Leaves of Absence Without Pay

Mrs. Mary Goss	Faculty Assistant Health Service	Effective 4/15/52
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## (H) Changes in Rank, Salary, and Appointment

Lloyd Thomas Carr	Graduate Assistant English	To Assistant Instructor (1/2 time) English Effect. 3/17/52 to 6/7/52
Charles Fred Flannell	Graduate Assistant Mathematics	To Graduate Assistant (1/4 time) Mathematics and Assistant Instructor (1/4 time) Mathematics Effect. 3/17/52 to 6/7/52
Mrs. Helen T. Goetz	Faculty Assistant Health Service	To Assistant Instructor Effective 4/28/52

## (I) Termination of Appointments

S/Sgt. Thomas S. Daugird	Assistant Instructor Air Science and Tactics	Effective 3/8/52
Mrs. Mae Fox	Assistant Instructor Practice Supervision	Effective Spring Term
T/Sgt. Wm. M. Golightly	Assistant Instructor Air Science and Tactics	Effective 4/3/52

## (J) Resignations

David E. Elder	Research Assistant Fisheries Management Research Project	Effective 3/31/52
Miss Ellen McCuollough	Faculty Assistant Duplicating Service	Effective 3/9/52

## (K) Death

Mr. John M. Pearce	Emeritus Professor of German	Died 4/13/52
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Mrs. Ruth G. Cook requested a list of the husbands and wives who are both working for the University, and the tenure status and promotions they have received in rank and salary.

The Administration was directed to prepare an analysis of the Vocational-Technical Institute, indicating the teaching performed and the amount of pay the individuals receive.

The Administration was asked to submit to the Board the recent survey made by Professor Bodine of the State University of Iowa, and Professor Brook of Cornell College, concerning the Zoology Department.

President Morris submitted a plan of salary adjustments for the teaching faculty, which reflected the increases authorized by the Board in their meeting of March 21, 1952. After discussion concerning the salary changes for the remainder of the fiscal year, George W. Mitchell moved that the total increase to the nine months academic personnel on continuing appointments should be limited to a 15% increase including all increases which have taken place since July 1, 1951. The increases as recommended by the President in his report would stand, provided none of them exceed the 15% allowed. The motion was unanimously passed.

Mr. Karraker stated that it might be well to create a new administrative position of Comptroller, who would be directly responsible to the Board. The Board determined to place this matter on the agenda for the next meeting.

The Board meeting was adjourned at 4:30 P.M.



## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 8:30 a. m. on Tuesday, May 27, 1952, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Guy W. Karraker, Chairman  
 Kenneth L. Davis, Secretary  
 Ruth G. Cook  
 George W. Mitchell  
 John Page Wham  
 Vernon L. Nickell, ex-officio  
 Alice DiGiovanna, Administrative Assistant

The following members were absent:

Frank L. Eversull, Vice-Chairman  
 Robert C. Lanphier, Jr.

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois University  
 Mr. William H. Lyons, Director, Information Service, Southern Illinois University

The Minutes of the meeting of the Board of Trustees, held on April 30, 1952, were approved as corrected.

President Morris reported on the student riot which occurred at the University on Wednesday evening, May 21, 1952. A group of University men students had appeared at Anthony Hall, the Delta Sigma Epsilon and the Sigma Sigma Sigma sorority houses. They were dispersed later in the evening after a sound truck had been obtained and the President had talked to them. The entire damage caused, he said, would be about \$200. A Board of Inquiry was set up to investigate and make recommendations concerning restitution.

President Morris stated that he felt the riot was merely part of the national mass hysteria which had been created by the press, in part. He further pointed out that there were no physical injuries inflicted during the riot. He explained, upon a question from Mr. Karraker, that preliminary precautions had been taken to prevent the raid.

Mrs. Ruth G. Cook's term as a member of the Southern Illinois Foundation Board was extended to June, 1955, upon motion of John Page Wham, which was unanimously passed.

The Board discussed the matter of the appointment of a Vice-President—Comptroller. Mr. Nickell inquired into the origination of the idea and the need for such a position. Mr. Karraker stated that the appointment followed a study made by Dean Klein, which had been incorporated in the present University Statutes. Upon question from Mr. Nickell, Mr. Karraker stated that there would be a partial split of authority on the business aspects of the University between the President and the Vice-President.

Kenneth L. Davis stated that he felt this partial split of authority was Mr. Mitchell's idea, and did not realize that the other members of the Board had agreed to this.

Mr. Karraker told of the meeting of the Special Board Committee to consider applicants for the position of Vice-President—Comptroller, held on May 21, 1952. The Committee had detailed the Vice-President's responsibility to the President and to the Board.

Mr. Wham pointed out that the proposed new position was not within the By-Laws, Statutes, and Regulations of the Board, and would require an amendment to the Statutes before any appointment could be made.

Mr. Karraker detailed the action of the Committee, in which they had unanimously agreed there should be a split of authority. The Committee had interviewed four men on Wednesday, May 21:

Dr. George Hand, President, Fairmont State College, Fairmont, West Virginia

Mr. Howard A. Hazelton, Business Manager, Chicago Professional Colleges, 1853 West Polk Street, Chicago 12, Illinois

Mr. William Kenneth Holl, Federal Communications Commission, Washington, D.C.

Mr. Robert C. Pulling, Director of Finance & Treasurer, University of Toledo, Toledo, Ohio

As a result of the meeting the Committee wished to recommend to the Board Dr. George Hand as Vice-President—Comptroller.

A question arose as to whether such position actually existed. Mr. Mitchell suggested that an amendment to the By-Laws, Statutes, and Regulations of the Board of Trustees be drafted, incorporating the necessary changes to establish the position. Mr. Mitchell then moved that a committee of the Board be appointed to submit to the Board a revision of Part III, Article III, of the By-Laws, Statutes, and Regulations, to the extent deemed necessary to create the position of Vice-President—Comptroller, and to define and delineate the duties of that officer. The motion was unanimously passed.

John Page Wham moved that this Board Committee be instructed to consult with the Faculty Procedures Committee and receive their recommendations with regard to the contemplated changes. This motion was unanimously passed.

The Chairman appointed the following members of the Board to serve on the committee to revise Part III, Article III, of the By-Laws, Statutes, and Regulations of the Board of Trustees:

George W. Mitchell, Chairman

Frank L. Eversull

John Page Wham

Guy W. Karraker, ex-officio

George W. Mitchell suggested that the matter of the employment of Dr. Hand be deferred until the Statutes had been revised.

Kenneth L. Davis moved that Dr. Hand be employed subject to a change in title as Executive Assistant to the President and Professor of Economics. The motion was unanimously passed.

John Page Wham presented a statement to the Board with regard to the University Air Travel Contract, and particularly in reply to George W. Mitchell's letter on this subject, which was read at the April 30th meeting of the Board. Mr. Wham stated that he was unable to agree with the conclusions reached in Mr. Mitchell's letter, and stated that the Board which had approved this contract was more concerned with the expedition which could be afforded by such a contract than the mere cost per mile. Mr. Wham explained some of the benefits of the contract and the basis upon which negotiations were conducted for the obtaining of the contract.

Mr. Mitchell stated that he was still of the same opinion, feeling that it was a hazardous undertaking. He further stated that he felt it might be possi-



ble to get the air travel cheaper by paying ferrying charges on planes coming from St. Louis. Mr. Mitchell suggested that the contract be renegotiated on a more equitable basis, reducing the cost per hour and the minimum use per month agreed upon.

Mr. Mitchell moved that the Business Manager of the University furnish each member of the Board with a statement showing the air service used by the University each month since July 1, 1951, to the present, and for each month thereafter, and the cost of the best alternative travel for the current month and subsequent months. The motion was unanimously passed.

John Page Wham moved that the University Air Travel Contract be referred to special legal counsel. The motion was unanimously passed.

Mr. Miles presented each member of the Board with realistic statements concerning the estimated annual income and expense for the new Women's Residence Hall and Anthony Hall, and a comparative annual occupancy statement showing income and expense for the new Residence Hall, Anthony Hall, and the University of Illinois Men's Halls.

President Morris stated that the application for a federal loan in the amount of \$1,100,000 to assist in the financing of the construction of the women's self-liquidating dormitory has been made to the Federal Housing and Home Finance Agency.

Mr. Miles presented each member of the Board with realistic profit and loss statement for the University Bookstore. This report was received for the record.

The members of the Board briefly discussed reports of surveys of the following academic departments at Southern Illinois University:

Business Administration-College of Vocations and Professions—Raymond W. Coleman, West Virginia University.

Department of Chemistry—C. A. Buehler, University of Tennessee.

Department of Physical Education—Carl A. Troester, Jr., National Education Assn., Washington, D.C.

Department of Physics—Emmett L. Hudspeth and C. P. Boner, University of Texas.

Department of Psychology—George A. Kelley, Ohio State University.

Department of Zoology—Frank Brooks, Cornell College and Joseph H. Bodine, State University of Iowa.

A copy of the complete reports is on file in the Office of the Board of Trustees.

Chairman Karraker stated that it was his feeling that there was no similarity in these reports and that since there are a great many things which are common to all of the departments, it would seem that the evaluations should follow some definite pattern with provision made for items that are peculiar to certain departments.

President Morris stated that these reports had been undertaken for the guidance of University administration, the ultimate objective of which was to find out how and where these departments needed strengthening or in what specific items they needed strengthening.

Dr. Tenney stated that each of the reports has grown out of a different question or questions which the University needed answered and reviewed.

Chairman Karraker stated that at the last meeting of the Board he had been delegated to interview Mr. C. E. Feirich concerning the employment of Mr. Feirich as Legal Counsel for the Board of Trustees. Mr. Karraker read a letter from Mr. Feirich, in which Mr. Feirich said he would be willing to serve as Counsel for the Board.

George W. Mitchell moved that Mr. C. E. Feirich be employed as Special Legal Counsel for the Board of Trustees to whom matters may be referred as the Board deems necessary. The motion was unanimously passed.

The employment of Mr. C. E. Feirich as Special Legal Counsel for the



Board of Trustees is no reflection on Mr. John S. Rendleman, Acting Legal Counsel for Southern Illinois University. The position for which Mr. Feirich has been employed represents the creation of a new and different position to handle a different type of work.

### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

#### Extension of Agreement With U.S. Atomic Energy Commission

The Board approved an extension of an experimental agreement between the University and the U.S. Atomic Energy Commission for research to be done in the ensuing year.

#### Report of The Deputy Fire Marshal

The Board received a report of the Deputy Fire Marshal, wherein he recommended:

1. That a minimum 150,000 gallon water storage tank be erected on the campus.
2. That a central fire alarm system be installed in all buildings.
3. That a fire house be built.

The Deputy Fire Marshal stated that the cleanliness and upkeep of the institution was to be commended. At the request of George W. Mitchell, President Morris stated that he would ask Mr. Miles and Mr. Howe to submit to the Board their reactions to the Deputy Fire Marshals report.

#### Contracts and Orders Awarded During the Month of April, 1952, Amounting to \$1,000.00 or Over

The Board approved contracts and orders awarded during the month of April, 1952, amounting to \$1,000.00 or over, as follows:

##### A. Chargeable Against Operating Funds

Pur. Order or Contr. No.	Date Approved	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>				
No. 3331	3/21/52	National Heat. & Stoker Co. 904 Linden, Carbondale, Ill.	1,325.00	Ventilating Hoods
No. 3406	3/21/52	Selmier-Peerless Laundry 302 S. Washington Street Carbondale, Ill.	1,386.00	Laundry Service
No. 3437	3/21/52	New Era Dairy 220 S. Washington Ave. Carbondale, Ill.	7,024.50	Dairy Products
No. 3532	3/21/52	Todd's Laundromat 601 Walnut Street Murphysboro, Ill.	1,500.00	Laundry Service
No. 3540	3/21/52	Vogler Motor Co., Inc. 301 North Illinois Avenue Carbondale, Ill.	1,527.50	Stake Truck
No. 3548	3/21/52	Swafford Lbr. & Mfg. Co. 311 North 13th Street Murphysboro, Ill.	3,162.39	Lumber

##### B. Chargeable Against Capital Funds

<b>Contracts</b>				
A. & E. 677	Approved Executive Committee	Robinson Electric Co. 915½ Broadway Mt. Vernon, Ill.	\$2,938.07	Electrical Work (Extra)
A. & E. 66491	Approved Executive Committee	J. C. Williams and Sons 942 West Main Street Carbondale, Ill.	2,390.84	Exterior Stairway (Extra)

Mr. Mitchell stated that he would like to see the Board adopt a policy of this sort; that approval of changes in contracts for credits should be sufficient to offset the additions and that this practice should be more or less automatic and left to the discretion of the operating officers; but where new funds are being committed over and above previous approved totals, the matters should be submitted in advance to the Board.

**Contracts and Purchase Orders Awarded During the Month of April,  
1952, Amounting to Less Than \$1,000**

A report was received by the Board, listing contracts and purchase orders awarded during the month of April, 1952, amounting to less than \$1,000.00, totaling \$34,908.52 chargeable against Operating Funds, and \$1,471.48 chargeable against Capital Funds. Kenneth L. Davis moved the approval of the listed contracts and purchase orders, and the motion was unanimously passed.

**Purchases and Contracts Recommended**

Authorization for the following requisitions for purchases or contracts was given by the Board:

Requisition

Number	Department	Purpose	Amount
2970	Library	Library Shelving	\$2,167.20
3185	Power Plant and Utilities	Centrifugal Pump	2,200.00
3220	Bookstore	Books	1,000.00
3523	Food Services	Dairy Products	3,309.00
3385	Physical Plant Operation	Folding Tables	1,560.00
3386	Rehabilitation or Reconstruction of Various Buildings	Power Lines	13,452.96

President Morris presented each member of the Board with statements concerning a summary of all expenses, incurred and projected, for the President's house including the group service kitchen and grounds development. He called attention to an exhibit in the report which lists the proposed furnishings for the President's house. This includes the three requisitions that were tabled at the last meeting of the Board and gives alternates.

George W. Mitchell moved that action on the proposed furnishings for the President's house be deferred until the next meeting of the Board. The motion was unanimously passed.

**Changes in Faculty-Administrative Pay Roll**

The following changes in Faculty-Administrative Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
(A) Continuing Appointments			
Dr. Guy Winston Trump	Professor of Business Administration a month	\$720.00	Continuing
(B) Term Appointments			
Baker Brownell	Acting Director of Area Services and Visiting Professor of Philosophy	\$1,000.00 a month	6/30/52 to 7/12/52 and 8/4/52 to 8/27/52
Mrs. Irene Neal Hosner	Lecturer (part time) Vocational-Technical Institute	\$ 54.00 (tot. sal.)	5/1/52 to 6/1/52
Carlyle G. Ott	Assistant Instructor (one-third time) Industrial Education	\$110.00 a month	4/28/52 to 6/7/52
Mrs. Audrey K. Runge	Lecturer (part time) Vocational-Technical Institute	\$ 54.00 (tot. sal.)	5/1/52 to 6/1/52

Miss Illa Marie Williams	Lecturer (part time) Vocational-Technical Institute	\$135.00 (tot. sal.)	5/1/52 to 6/1/52
(C) Summer Session Appointments			
Mrs. Ruth Adams	Assistant Professor Home Economics	\$500.00 a month	6/11/52 to 6/21/52
Dr. Robert T. Harris	Lecturer in Philosophy	\$520.00 a month	6/16/52 to 8/9/52
Patrick C. Meierotto	Instructor in Music	\$400.00 a month	6/16/52 to 8/9/52
Harry F. Reinert, Jr.	Research Assistant Philosophy	\$300.00 a month	6/16/52 to 7/12/52
Warren Seibert	Assistant Instructor Student Affairs	\$330.00 a month	6/16/52 to 8/23/52
(D) Reappointments			
Mis Imogene Beckemeyer	Assistant Instructor Mathematics	\$325.00 a month	9/8/52 to 6/6/53
Wesley G. Bovinet	Lecturer (part time) Vocational-Technical Institute	\$ 74.00 (tot. sal.)	5/1/52 to 6/1/52
Miss Alma L. Bremerman	Lecturer (part time) Vocational-Technical Institute	\$ 67.50 (tot. sal.)	5/1/52 to 6/1/52
George C. Camp	Assistant Professor English	\$560.00 a month	Effective 6/16/52
Mrs. Dorothy Dare	Lecturer (part time) Vocational-Technical Institute	\$ 3.75 (tot. sal.)	5/1/52 to 6/1/52
Jules Ramon DuBar	Instructor in Geography and Geology	\$440.00 a month	9/8/52 to 6/6/53
Ogie Earl Ellis	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
Mrs. Edith L. Farris	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
Mis Mildred Fishback	Lecturer (part time) Vocational-Technical Institute	\$ 30.00 (tot. sal.)	5/2/52 to 6/1/52
Mis Mildred Fishback	Assistant Instructor University School	\$240.00 a month	5/1/52 only (Substitute)
Mrs. Elizabeth Glathart	Assistant Instructor University School	\$240.00 a month	4/16/52 to 4/26/52 and 5/5/52 to 5/10/52
David W. Greenlee	Lecturer (part time) Vocational-Technical Institute	\$ 22.50 (tot. sal.)	5/1/52 to 6/1/52
Hubert Charles Griffith	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
William Wayne Kelly	Lecturer (part time) Vocational-Technical Institute	\$ 32.00 (tot. sal.)	5/1/52 to 6/1/52
Morton Roy Kenner	Instructor Mathematics	\$420.00 a month	9/8/52 to 6/6/53



David T. Kenney	Instructor Government	\$500.00 a month	9/8/52 to 6/6/53
Miss Dorlis Krug	Lecturer (part time) Vocational-Technical Institute	\$110.00 (tot. sal.)	5/1/52 to 6/1/52
William M. May	Lecturer (part time) Vocational-Technical Institute	\$128.00 (tot. sal.)	5/1/52 to 6/1/52
Mrs. Kathryn Meyer	Lecturer (part time) Vocational-Technical Institute	\$ 33.75 (tot. sal.)	5/1/52 to 6/1/52
Mrs. Betty Lou Mitchell	Instructor in English	\$380.00 a month	Effective 6/16/52
Craig G. Purdy	Lecturer (part time) Vocational-Technical Institute	\$ 30.00 (tot. sal.)	5/1/52 to 6/1/52
Howard E. Rawlinson	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
Mrs. Inez M. Samford	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
Loren W. Slentz	Instructor in Chemistry	\$440.00 a month	9/8/52 to 6/6/53
Ernest W. Sorgen	Lecturer (part time) Vocational-Technical Institute	\$100.00 (tot. sal.)	5/1/52 to 6/1/52
Walter Troutman	Lecturer (part time) Vocational-Technical Institute	\$288.00 (tot. sal.)	5/1/52 to 6/1/52
Frank Eugene Vaughn	Lecturer (part time) Vocational-Technical Institute	\$ 82.50 (tot. sal.)	5/1/52 to 6/1/52
Charles Edward Wagner	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
James F. Yates	Lecturer (part time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	5/1/52 to 6/1/52
(E) Substitute Teacher			
Mrs. Elizabeth Taylor	Assistant Instructor University School	\$ 12.00 a day	Substitute as needed
(F) Additional Title and Assignment			
Name	Position	Change of Appointment	
William J. Tudor	Professor of Sociology	To Associate Director of Area Services	
(G) Sick Leave			
Miss Frances Barbour	Associate Professor English	Effective 3/17/52	
(H) Leaves Without Pay			
Miss Gladys Babcock	Assistant Professor Home Economics	Effective 3/16/53 to 6/6/53	
John F. Hosner	Instructor in Agriculture	Effective 9/16/52 to 7/1/53	
Mis Alice M. Towse	Research Assistant Office of the Dean College of Vocations and Professions	Effective 6/5/52 to 6/11/52	

## (I) Sabbatical Leaves

Dr. Frank L. Klingberg	Professor of Government	Effective 3/16/53 to 7/18/53—Full Pay
Dr. Willis G. Swartz	Dean of the Graduate School	Effective 2/1/53 to 8/1/53—Full Pay
Dr. William H. Harlan	Associate Professor Sociology	Effective 9/8/52 to 6/6/53—Half Pay

## (J) Outside Employment

Name	Position	Nature of Outside Employment
Elbert Fulkerson	Assistant Professor and Secretary of the Faculty	Treasurer Southern Division Illinois Education Association
Dr. W. C. McDaniel	Professor, Chairman Dept. of Mathematics	Treasurer Jackson County Teachers Credit Union
Dr. William J. Tudor	Professor of Sociology	Consultant to Illinois Agricultural Association

## (K) Cancellation of Request for Leave

Name	Position	Change of Appointment
Miss Esther Bennett	Assistant Instructor Museum	Effective 8/15/52 to 8/28/52

## (L) Retirement

Professor John W. Scott	Chairman of Department Business Administration	Effective 9/1/52
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## (M) Resignations

Dr. William Orton, Jr.	Assistant Professor of Mathematics	Effective 9/8/52
Mrs. June C. Brown	Faculty Assistant Office of the Dean College of Vocations and Professions	Effective 5/31/52

As 1/2 time Graduate Assistants at monthly salaries of \$110.00 for the period from June 16, 1952, to August 9, 1952:

Walter R. Bridges	Lee Thomas Lemon	Marilee J. Strang
Olin Ingham	Richard L. Newby	Joyce Helene Taborn
William L. Johnson	Marilyn M. Quinn	William E. Vandament
Billy L. Keeling	Stanley B. Quinn	John Gilbert Weise

As 1/2 time Graduate Assistants at monthly salaries of \$110.00 for the period from September 8, 1952, to June 6, 1953:

John R. Andrisek	William L. Johnson	Stanley B. Quinn
Erwin Brinkmann	Jack R. Jungers	Richard G. Robinson
John W. Hardy	Billy L. Keeling	Jeanette L. Smalley
Joseph M. Harris	Richard L. Newby	Amaline Turni
Olin Ingham	Michael Pasko	William E. Vandament
	Marilyn M. Quinn	

## Educational Survey Agreements

The Board considered Educational Survey Agreements to be entered into by the University and the Board of Education of the Murphysboro, Illinois, Elementary School District No. 106, Jackson County, Illinois, and approved the following resolution:

Whereas, the Board of Trustees of Southern Illinois University desires to assist in the improvement of the public school of Illinois, and;

Whereas, the Board feels that this can be accomplished in part by allowing and encouraging the College of Education to make comprehensive contractual educational surveys of various school systems as the school systems may so desire, and;

Whereas, the Murphysboro Elementary School District No. 106, Jackson County, Illinois, wishes to enter into an agreement, a copy of which is attached hereto, for a comprehensive contractual educational survey of its school system, and;

Whereas, the Board of Trustees of Southern Illinois University feels that it is to the best advantage of public school education and to the best interests of Southern Illinois University for such agreements to be entered into;

Now Therefore Be It Resolved, by the Board of Trustees of Southern Illinois University that such agreement be entered into for and in behalf of the Board by the President of the University, and that such further agreements for such surveys, as may from time to time present themselves, may be entered into by the President of the University for and in behalf of the Board of Trustees.

Mr. Karraker then presented to the Board a copy of a letter which he had received from George W. Mitchell, regarding budgetary plans for the University for the year 1952-53. Mr. Mitchell had suggested that a Board Committee be appointed to review the budget prior to the time it was presented to the Board, to expedite consideration of the budget, and to save time for the Board. He stated that there were two basic facts which must be determined at an early date: (1) the projected enrollment for the year by classes and by colleges, for on-campus and off-campus students, and (2) the scale of compensation for academic and non-academic personnel.

Mr. Mitchell suggested the following ranges for the academic grades:

Professor	\$6,000—10,500
Associate Professor	5,000— 8,500
Assistant Professor	4,000— 6,500
Instructor	3,500— 5,500

Mr. Mitchell also suggested that in recruiting new staff the Administration would recruit at the bottom of each range.

President Morris stated that Mr. Mitchell's letter contained some excellent suggestions and items for consideration. He went on to say that it was his suggestion that the faculty committees on salaries should be consulted concerning this matter.

Mr. Mitchell stated that the purpose of writing this letter was to get the matter before the Board and the faculty in a concrete form so that some action might be taken soon.

It was the consensus of the members of the Board that the faculty salary committees should submit a written statement to the Board as to their reaction to the suggestions contained in Mr. Mitchell's letter.

The Board meeting was adjourned at 3:00 P.M.



## PROCEEDINGS AND MINUTES

An abstraction of the Minutes of the Meeting of the Board of Trustees of Southern Illinois University which convened at 9:00 a. m. on Tuesday, June 24, 1952, in the Offices of the Board, 1301 South Thompson Street, Carbondale, Illinois.

The following members were present:

Guy W. Karraker, Chairman  
 Frank L. Eversull, Vice-Chairman  
 Kenneth L. Davis, Secretary  
 Ruth G. Cook  
 Robert C. Lanphier, Jr.  
 John Page Wham  
 Vernon L. Nickell, ex-officio  
 Alice DiGiovanna, Administrative Assistant

The following member was absent:

George W. Mitchell

Also present were:

Dr. Delyte W. Morris, President, Southern Illinois University  
 Dr. Charles D. Tenney, Administrative Assistant to the President,  
 Southern Illinois University  
 Dr. George H. Hand, Executive Assistant to the President and  
 Professor of Economics, Southern Illinois University  
 Mr. Edward V. Miles, Jr., Business Manager, Southern Illinois  
 University  
 Mr. John S. Rendleman, Acting Legal Counsel, Southern Illinois  
 University  
 Mr. William H. Lyons, Director, Information Service, Southern  
 Illinois University  
 Mr. Donald E. Dickason, Director, University Civil Service System  
 of Illinois  
 Mr. William A. Dougherty, Editor, Carbondale Free Press

The Minutes of the meeting of the Board, held on May 27, 1952 were approved, as amended.

Mr. Karraker stated that Mr. Mitchell, Chairman of the Committee on the Revision of By-Laws, Statutes, and Regulations of the Board of Trustees, had called him saying that there was considerable overlapping in Part III of the Statutes, and that in his opinion the entire part would need to be revised. He said that it was his intention to redraft this section and submit it to the other members of the Committee for their consideration before a meeting is called of the Committee.

Mr. Wham stated that Mr. Mitchell was entirely right in this matter, and that the Committee should have something to work from before they are called into session.

The Chairman called attention to a letter from Dr. Eversull concerning the Department Inspection and Evaluation Reports.

Dr. Eversull's letter stated that he had examined certain reports of the academic departments of the University submitted to the Board of Trustees by the President, and was reviewing these reports as a professional educator.

1. Report of Dr. Raymond W. Coleman—Suggestion of Programs by which Southern Illinois University can serve Regional, Business, and Industrial

Organizations. Dr. Eversull reported this statement to be "a simple statement of practical beginnings of an extension program designed to meet the felt needs of the constituency of the University." It was felt the suggested programs merely follow the traditional patterns used by many colleges.

Dr. Eversull felt that the report lacked vision and plan and was merely a chart of commonplace activities which should have been part of the college program from its inception.

2. Dr. C. A. Buehler—Program for Master's Degree Candidates in Chemistry. Dr. Eversull pointed out that in such a report as this, one must be careful that the writer has not translated the program of his own school into a suggested program for the school seeking advice. The recipient of such advice must use his own judgment and discretion in the matter of following the advice.

3. Mr. Carl A. Troester, Jr.—Report on the Physical Education Department. Dr. Eversull stated: "The report leaves much to be desired. It is merely the statement of opinion given by an expert. Nothing is done to clarify the prevailing philosophy of such a department. The solution to the problems is indicated through personnel and administrative procedures. These may be anathema to the existing staff."

4. Emmet L. Hudspeth and C. P. Boner—Evaluation of the Physics Department. Dr. Eversull felt that this was an excellent report and had the following general comments to make: "Seminars and departmental conferences are extremely valuable. However, with the burden already placed on the University in the form of extension work and community activities, such programs may place extraordinary burdens on the staff."

When new buildings are planned, or old buildings reconditioned, the departments which will be affected by such changes should be intimately consulted with regard to the details of the work.

5. George A. Kelly—The Place of Psychology in Southern Illinois University. Dr. Eversull felt that this was a thoroughly satisfying report and met "all the canons of a good survey."

6. Dr. Frank Brooks and Dr. Joseph H. Bodine—Report on Zoology Department. Dr. Eversull felt that this report lacked objectivity and scholarly approach.

In the course of the letter Dr. Eversull made some statements with regard to research in a University:

Research involves more than time and capacity to do sustained work. It calls for experimental apparatus, released time from the routine of daily teaching and administration work. It implies a contribution to human knowledge. With these elements in mind, it should be most obvious that one of the primary functions of the university is to prepare individuals to do significant research. A most important corollary to this assumption is that time and finances should be made available to those who have demonstrated capacity to do the work and who have competency within the narrow fields of their problem.

The second aspect of this problem that needs closer attention is the method used by the University to report research and to see that it is given adequate circulation to make its findings readily and easily available to other scholars in the field. A great University needs to study its responsibility to the world community of scholars to get research into circulation.

The third phase of the problem that deserves attention is the responsibility of the administrative officers of a great university to see that their own research abilities are not swallowed up in the massive details of administration. Their leadership in research should be exemplary if they expect their colleagues to do their best. It is a function of all administrative officers to blaze the trails in performance that others may have vision to lead them away from academic sterility. This is not accomplished by talk on the importance of research. Performance alone counts.

The Chairman asked if there were any comments from the members of the Board or the Administration concerning the letter.

Dr. Morris said that the attitude of the Administration toward surveys and consultations has been not the seeking of instructions from outside specialists as to what to do, but the seeking of advice, suggestions, and above all, stimulation to the faculty in an area which is separated geographically from other educational institutions and in which we do not have a collection of scientific and advanced educational background of training in the population generally.

Dr. Tenney said that the development of research here has been slow and disheartening and that he was at a loss to know how to speed it up. He stated that there are some first-rate research people in the University and some excellent young people of promise. We do have faculty members who are not interested in research, he stated, and they should not be penalized but recognized on their other abilities. I am of the opinion, he said, that in time the research program will develop satisfactorily. If the Board will stay with us, he stated, in this early phase of this research problem and give us time and not ask for too immediate results, I am confident a good research program will be forthcoming.

After discussion it was the consensus of the members of the Board that Dr. Eversull's entire letter should be given to the Deans and the Chairmen of the Departments concerned.

The Board considered the following statement submitted by the Sub-Committee of the University Faculty Council concerning the Model Policy Relative to Discriminations in Higher Education:

The sub-committee of the Faculty Council has examined and studied the Model Policy Relative to Discriminations in Higher Education proposed by the Illinois Committee on Discriminations in Higher Education. The sub-committee believes that Southern Illinois University already complies with most of the proposals in the Model Policy. The sub-committee recommends that the Faculty Council endorse the Model Policy in principle but insists that the problem definitely is a local one, and that it can be handled best by Southern Illinois University. The sub-committee further recommends that a copy of this statement be sent to the Board of Trustees of Southern Illinois University.

Amos Black  
Elizabeth O. Stone  
K. A. Van Lente, Chairman

Ruth G. Cook stated that she endorsed completely the faculty statement in regard to this Model Policy, stating that by all means it should be kept a local problem.

Frank L. Eversull moved the adoption of the faculty statement concerning the Model Policy Relative to Discriminations in Higher Education; that is, the endorsement of the Model Policy in principle with the insistence that the problem be kept local. The motion was unanimously passed.

Mr. Karraker stated that the Board should consider the matter of Mrs. Alice DiGiovanna's resignation.

Frank L. Eversull moved that Mrs. Alice DiGiovanna's resignation as Administrative Assistant to the Board of Trustees be accepted with regret at the time that she wishes to leave and that the Chairman of the Board appoint a committee of three to consider a replacement. The motion was unanimously passed.

The Chairman appointed the following committee to consider the appointment of a replacement for Mrs. DiGiovanna:

Frank L. Eversull, Chairman  
Kenneth L. Davis  
Guy W. Karraker



### MATTERS PRESENTED BY PRESIDENT MORRIS

The Board considered the following matters presented by the President of the University:

#### Report On Academic Advisement Program

The Statutes of the University provide (Part III, Article V, Section 6, D, 1, a.,) that the dean of each college shall advise and approve courses of study for students personally or by delegation to responsible persons.

In each of the colleges of the University, the academic dean is building up a small staff of advisors directly responsible to him. Furthermore, an informal council of chief advisors is being organized solely for the purpose of exchanging ideas and seeing to it that a certain uniformity of procedure is developed for the advisement program of the University at large. It is thought that by fixing responsibility in this way, by making it possible for the advisors to work steadily throughout the year rather than just on registration day, and by giving them an opportunity to acquire experience both in advisement and in the details of the University curriculum, a greatly improved program of academic advisement can be installed, beginning next fall.

The student deans will still have the responsibility for vocational testing and advisement and for the assignment of students to the colleges or other major educational divisions of the University.

In discussing the report on the Academic Advisement Program, Dr. Tenney stated that the three chief advisors who are the Deans' agents will have from three to six faculty helpers each. The teaching load of the three chief advisors will be reduced by one-half, and others will receive credit on their work-loads, but no new staff members will be added.

Dr. Eversull stated that in his opinion this was a very worthwhile program and that it was a move in a good direction which would ultimately produce more and better teachers.

#### Employee Benefit Policy

The following Employee Benefit Policy was adopted by the Board upon recommendation of the University Civil Service Merit Board and Mr. D. E. Dickason, Director of the University Civil Service System of Illinois. The policy relates to the University's Civil Service Employees.

##### I. LEGAL HOLIDAYS

A. Offices, laboratories, and shops will be closed and all employees in the System excused, except in emergency and for necessary operation, on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

1. Employees in prevailing rate groups will be compensated in accordance with local prevailing practice
  - a. If in any prevailing rate classification holidays in addition to those listed above are recognized in local prevailing practice, these holidays shall be recognized in relation to employees in these classifications in accordance with the condition herein provided.
2. Permanent and continuous employees not in prevailing rate groups will be excused with full pay.

B. In the event that work is required

1. Employees in prevailing rate groups will be compensated in accordance with prevailing practice.
2. Other employees, except those in administrative classifications as approved by the Merit Board, will be compensated by time and one half payable in cash, in addition to regular compensation.

3. Administrative employees in classifications approved by the Merit Board shall receive no additional compensation.

## II. WORK WEEK

### A. Employees other than administrative

1. All employees other than those in administrative classifications as approved by the Merit Board shall have a basic work week of 40 hours, except as stipulated in agreements, or in local prevailing practice, or general community patterns.
  - a. Determination of the daily and weekly schedule within which these hours are to be worked is to be considered as subject to agreement between the individual institutions and their employees.

### B. In administrative classifications, it is understood that work will be performed as required by the position, but that insofar as possible the basic work week shall be 40 hours.

1. Individual institutions may determine with the approval of the Merit Board the level at which the employee becomes an effective part of management and therefore at what level his classification becomes administrative for the purpose of this paragraph.

### C. Except in operations where services are regularly required seven days a week, work performed on Sunday is overtime, to be compensated in cash at the overtime rate of time and one half, or as stipulated in agreements.

## III. OVERTIME PAY

### A. All time in excess of the units of hours constituting the work day or the work week is overtime and will be compensated as follows:

1. For employees in prevailing rate groups, overtime will be compensated at time and one half, unless under local prevailing practice a higher rate is paid in which case the local prevailing practice will be followed.
2. For employees other than administrative not in prevailing rate groups, overtime will be compensated at time and one half in cash.
3. For employees in administrative groups for whom no fixed and rigid daily or weekly schedule is provided and the discharge of whose duties normally requires a certain amount of flexibility in such schedule, additional cash payment may be authorized at straight time for overtime required and worked in amounts excessive beyond normal expectation of the work schedule of the position.

### B. Paid time in which work is not performed shall count as working time toward the accumulation of overtime in any work week.

### C. By mutual agreement between a department and an employee, with the approval of the Director, the employee may work overtime with equivalent time off at straight time (in lieu of cash payment), such time off to be taken at some mutually agreeable time:

1. Provided that this does not conflict with local prevailing practice.

## IV. DISABILITY LEAVE WITH FULL PAY

- ### A. Each employee shall accumulate disability leave with full pay at the rate of one working day for each month of service until total accumulation is 45 working days. Amount of leave accumulated at the time when any disability begins shall be available in full and additional leave shall continue to be earned while an employee is using that already accumulated. After an employee has accumulated a total of 45 working days his rate of accumulation shall be reduced to one work day for each two months of service. There shall be no limit in the amount which may be accumulated at this rate thereafter. If use of available leave thereafter reduces the total to less than 45 days, the accumulation will again be at the rate of 1 day per month until a new total of 45 days is reached.

- B. Disability leave may be used when it is necessary for an employee to be absent from work because of illness in his immediate household or family.
- C. 1. Employees of the University of Illinois shall have transferred to their credit such cumulative disability leave as may have been credited to them as of the effective date of the policy here set forth.
2. Other employees of the System shall be credited as of the effective date of this policy, with the number of work days which equals the number of days in the employee's present work week times the number of years of his service to a maximum of ten times the number of work days in his present work week.

#### V. VACATIONS WITH FULL PAY

- A. For all employees in their first year of service
1. No vacation shall be available for employees with less than six months of service, but at the end of six months of employment, one half of the first year's vacation as listed in B-1 and 2 shall be considered as earned and available, and the fractional amount of the first year's vacation shall be available thereafter in proportion to the fraction of the year worked.
- B. For all employees in their second and succeeding years of service
1. For all employees having an established basic work week with additional compensation for overtime beyond that work week:
- a. For those employees with less than ten years of service, vacation shall be two work weeks in each year of service.
- b. For those employees with ten or more years of service, vacation shall be three work weeks in each year of service.
2. For all employees in administrative and professional classifications of upper level responsibility as approved by the Merit Board, for whom no fixed or rigid daily and weekly schedule is provided, and the discharge of whose duties usually requires a certain amount of flexibility in such schedule, and for whom no provision is made for the payment of overtime worked except when such overtime is in an excessive amount, one month in each year of service.

#### Report on Pilot Plant for Wood Processing

Dr. Morris reported a letter received from Mr. Richard D. Lane, Forester in charge of the Carbondale United States Forest Research Station, which stated that an appropriation of \$50,000 had been approved by the Senate, for a joint wood-working plant by the Forestry Service and the University. Dr. Morris stated that the local branch of the United States Forestry Service would soon locate their offices on the campus.

#### Contracts and Orders Awarded During the Month of May, 1952, Amounting to \$1,000.00 or Over

The following contracts and orders were approved by the Board:

##### A. Chargeable Against Operating Funds

Pur. Order or Contr. No.	Date Approved	Vendor or Contractor	Amount	Purpose
<b>University Purchase Orders</b>				
No. 3968	4/30/52	American District Steam Company, Inc. North Tonawanda,, N. Y.	\$1,726.15	Steam Line Parts

##### B. Chargeable Against Capital Funds

<b>University Purchase Orders</b>				
Pur. Order or Contr. No.	Date Approved	Vendor or Contractor	Amount	Purpose
No. 3972	4/30/52	Murphysboro Lumber Co. Murphysboro, Ill.	\$2,697.20	Lumber



**Contracts**

Univ. 4389	5/27/52	Central Illinois Public Service Company Carbondale, Ill.	13,452.96	Electric Distribution Line
Univ. 4370	Approved Executive Committee	Triangle Construction Company Carbondale, Ill.	1,450.00	Sewer Work (Extra)
Univ. 4388	Approved Executive Committee	Perkins & Will 309 W. Jackson Blvd. Chicago, Ill.	69,300.00	Architectural & Engineering Services
A. & E. 671	Approved Executive Committee	Mayfair Construction Co. Company 5660 N. Kedzie Ave. Chicago 45, Ill.	6,188.61	Outside Utilities (Extra)
A. & E. 66542	Approved Executive Committee	Triangle Construction Company Carbondale, Ill.	2,167.67	Site Work (Extra)

**Policy Arrangement**

The following understandings with Local Union No. 8, International Union of Operating Engineers, and Local No. 227 of the International Hod Carriers' Building and Common Laborers' Union of America, were agreed to by the Board upon motion of Robert C. Lanphier, seconded by Frank L. Eversull, passed by a unanimous vote.

**ARTICLE 1**

The Board recognized the Union as the sole collective-bargaining agent for nonacademic employees who are performing work under the following classifications:

**Stationary Fireman—Stationary Fireman Helper**

Specifications of and duties prescribed for these classifications shall be those set forth in the Class Specifications and Compensation Plan of the University Civil Service System of Illinois, dated January 1, 1952, or as amended.

**ARTICLE II**

Six (6) holidays shall be recognized in each calendar year. These holidays shall be: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Employees covered herein shall be excused from work with full pay; provided, however, should work be required, then the employees covered herein who shall be required to work shall be compensated at time and one-half, payable in cash, in addition to their regular compensation.

**ARTICLE III**

Forty (40) hours shall constitute a week's work. All employees required to work over forty (40) hours in any one week shall be compensated at time and one-half in cash. Provided, that should the employee desire and the Supervisor of non-academic personnel approve, the employee may work overtime with equivalent time off at straight time (in lieu of cash payment), such time to be taken off at some mutually agreeable time.

**ARTICLE IV**

Employees shall be allowed two (2) hours in which to vote in a general election, providing the employee requests such absence on the day before the date of the election.

**ARTICLE V**

Each employee shall accumulate disability leave with full pay at the rate of one working day for each month of service until total accumulation is forty-five (45) working days. The amount of leave accumulated at the time when any disability begins shall be available in full and additional leave shall continue to be earned while an employee is using that already accumulated. After

an employee has accumulated a total of forty-five (45) working days his rate of accumulation shall be reduced to one work day for each two months' service. There shall be no limit in the amount which may be accumulated at this rate thereafter. If use of available leave thereafter reduces the total to less than forty-five (45) days, the accumulation will again be at the rate of one (1) day per month until a new total of forty-five (45) days is reached.

Disability leave may be used when it is necessary for an employee to be absent from work because of illness in his immediate household or family.

#### ARTICLE VI

In case of grievance or misunderstanding between the officers of Southern Illinois University and the men employed under this contract the following procedure will be used:

Faculty Statutes of Southern Illinois University, Article I, Section 3E. "If any member of the University staff feels that he is unjustly or unfairly treated, he is privileged to file formal complaint with the President of the University, who shall refer it promptly to the appropriate officer in the usual administrative channels for hearing and adjudication, personally or by committee appointed for the purpose by the administrative officer to whom the case is referred. The decision or recommendation for dealing with the case shall be filed with the President of the University. If the staff member concerned is not content with the decision thus reached, he is privileged to request the President to hear the case and to render decision. If the staff member is still dissatisfied, he may appeal in writing from the decision of the President to the Board of Trustees, and the President shall present the appeal to the Board at its next regular meeting. The Board shall then determine whether it shall hear the case or refuse to take action upon it."

If the Board refuses to hear the grievance or misunderstanding, or should determine the matter unsatisfactorily to the employee, then the matter shall be referred to an arbitration committee consisting of three (3) members; one to be selected by the Board, one to be selected by the employee, and a third to be selected by these two.

#### ARTICLE VII

The wage scales for the various classifications shall be as follows:

CLASSIFICATION	MONTH
Stationary Fireman	\$300
Stationary Fireman Helper	250

#### ARTICLE VIII

Permanent and continuous employees shall receive two work weeks vacation with pay in each year of service.

#### ARTICLE IX

In consideration of the foregoing, well and duly executed, the party of the second part agrees:

That all employees under the terms of this agreement shall perform their duties in a faithful and workmanlike manner. They will start the machinery and equipment in their charge at the proper time required by the official of the Board and keep their respective plants and equipment in proper working order.

#### ARTICLE X

All employees covered herein shall have an annual two weeks vacation with pay in each year of service.

For those employees with ten (10) or more years of service to Southern Illinois University, a three weeks vacation shall be allowed in each year of service.

#### ARTICLE XI

This agreement shall remain in full force and effect until the day of . . . . , 19 . . . . , and to continue from year to year thereafter until superseded by a new agreement. It is understood that the agreement may be reopened for consideration of changes once each year. The reopening period shall be at least sixty (60) days prior to the expiration date of this agreement.

## STIPULATION FOR LABOR EMPLOYEES

This Stipulation, made and entered into by and between SOUTHERN ILLINOIS UNIVERSITY of Carbondale, Illinois, Party of the First Part, hereinafter referred to as the "Employer," and Local No. 227 of the International Hod Carriers', Building and Common Laborers' Union of America, hereinafter referred to as the "Union."

The following paragraphs are intended to state the policy under which the above-mentioned Parties shall hereinafter operate.

### 1.

The Board recognizes the Union as the sole collective bargaining agent for non-academic employees who are performing work under the following classifications:

#### MAINTENANCE WORKER

Specifications of and duties prescribed for these classifications shall be those set forth in the Class Specifications and Compensation Plan of the University Civil Service System of Illinois, dated January 1, 1952, or as amended.

It is agreed that these Maintenance Workers shall perform new construction which may be required in maintaining the University up to fifty per cent (50%) of the payroll of permanent laborers in any one month.

### 2.

It is further understood and agreed that all employees covered by this agreement shall receive the wage of two hundred and fifty dollars (\$250.00) per month.

### 3.

It is agreed that the following classifications of work, pertaining to the building construction work phase of this agreement only, shall be covered by this agreement:

**TENDERS**—tending masons, plasterers, carpenters and other building construction craftsmen; mixing, handling and conveying of all material used by masons, plasterers, carpenters and other building construction crafts whether done by hand or by any other process; drying of plastering when done by salamander heat and the cleaning and clearing of all debris.

**SCAFFOLDING**—building of scaffolding and staging for masons and plasterers.

**EXCAVATIONS AND FOUNDATIONS**—excavation for buildings and all other construction in building construction; digging of trenches, piers, foundations and holes; digging, lagging, sheeting, cribbing, bracing, and propping of foundations, holes, caissons, cofferdams, dams, and dikes on building construction sites.

**CONCRETE**—concrete for walls, foundations, floors or for any other building construction; mixing, handling, conveying, pouring; manning and servicing of vibrators; gunniting and otherwise applying concrete whether done by hand or by any other process; wrecking, stripping, dismantling, and handling concrete forms and false work; and building of centers for fire-proofing purposes.

**STREETS, WAYS AND BRIDGES ON BUILDING CONSTRUCTION SITES**—work in the excavation, preparation, concreting, asphalt and mastic paving, paving, ramming, curbing, flagging, and surfacing of streets, ways, courts, under-passes, over passes, and bridges; the grading and landscaping thereof and all other unskilled and semi-skilled labor connected therewith on building construction sites.

**TRENCHES, MANHOLES, ETC.**—cutting of streets and ways for laying of conduits for all purposes on building construction sites; digging of trenches, manholes, etc.; handling and conveying all materials for same; concreting of same; back filling, grading and resurfacing of same and all other unskilled and semi-skilled labor connected therewith on building construction sites.



TUNNELS, SUBWAYS AND SEWERS ON BUILDING CONSTRUCTION SITES—construction of sewers, shafts, tunnels, subways, caissons, cofferdams, dikes, dams, aqueducts, culverts, flood controls and airport buildings on building construction sites.

UNDERPINNING AND SHORING—shoring, underpinning, and raising of all structures.

DRILLING AND BLASTING—all work of drill running, jackhammering, and blasting.

COMPRESSED AIR—all work in compressed air construction in building construction.

SIGNAL MEN—signal men in all building construction work defined herein.

GENERAL EXCAVATION AND GRADING OF BUILDING CONSTRUCTION SITES—the clearing, excavation, filling, back filling, grading, and landscaping of all sites for the purposes of building construction and all semi and unskilled labor connected herewith on building construction sites.

GENERAL LABORERS IN THE BUILDING OF shipyards, material yards, junk yards, asphalt plants, concrete plants, cemeteries, and all unskilled and semi-skilled labor connected therewith in the building construction of same.

WRECKING AND OTHER CLASSIFICATIONS OF BUILDING CONSTRUCTION: the wrecking of buildings and all structures; the assembling and dismantling of all jacks; the assembling and dismantling of all sectional scaffolds; all work running of wagon drills; the wrecking, stripping, dismantling, cleaning and the moving including the oiling of all forms; cut off of concrete pile; and all labor work to be done by laborers in all machines; the loading, unloading, and handling and carrying to place of installation all rods and materials for use in reinforced concrete construction shall be performed by laborers; the hoisting of rods shall be performed by the laborers except when a derrick or outrigger operated by other than handpower is used; the handling, moving, placing, signalling, hooking on and unhooking, flagging and spotting of all power machinery used to perform the Union's jurisdiction of work on building construction where labor work is involved.

In case there is a disagreement concerning the work assigned by the University, the Business Representative of the Union shall suggest such dispute to the Employer, who will then arrange a meeting between the Business Representative of the Union and the Business Representative of the other Union involved. If these two business representatives are unable to agree on the assignment of work, then the dispute shall be suggested to their International, who will attempt to reach an agreement. If the two Internationals fail to reach an agreement, then the dispute shall be certified to the joint board on union jurisdiction in Washington, D.C. The decision of this board shall be taken as final.

If the work which is disputed cannot be delayed, then the Employer shall have the right to continue having the work done in the manner in which it was being done at the time the dispute arose. If the Employer determines the work can be delayed, it shall so be delayed until the settlement of the dispute is made.

4.

Six (6) holidays shall be recognized in each calendar year. These holidays shall be: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Employees covered herein shall be excused from work with full pay; provided, however, should work be required, then the employees covered herein who shall be required to work shall be compensated at time and one-half, payable in cash, in addition to their regular compensation.

5.

Forty (40) hours shall constitute a week's work. All employees required to work over forty (40) hours in any one week shall be compensated at time and one-half in cash. Provided, that should the employee desire and the Supervisor of non-academic personnel approve, the employee may work overtime with equivalent time off at straight time (in lieu of cash payment), such time to be taken off at some mutually agreeable time.

6.

Employees shall be allowed two (2) hours in which to vote in a general election, providing the employee requests such absence on the day before the date of the election.

7.

Each employee shall accumulate disability leave with full pay at the rate of one working day for each month of service until total accumulation is forty-five (45) working days. The amount of leave accumulated at the time when any disability begins shall be available in full and additional leave shall continue to be earned while an employee is using that already accumulated. After an employee has accumulated a total of forty-five (45) working days his rate of accumulation shall be reduced to one work day for each two months' service. There shall be no limit on the amount which may be accumulated at this rate thereafter. If use of available leave thereafter reduces the total to less than forty-five (45) days, the accumulation will again be at the rate of one (1) day per month until a new total of forty-five (45) days is reached.

Disability leave may be used when it is necessary for an employee to be absent from work because of illness in his immediate household or family.

8.

All employees covered herein shall have an annual two weeks vacation with pay in each year of service.

For those employees with ten (10) or more years of service to Southern Illinois University, a three weeks vacation shall be allowed in each year of service.

#### **STIPULATION FOR DRIVERS**

This stipulation, made and entered into by and between Southern Illinois University of Carbondale, Illinois, hereinafter called the Employer, and Local Union No. 947, International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America, A.F. of L., hereinafter referred to as the Union.

The following paragraphs are intended to state the policy under which the above-mentioned parties shall hereinafter operate.

1. The Employer recognizes the Union as the sole collective bargaining agent for nonacademic employees who are performing work under the following classifications:

#### **DRIVER MAINTENANCE EQUIPMENT OPERATOR**

Specifications of and duties prescribed for these classifications shall be those set forth in the class specifications and compensation plan of the University Civil Service System of Illinois, dated January 1, 1952, or as amended.

2. It is further understood and agreed that all employees covered by this agreement shall receive the wage of Two Hundred and Ninety-Four Dollars (\$294.00) per month.

3. Six (6) holidays shall be recognized in each calendar year. These holidays shall be: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Employees covered herein shall be excused from work with full pay; provided, however, should work be required, then the employees covered herein who shall be required to work shall be compensated at time and one-half, payable in cash, in addition to their regular compensation.

4. Forty (40) hours shall constitute a week's work. All employees required to work over forty (40) hours in any one week shall be compensated at time and one-half in cash. Provided, that should the employee desire and the Supervisor of Nonacademic Personnel approve, the employee may work overtime with equivalent time off at straight time (in lieu of cash payment), such time to be taken off as some mutually agreeable time.

5. Employees shall be allowed two (2) hours in which to vote in a general



election, providing the employee requests such absence on the day before the date of the election.

6. Each employee shall accumulate disability leave with full pay at the rate of one working day for each month of service until total accumulation is forty-five (45) working days. The amount of leave accumulated at the time when any disability begins shall be available in full and additional leave shall continue to be earned while an employee is using that already accumulated. After an employee has accumulated a total of forty-five (45) working days, his rate of accumulation shall be reduced to one work day for each two months' service. There shall be no limit on the amount which may be accumulated at this rate thereafter. If use of available leave thereafter reduces the total to less than forty-five (45) days, the accumulation will again be at the rate of one (1) day per month until a new total of forty-five (45) days is reached. Disability leave may be used when it is necessary for an employee to be absent from work because of illness in his immediate household or family.

7. All employees covered herein shall have an annual two weeks vacation with pay in each year of service.

For those employees with ten (10) or more years of service to Southern Illinois University, a three weeks vacation shall be allowed in each year of service.

This stipulation and provisions shall remain in full force and be binding upon the respective parties hereto until July 1, 1953. Either party to this agreement considering or desiring changes in the contracts will notify the other party in writing not less than sixty (60) days prior to the expiration date.

A report was received and approved covering contracts and purchase orders awarded during the month of May, 1952, amounting to less than \$1,000.00. The amount of purchases in the report was \$26,675.37 chargeable against Operating Funds, and \$4,546.48 chargeable against Capital Funds.

Requisitions for the following purchases and contracts were authorized by the Board:

Requisition

Number	Department	Purpose	Amount
3249	Food Services	Canned Food	\$ 2,399.00
3378	Power Plant and Utilities	Furnace Oil	2,160.00
3379	Physical Plant Maintenance	Incandescent Lamps	1,729.00
3424	Power Plant and Utilities	Coal	24,200.00
3433	Transportation Service	Gasoline, Oil, Lubricants	6,685.00
		University-owned Vehicles	
3444	Chief Accountant	Equipment	3,852.00
3570	Chautauqua Street Veterans' Housing Project	Propane Gas Service	19,000.00
3629	Physical Plant Maintenance	Sandstone	2,160.00
3500	Physical Plant Maintenance	Furniture,	2,678.00
		President's Home	
3502	Physical Plant Maintenance	Furniture,	1,723.00
		President's Home	
3501	Physical Plant Maintenance	Rug and Padding,	2,033.00
		President's Home	

**Lease With Illinois Central Railroad**

The Board approved an extension of a lease entered into with the Illinois Central Railroad from September 1, 1952, to August 31, 1953, for 67,490 square feet of land located immediately west of Washington Street and immediately south of Grand Avenue in Carbondale, Illinois.

**Changes in Non-Academic Employees Pay Rolls**

The Board received a report indicating changes in the payrolls for non-academic employees for the period from January 1, 1952, to June 11, 1952.



There were twenty-one new employees and twenty-three replacements for permanent employees reported; twenty-two new temporary employees were added and six replacements for temporary employees; five employees were re-employed, eleven employees were reclassified, and three employees were reported on leave of absence; thirty-one employees had changes of salary in the period reported; and thirty-four employees terminated their services to the University.

The report was received and approved.

### Changes in Faculty-Administrative Pay Roll

The following changes in the Faculty-Administrative Pay Roll were reported and approved:

Name	Position	Salary	Length of Appointment
(A) Continuing Appointments			
Paul W. Isbell	Supervisor of Auxiliary and Service Enterprises	\$585.00 a month	Continuing
Dorothy Agnes McGinniss	Instructor Library Service	\$450.00 a month	Continuing
Milton Francis Sullivan	Instructor University School	\$450.00 a month	Continuing
Forrest Brooks Tyler	Assistant Professor Psychology	\$500.00 a month	Continuing
(B) Term Appointments			
Charles Clay Bourland	Lecturer (1/2 time) Vocational-Technical Institute	\$165.00 (tot. sal.)	6/1/52 to 7/1/52
Albert Stewart Kaye	Lecturer (1/3 time) Vocational-Technical Institute	\$ 52.50 (tot. sal.)	6/1/52 to 7/1/52
Charles E. Richardson	Lecturer Health Education	\$400.00 a month	9/8/52 to 6/6/53
(C) Summer Session Appointments			
Henry M. Borella	Assistant Instructor Physics & Astronomy	\$350.00 a month	6/16/52 to 8/9/52
G. Harlowe Evans	Lecturer Chemistry	\$585.00 a month	6/16/52 to 8/9/52
David T. Kenney	Instructor Government	\$500.00 a month	6/16/52 to 8/9/52
Florence Ridle Seeber	Lecturer University School	\$460.00 a month	6/16/52 to 8/9/52
Harold C. Smith	Lecturer University School	\$500.00 a month	6/16/52 to 8/9/52
Eleanor Taft	Supervisor - Office of Student Affairs	\$380.00 a month	7/1/52 to 9/7/52
(D) Reappointments			
Margaret E. Bagley	Instructor Home Economics	\$460.00 a month	9/8/52 to 6/6/53
Alice May T. Bieser	Research Assistant Dean, Vocations and Professions	\$225.00 a month	7/1/52 to 7/1/53
Ralph H. Boatman	Lecturer Health Education	\$600.00 a month	9/8/52 to 6/6/53
James Cannon	Executive Assistant Extension Division	\$340.00 a month	7/1/52 to 7/1/53
Marshall G. Clark	Assistant Professor Agriculture	\$470.00 a month	9/8/52 to 6/6/53

Jacqueline B. Donahue	Research Assistant General Library	\$225.00 a month	7/1/52 to 7/1/53
Mildred Fishback	Lecturer (1/30 time) Vocational-Technical Institute	\$ 7.50 (tot. sal.)	6/1/52 to 7/1/52
Dorlis Krug	Lecturer (Part-time) Vocational-Technical Institute	\$105.00 (tot. sal.)	6/1/52 to 7/1/52
William M. May	Lecturer (1/6 time) Vocational-Technical Institute	\$ 30.00 (tot. sal.)	6/1/52 to 7/1/52
Crissie E. McGowan	Faculty Assistant Dean, Liberal Arts and Sciences	\$230.00 a month	6/16/52 to 6/28/52
John Robert Odaniell	Executive Assistant Alumni Service	\$325.00 a month	7/1/52 to 7/1/53
Craig G. Purdy	Lecturer (1/6 time) Vocational-Technical Institute	\$ 30.00 (tot. sal.)	6/1/52 to 7/1/52
William M. Rogge	Supervisor Men's Residence Hall	\$420.00 a month	7/1/52 to 7/1/53
Doris Schwinn	Assistant Supervisor Area Services	\$300.00 a month	7/1/52 to 7/1/53
Ernest W. Sorgen	Lecturer (1/12 time) Vocational-Technical Institute	\$ 25.00 (tot. sal.)	6/1/52 to 7/1/52
Julius Swayne	Research Assistant Herbarium Research	\$350.00 a month	7/1/52 to 2/1/53
Frank Eugene Vaughn	Lecturer (1/5 time) Vocational-Technical Institute	\$ 37.50 (tot. sal.)	6/1/52 to 7/1/52
George R. Von Tungeln	Faculty Assistant Experimental Farm	\$250.00 a month	6/16/52 to 10/16/52
Illa Marie Williams	Lecturer (5/6 time) Vocational-Technical Institute	\$153.00 a month	6/1/52 to 7/1/52
Nancy Sue Young	Research Assistant Statistical Service	\$260.00 a month	7/1/52 to 7/1/53

## (E) Changes in Title, Assignment, and Salary

Name	Position	Change of Appointment
Captain Paul M. Lunde, Jr.	Instructor-AF ROTC	To Assistant Professor
First Lieutenant Kenneth F. Schuett	Instructor-AF ROTC	To Assistant Professor
First Lieutenant Francis C. Thompson	Instructor-AF ROTC	To Assistant Professor
Master Sergeant James W. Dotter	Air Force R.O.T.C. Assistant Instructor	To Instructor
Master Sergeant Robert W. Snyder	Air Force R.O.T.C. Assistant Instructor	To Instructor
Technical Sergeant Wade G. Gardner	Air Force R.O.T.C. Assistant Instructor	To Instructor
Technical Sergeant David H. Wray	Air Force R.O.T.C. Assistant Instructor	To Instructor
Staff Sergeant Philip J. Meagher, Jr.	Air Force R.O.T.C. Assistant Instructor	To Instructor

Donald Dickerson	Faculty Assistant (1/2) Architectural Service \$150.00 a month	To Faculty Assistant at \$300.00 a month
Mildred Fishback	Lecturer (1/6 time) Vocational-Technical Institute 5/1/52 to 6/1/52 \$30	To \$52.50 for additional work
Dr. Anthony J. Raso	Associate University Physician	University Physician and Director of Student Health Service
C. C. Franklin	Chairman Department Physical Education for Men	To Assistant Professor Physical Education for Men Effective 7/1/52
William Wayne Kelly	Lecturer (1/7 time) Vocational-Technical Institute 5/1/52 to 6/2/52 \$32.00 for 8 hours	To \$24.00 for 6 hours
Dorlis June Krug	Lecturer (1/4 time) Vocational-Technical Institute 5/1/52 to 6/1/52 \$110.00 for 15 hours	To \$105.00 for 12½ hours
William M. May	Lecturer (1/2 time) Vocational-Technical Institute 5/1/52 to 6/1/52 \$128.00 for 32 hours	To \$120.00 for 30 hours
Frank Eugene Vaughn	Lecturer (1/2 time) Vocational-Technical Institute 5/1/52 to 6/1/52 \$82.50 for 27½ hours	To \$97.50 for 32½ hours
William E. O'Brien	Instructor - Physical Education for Men	To Football Coach 7/1/52 to 7/1/53
(F) Transfer to Restricted Pay Roll		
Alvin Saracheck	Research Assistant Biological Research Laboratory	To Biological Research Laboratory - Paid from restricted research funds
(G) Sabbatical Leave for Academic Year 1952-53		
Kenneth A. Ervin	Instructor in Art	Effective 9/1/52
(H) Sick Leave		
Julia Neely	Associate Professor English	Effective May 19, 1952
(I) Leaves Without Pay		
Lois H. Nelson	Secretary to President	Effective 7/1/52 to 8/1/52
Dr. Irving W. Stout	Professor of Education	Effective 9/8/52 to 6/6/53
Graduate Assistants at \$110.00 a month from 9/8/52 to 6/6/53:		
Don E. Anderson		
Raymond L. Biggs		
Mildred Peebles Odle		
Delores Jean Williams		
Graduate Assistants at \$110.00 a month from 9/8/52 to 3/7/53:		
Peggy Browning		
Graduate Assistants (half time) at \$110.00 a month from 6/16/52 to 8/9/52:		
Peggy Browning		
Harold N. Miller		
Mildred Peebles Odle		
Delores Jean Williams		



## (J) Outside Employment

Name	Position	Nature of Outside Employment
Dr. Jacob O. Bach	Assistant Professor Education	Lt. Commander of the United States Naval Reserve
C. William Horrell	Instructor Journalism	Owner - Horrell Studio Anna, Ill.
Dr. Richard C. Kohler	Instructor Industrial Education	Consultant Arts and Crafts Program of American School
John I. Wright	Associate Professor History	Mayor of Carbondale

## (K) Resignations

Name	Position	Change of Appointment
John R. Andriske	Graduate Assistant (one-half time) Guidance and Special Education	Effective 9/8/52 to 6/6/53
Walter R. Bridges	Graduate Assistant (one-half time) Government	Effective 6/6/52 to 9/8/52
Billy L. Keeling	Graduate Assistant (one-half time) Education	Effective 6/16/52 to 8/9/52 and 9/8/52 to 6/6/53
Anthony J. Koenings	Instructor Vocational-Technical Institute	Effective 6/30/52
John W. Hardy	Graduate Assistant (one-half time) Zoology	Effective 9/8/52 to 6/6/53
Olin Ingham	Graduate Assistant (one-half time) General Library	Effective 6/16/52 to 8/9/52 and 9/8/52 to 6/6/53
Marjorie Latchaw	Instructor University School	Effective 6/1/52
William H. Waller	Coach	Effective 7/1/52

## (L) Changes in Rank

Academic promotions for the year were proposed, but were tabled by the Board until all promotions for the coming year for the Faculty Staff could be presented to the Board at one time.

Dr. Morris reported that Dr. R. W. Bradshaw was relieved of the Directorship of the Health Service and notified that he would not be recommended for reappointment to the University staff. The reason for the action was Dr. Bradshaw's poor judgment in connection with the handling of a case of a former University woman student. The Board requested that Mr. C. E. Feirich and Mr. John S. Rendleman contact the relatives of the former woman student in an attempt to save the University from involvement in unfavorable publicity.

**Supplemental Release of Rehabilitation and Reconstruction Appropriation**

The Board authorized the request to the Governor for the release of funds in the amount of \$65,000.00 from the balance in the appropriation made by Senate Bill 513, Rehabilitation or Reconstruction of Various Buildings, Service Facilities, etc., for the completion of the buildings for the Vocational-Technical Institute, and authorized proceeding with the project. The money released will be used in stages one and two for the project.

### Annual Independent Post Audit of University Books

Our Acting Legal Counsel advises us that the State Auditor of Public Accounts has the authority to make an independent post audit of the books and records of Southern Illinois University. The Board of Trustees, however, if it so desires, may employ an audit firm to make an additional audit.

Last year the audit firm was selected by the State Auditor of Public Accounts but approved by the Board of Trustees. For this year the State Auditor has again selected the firm of Bert H. Allison and Company of East St. Louis and Springfield. Hitherto, the University has had an arrangement with the Auditor of Public Accounts whereby the University pays for two-thirds of the cost of the audit every other year.

Frank L. Eversull moved that the President of the University be empowered to notify the State Auditor of Public Accounts of the acceptance of the auditing firm of Bert H. Allison and Company of East St. Louis to audit the University books for the year ending June 30, 1952, and that the arrangement of payment for such audit as approved in previous years be accepted for the year ending June 30, 1952. The Auditor of Public Accounts pay for the entire cost one year and for one-third of the cost the following year. For the year ended June 30, 1951, the Auditor of Public Accounts paid the entire audit fee, which was approximately \$5,000. The cost for the current year will amount to approximately \$3,200. Dr. Eversull further moved that the Board Finance Committee working with Dr. George H. Hand consider any specific problems which may arise in connection with the audit. The motion was seconded by John Page Wham and was unanimously passed.

The Board commenced consideration of the annual internal budget for the University, covering the fiscal year 1952-1953. Dr. Morris presented the budget and stated it reflected the needs of the University. The major portion of the work was done by the Budgetary Council, he said. Dr. Tenney, who served as Chairman of the Budgetary Council, explained the computation of estimated income and Dr. Hand expressed his belief that such estimate was realistic.

Mr. Lanphier stated that he would like to have the figures of the estimates of appropriations made a year ago. In answer to this request Mr. Miles presented the following information:

#### Departmental Appropriations:

	1951-52	1952-53	Increase or (Decrease)
<b>Educational Operations.</b>			
General Administration and General Expense . . . . .	\$ 510,334	\$ 599,164	\$ 88,830
Instruction . . . . .	2,035,756	2,024,686	(11,070)
Research . . . . .	41,724	162,049	120,325*
Extension . . . . .	20,095	25,960	5,865
Libraries . . . . .	139,238	168,090	28,852
*Experimental Farm transferred to this division.			
Physical Plant . . . . .	\$ 917,752*	\$ 684,317**	\$(233,435)
Refunds . . . . .	4,500	4,500	
U. S. Government Contracts . . . .	25,211	29,726	4,515
Awards and Grants for Scholarships . . . . .	31,200	31,200	
	<hr/>	<hr/>	<hr/>
Total Educational Operations .	\$3,725,812	\$3,729,692	Net Incr. \$3,880

\*Includes Major Repairs—\$200,000 for the Biennium.

\*\*No Major Repairs.

Mr. Miles then presented the following table showing comparison of percentages appropriated to educational operations for the years 1951-52 and 1952-53.

**PERCENTAGES OF TOTAL EDUCATIONAL OPERATIONS**

	1951-52	1952-53
General Administration .....	13.7	16.07
Instruction .....	54.64	54.28
Research .....	1.12	4.34
Extension .....	.54	.69
Libraries .....	3.74	4.51
Physical Plant .....	24.63	18.35
Refunds .....	.12	.12
United States Government Contracts .....	.67	.80
Awards and Grants for Scholarships .....	.84	.84
	100.00	100.00

Mr. Lanphier stated that he would like some comparative figures on estimates and actual expenditures, income, and enrollments for 1950-51, 1951-52, and 1952-53. The Administration was directed to prepare this information and present it to each member of the Board before the next meeting.

Dr. Eversull stated that he felt there was a need to clarify the complex and unwieldy problem of travel. He stated that he would like to see all of the travel items compiled in one report.

Dr. Tenney stated that at the present time the University has the following travel accounts—institutional travel, convention travel, and departmental travel. Convention travel is in five different general accounts prorated according to the number of people in each group.

Dr. Eversull stated he could not understand the wide variation in salaries of the various Chairmen of Departments.

Dr. Tenney stated that this was based upon three factors: (1) length of service (2) new people employed where it was necessary to pay a high salary in order to get them and keep them here, and (3) merit.

Dr. Eversull stated that he was of the opinion that it might be advisable to increase the salaries of some of the older members of the faculty who have rendered faithful and long service to the University.

Frank L. Eversull moved that whenever any administrative officer deems it necessary or advisable to take a stenographic or a recorded report of any interview, conference, or conversation with a member or members of the staff or student body that he, she, or they be informed that he, she, or they be permitted to have a stenographer of his, her, or their choice, the expenses thereof to be paid out of the budget of the administrative officer conducting the interview, conference, or conversation, or that he, she, or they be provided with an exact duplicate recorded interview of conference or conversation. The motion was seconded by John Page Wham and was unanimously passed.

It was the consensus of the members of the Board present that no action should be taken on the budget at this meeting since they had not had adequate time to study it.

The Board meeting was adjourned at 5:00 P.M.



**SOUTHERN ILLINOIS UNIVERSITY**

**ANNUAL INTERNAL BUDGET**

**July 1, 1952, to June 30, 1953**

As Approved by the Board of Trustees

July 13, 1952

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## LETTER OF TRANSMITTAL

SOUTHERN ILLINOIS UNIVERSITY

June 24, 1952

### LETTER OF TRANSMITTAL

To Members of the Board of Trustees:

I present herewith the University's internal operating budget for all divisions for the fiscal year July 1, 1952 to June 30, 1953, and for academic, administrative, and civil service appointments beginning July 1, 1952.

The budget has been prepared by the University Budgetary Council and the Business Office in accordance with current approved policies after considering requests presented by all operating units of the University.

I recommend that:

1. This budget covering the allocation of the University's income for the year beginning July 1, 1952 be approved.
2. The President of the University be authorized in accordance with the needs of the University and the equitable interests involved and within the approximate budgeted totals by departments and within total income (a) to make such changes and adjustments as are needed, (b) to make such additional appointments as are necessary, and (c) to accept resignations.

All of the above is subject to the By-laws, Statutes, and Regulations of the Board of Trustees.

Delyte W. Morris,  
President

## INTRODUCTION

### Estimated Enrollments

The estimates of income for 1952-53 are in part based upon estimates of enrollment. The University Budgetary Council, with the assistance of the Registrar and the Directors of Extension and of the Vocational-Technical Institute have carefully studied enrollment trends and the predictions made in various nationwide reports. The following summary statement shows estimated enrollments for Southern Illinois University. The figures are cumulative for the four quarters of the academic year:

	1951-52		1952-53	
	No. of Students	Full-Time Equivalency	No. of Students	Full-Time Equivalency
Campus Graduate .....	1069	688	1130	713
Campus Undergraduate .....	8219	7510	8240	7510
Extension Graduate .....	250	83	300	100
Extension Undergraduate ....	2788	929	2500	833
Residence Center Graduate ...	50	17	52	17
Residence Center Under- graduate .....	45	15	48	16
University School .....	1048	1339	1070	1372
Adult Education and Voca- tional Technical Institute.	2517	839	6659	2220
	15956	11420	19999	12781

There are several types of on-campus degree students, not all of them producing cash income. For example, each veteran enrolled under the terms of Public Laws 16 and 346 produces an income of approximately \$130.00 per twelve-weeks' term. Each non-veteran produces \$15.00 per twelve-weeks' term. Each part-time student produces \$7.50 per twelve-weeks' term. Students on state scholarships and faculty members taking university courses produce no cash income for educational operations. The decreasing enrollment of World War II veterans is adversely affecting cash income.

#### Personal Service—Faculty, Administrative, and Non-Academic

1. The salary increases recommended for the faculty are in accordance with the salary Plan II-a as approved by the Board of Trustees at its meeting on March 21, 1952. All salaries of faculty members in the tenure ranks are within the ranges therein approved for these ranks. The recommendations for the faculty-administrative staff adhere as closely as possible to the total amounts approved for increases in each classification.

2. Civil service employees have been reclassified into the University Civil Service system, following discussion with representatives of the system. Individuals who have hitherto held the rank of Faculty Assistant have also been reclassified into the University Civil Service system. Studies of their duties prepared for the University Civil Service system have revealed the necessity for certain salary adjustments which have been put into effect.

#### Personal Services—Student

1. A total of \$170,000.00 has been provided for student help. This represents an increase of approximately \$15,000.00 over allotments for the year 1951-52.

2. Departmental budget requests listing student personnel employed during the current year and the proposed personnel for 1952-53 were studied by the University Budgetary Council. In recommending allotments for 1952-53, consideration was also given to any civil service personnel also available to the department.



### Travel

1. Previously allotments for travel have been included in the general category of Other Current Expenses, but the University Budgetary Council has recommended that separate accounts be established for travel in order to effect a more equitable distribution of travel funds and to provide for a more effective control over expenditures.

2. In accordance with this recommendation, the allotments for travel are made in four categories as follows:

- a. Institutional travel, which involves travel on University business not identified with a specific department or office.
- b. Convention travel, which involves travel to conferences, conventions, and professional meetings. This has been allocated on a pro-rata basis to the major functions of the University.
- c. Department travel, which involves travel which departments and offices must do in order to perform their regular functions.
- d. Air travel, which involves travel where additional convenience and speed serve the best interests of the University.

3. Travel allotments to the various accounts will be used in part for travel in University-owned passenger automobiles. Since the operating cost of these automobiles is chargeable against state appropriations other than travel and such costs are passed on to departments and offices using such service, the allotments for travel may, therefore, exceed the state appropriations for travel.

### Equipment

1. Previously allotments for equipment have been included in the category of Other Current Expenses, but the University Budgetary Council has recommended that separate departmental accounts be established in order to effect a more equitable distribution of equipment funds and to provide for a more effective control over expenditures, with particular reference to non-recurring expenditures.

2. In allocating funds for equipment, the University Budgetary Council examined specific departmental requests which listed the major items of equipment needed, the current departmental inventories of equipment, and the departmental expenditures for equipment during prior years.

### Other Current Expenses

1. Inasmuch as travel and equipment have been allotted separately in this budget, Other Current Expenses includes contractual services, office expenses, postage, commodities, stationery-printing-office supplies, employer contributions to the University Retirement System, and refunds.

2. Since expenditures for Other Current Expenses generally follow a well-defined pattern, the University Budgetary Council in making allotments for such expenses gave consideration not only to the requests of the departments but also to their past expenditures and allotments.

Exhibit A

**Comparative Summary of Estimated Income and Departmental Appropriations**

July 1, 1952, to June 30, 1953

**Reappropriated Estimated Unexpended Balance:**

Personal Services—General Revenue 1951-52 ..... \$ 192,483.00

**Estimated Income:**

**Educational Operations:**

State Appropriations ..... \$ 3,340,002.00  
 Student Fees ..... 334,600.00  
 Sales and Services—Departments ..... 31,600.00

Total Educational Operations ..... 3,706,202.00

**Auxiliary Enterprises:**

Bookstore ..... 52,300.00  
 Chautauqua Street Housing ..... 43,000.00  
 Film Rental Library ..... 25,000.00  
 Food Services ..... 152,000.00  
 Men's Residence Barracks ..... 18,200.00  
 Residence Hall ..... 48,500.00

Total Auxiliary Enterprises ..... 339,000.00

Total Estimated Income ..... 4,045,202.00

COMBINED TOTALS ..... 4,237,685.00

**Departmental Appropriations:**

**Educational Operations:**

General Administration and General Expense ..... 606,244.00  
 Instruction ..... 2,024,086.00  
 Research ..... 162,049.00  
 Extension ..... 25,960.00  
 Libraries ..... 168,090.00  
 Physical Plant ..... 684,317.80  
 Refunds ..... 4,500.00  
 U. S. Government Contracts ..... 29,726.00  
 Awards and Grants for Scholarships ..... 31,200.00

Total Educational Operations ..... 3,736,172.80

**Auxiliary Enterprises:**

Supervisor Auxiliary Enterprises ..... \$ 9,195.00  
 Bookstore ..... 44,646.00  
 Chautauqua Street Housing ..... 38,220.00  
 Film Rental Library ..... 20,000.00  
 Food Services ..... 136,863.00  
 Men's Residence Barracks ..... 15,540.00  
 Residence Hall ..... 45,536.00

Total Auxiliary Enterprises ..... 310,000.00

Total Departmental Appropriations ..... 4,046,172.80

**Unappropriated Estimated Income:**

Educational Operations .....	162,512.20 <sup>1</sup>
Auxiliary Enterprises .....	29,000.00
<b>Total Unappropriated Estimated Income .....</b>	<b>191,512.20</b>
<b>COMBINED TOTALS .....</b>	<b>\$ 4,237,685.00</b>

<sup>1</sup>Includes reserve to be held until rate of collection of educational income permits full use of legislative appropriation or "language."

**Exhibit B****Statement of Estimated Income****July 1, 1952 to June 30, 1953****I. Educational and General:****A. State Appropriations:**

1. Personal Services .....	\$ 2,689,407.00
2. Contractual Services .....	152,993.00
3. Office Expenses—Postage .....	11,500.00
4. Office Expenses—Other .....	9,475.00
5. Travel .....	25,193.00
6. Commodities .....	196,125.00
7. Stationery, Printing and Office Supplies .....	17,203.00
8. Equipment .....	150,926.00
9. Employer Contributions to the University Retirement System of Illinois .....	55,980.00
10. Awards and Grants .....	31,200.00
<b>Total .....</b>	<b>3,340,002.00</b>

**B. Student Fees:****1. Registration Fees:**

a. Residence Center (Graduate) .....	400.00
b. Residence Center (Undergraduate) .....	400.00
c. University (Graduate) .....	40,000.00
d. University (Undergraduate) .....	230,800.00
e. Extension .....	22,000.00
f. Adult Education and Vocational-Technical Institute .....	35,000.00
g. Matriculation .....	200.00
h. University School .....	.....
2. Graduate Theses and Aptitude Tests .....	1,000.00
3. Gymnasium Fees .....	100.00
4. Laboratory Fees .....	1,500.00
5. Library Fines .....	1,000.00
6. Miscellaneous Penalties .....	1,000.00
7. Transcript of Credit Fees .....	1,200.00
<b>Total .....</b>	<b>334,600.00</b>

**C. Sales and Services—Departments:****1. Farm:**

a. Sales—Livestock .....	\$ 8,000.00
b. Sales—Milk .....	2,400.00
c. Sales—Miscellaneous .....	200.00
d. Sales—Poultry and Poultry Products .....	6,000.00
e. Sales—Vegetables and Fruits .....	100.00
f. Transfers—(Non-Cash) .....	1,000.00
2. Rentals—Real Property .....	10,000.00
3. Refunds, Rebates, and Commissions .....	500.00



## ANNUAL REPORT—BOARD OF TRUSTEES

4. Sales—Miscellaneous .....	3,000.00
5. Testing Services .....	300.00
6. Salary Refunds .....	100.00 <sup>1</sup>
Total .....	<u>31,600.00</u>
Total Educational Operations .....	<u>3,706,202.00</u>
II. Auxiliary Enterprises:	
A. Bookstore:	
1. Sales:	
a. Supplies .....	18,000.00
b. Books .....	7,000.00
2. Transfers—(Non-Cash) .....	5,000.00
3. Penalties .....	300.00
4. Rental Fees .....	22,000.00
Total .....	<u>52,300.00</u>
B. Chautauqua Street Housing:	
1. Rentals .....	42,750.00
2. Miscellaneous .....	250.00
Total .....	<u>43,000.00</u>
<sup>1</sup> Does not include refunds into General Revenue.	
C. Film Rental Library:	
1. Film Rentals .....	\$ 25,000.00
D. Food Services:	
1. Sales:	
a. Regular .....	150,000.00
b. Banquets .....	1,000.00
2. Transfers—(Non-Cash) .....	1,000.00
Total .....	<u>152,000.00</u>
E. Men's Residence Barracks:	
1. Rentals .....	18,000.00
2. Extra Lodging .....	150.00
3. Transfers—(Non-Cash) .....	50.00
Total .....	<u>18,200.00</u>
F. Residence Hall:	
1. Room and Board .....	48,000.00
2. Extra Meals and Lodging .....	200.00
3. Transfers—(Non-Cash) .....	300.00
Total .....	<u>48,500.00</u>
Total Auxiliary Enterprises .....	<u>339,000.00</u>
COMBINED TOTALS .....	\$ 4,045,202.00

## Summary of Departmental Appropriations

Exhibit C

July 1, 1952, to June 30, 1953

## Educational Operations:

## General Administration and General Expense:

## General Administrative Offices:

Board of Trustees ..... \$ 14,150.00

President .....	48,326.00
Chief Executive Assistant .....	16,180.00
Convention Travel—Administration .....	910.00
Legal Counsel .....	12,190.00
Business Manager .....	25,382.00
Auditor .....	8,539.00
Bursar .....	11,690.00
Chief Accountant .....	44,416.00
Purchasing Agent .....	24,960.00
University Civil Service .....	8,400.00
Personnel Office .....	14,620.00
Registrar .....	40,510.00
General Student Welfare:	
Student Affairs .....	18,320.00
Dean of Men .....	14,810.00
Dean of Women .....	16,795.00
Health Service .....	27,282.00
Student Center .....	6,050.00
Testing Service .....	8,270.00
Visitation .....	1,320.00
Public Relations:	
Area Services .....	19,465.00
Alumni Records and Services .....	24,080.00
Fair Exhibits .....	1,200.00
Information Service .....	27,950.00
Placements .....	20,775.00
Receptions .....	6,210.00
Music Festival .....	2,190.00
General Expense:	
Air Travel .....	10,000.00 <sup>1</sup>
Auditing ..	3,200.00
Catalogs and Announcements .....	14,000.00
Commencement .....	1,830.00
Freight and Express .....	8,000.00
General Printing .....	3,630.00
General Stores Expense .....	11,170.00
Government Surplus Property Expense ..	250.00
Institutional Travel .....	2,000.00
Post Office .....	5,824.00
Retirement Contributions .....	55,980.00
Telephone Exchange .....	24,380.00
Regional Civil Defense Program .....	990.00
<hr/>	
Total General Administration and General Expense	606,244.00
Instruction:	
Administration—General Instruction .....	20,747.00
Convention Travel—General Instruction .....	1,485.00
General Publications .....	1,605.00
Art Expense ..	5,530.00
Duplicating Expense .....	20,280.00
Photographic Expense .....	12,589.00
Institutional Memberships .....	1,110.00
Lectures and Consultant Services .....	8,600.00
Secretary of the Faculty .....	6,960.00
Air Force—R. O. T. C. .....	6,760.00
Military Property Custodian .....	5,010.00
Summer Session .....	195,000.00
Graduate School .....	16,220.00

<sup>1</sup>Includes Convention Travel \$2,000.00 and Institutional Travel \$2,000.

Residence Center .....	545.00
Adult Education and Vocational-Technical Institute .....	107,680.00
	<hr/>
Total .....	(410,121.00)
College of Liberal Arts and Sciences:	
Administration—Dean .....	18,580.00
Convention Travel .....	2,245.00
Botany .....	33,240.00
Chemistry .....	55,045.00
English .....	106,495.00
Foreign Languages .....	40,880.00
Geography and Geology .....	41,220.00
Government .....	46,745.00
History .....	44,320.00
Mathematics .....	44,240.00
Microbiology .....	11,900.00
Philosophy .....	13,190.00
Physics and Astronomy .....	30,050.00
Physiology .....	18,505.00
Psychology .....	26,775.00
Sociology .....	31,515.00
Zoology .....	46,040.00
	<hr/>
Total College of Liberal Arts and Sciences .....	(610,985.00)
College of Vocations and Professions:	
Administration—Dean .....	23,560.00
Convention Travel .....	1,485.00
Agriculture .....	42,766.00
Art .....	49,030.00
Business Administration .....	47,110.00
Economics ..	28,960.00
Home Economics .....	41,950.00
Home Management House .....	1,640.00
Industrial Education .....	49,315.00
Journalism .....	14,085.00
Music .....	54,785.00
Speech .....	48,740.00
	<hr/>
Total College of Vocations and Professions .....	(403,426.00)
College of Education:	
Administration—Dean .....	26,405.00
Convention Travel .....	1,875.00
Education .....	78,360.00
Guidance and Special Education .....	48,225.00
Health Education .....	26,430.00
Library Service .....	4,625.00
Outdoor Education .....	8,205.00
Physical Education—Men (Academic) .....	37,840.00
Physical Education—Men (Non-Academic) .....	31,692.00
Physical Education—Women .....	36,452.00
Teacher Training .....	23,585.00
University School .....	163,780.00
	<hr/>
Total College of Education .....	(487,474.00)
Organized Activities Relating to Instruction:	
Audio-Visual Aids .....	26,780.00
Child Guidance Clinic .....	3,520.00
Curriculum Materials .....	100.00
Museum .....	44,400.00



Statistical Services .....	37,280.00
Total Organized Activities .....	(112,080.00)
Total Instruction .....	2,024,086.00
Research:	
Biological Research Laboratory .....	27,870.00
Cooperative Wildlife Research .....	3,320.00
Cooperative Work—Forest Service .....	2,500.00
Experimental Farm .....	55,226.00
Illinois Horticultural Experiment Station .....	10,678.00
Cooperative Research Projects—Fisheries Management..	3,700.00
Special Research Projects .....	58,755.00
Total Research .....	162,049.00
Extension .....	25,960.00
Library:	
General Library .....	157,780.00
Tilton-Lincoln Library .....	3,020.00
University School Library .....	7,290.00
Total Library .....	168,090.00
Physical Plant:	
Operation and Maintenance:	
Administration .....	22,146.00
Operation .....	219,638.00
Maintenance .....	198,325.80
Power Plant and Utilities .....	133,088.00
Rental Real Property .....	1,000.00
Temporary Buildings .....	65,000.00
Surplus Property Storage .....	390.00
Planning and Development:	
Architectural Services .....	44,730.00
Total Physical Plant .....	684,317.80
Refunds .....	4,500.00
U. S. Government Contracts:	
Ordnance Plant Veterans Housing Project (Contract No. I11-V-11329) .....	29,726.00
Non-Educational:	
Awards and Grants for Scholarships .....	31,200.00
Total Educational Operations .....	3,736,172.80
Auxiliary Enterprises:	
Supervisor Auxiliary Enterprises .....	9,195.00
Bookstore .....	44,646.00
Chautauqua Street Housing .....	38,220.00
Film Rental Library .....	20,000.00
Food Services .....	136,863.00
Men's Residence Barracks .....	15,540.00
Residence Hall .....	45,536.00
Total Auxiliary Enterprises .....	310,000.00
COMBINED TOTALS .....	\$ 4,046,172.80

## BOARD OF TRUSTEES

## Personal Services—Regular:

DiGiovanna, Alice, B. Ed., Exec. Asst. ....	12	7,000.00
Spoooner, Mary Jeanne, Clerk Steno II (S-CS-248) .....	12	
		7,000.00
Personal Services—Student .....		60.00
Other Travel .....		3,000.00
Equipment .....		90.00
Other Current Expenses .....		4,000.00
		14,150.00
Total .....		\$ 14,150.00

The increase in operating expenses of the Board of Trustees' office is largely accounted for by the increased costs of printed reports and by the increase in number of meetings and distances traveled by Board members.

## PRESIDENT

## Personal Services—Regular:

Morris, D. W., Ph. D., President .....	12	\$ 16,500.00 <sup>1</sup>
Bitterman, Norman G., M. S., Lecturer (Field Representative) (military leave) .....		
Jones, Lyle (one-third time) Ex. Asst. (Field Representative) .....	12	2,640.00
Pitkin, Minnie Mae, Executive Clerk (S-CS-205) .....	12	5,400.00
Nelson, Lois H., Secretary (leave without pay, July, 1952) (Level III) (S-CS-204) .....	11	4,950.00
Wilson, Mary, Clerk III (S-CS-237) .....	12	3,180.00
Butler, Charles D., Clerk Steno. II (S-CS-207) .....	12	2,820.00
Betts, Berdine, Clerk Steno. II (S-CS-1) .....	12	2,316.00
		37,806.00
Personal Services—Student .....		2,000.00
Other Travel .....		2,000.00
Equipment .....		1,000.00
Other Current Expenses ..		5,520.00
		48,326.00
Total .....		\$ 48,326.00

<sup>1</sup>Furnished house for convenience of University.

The President's Office at Southern Illinois University is functionally the central administrative office which has ultimate responsibility for planning and supervising (1) the instructional program, including services auxiliary to instruction, (2) the research program, (3) the on-campus and off-campus service programs, and (4) the administrative organization of the University. The work of the President's Office has greatly mounted in volume during recent years because of the large increase in varieties of function and services Southern Illinois University has had to assume.

The burden of routine work in the President's Office is steadily increasing because the employment forms, purchasing forms, and other forms used by the State and requiring the President's consideration and signature have been increasing year by year in both number and complexity.

The general and recurring duties of the President and his immediate assistants may be summed up as follows: First, he must enforce the legislative actions of the Board of Trustees as they apply to the internal operating organization of the University. He must exercise judicial functions with respect to the interpretation and application of any such legislation. As a voting member of the University faculty and its presiding officer, and as a member of all standing committees and councils of the University, the President must attend many meetings, advise concerning policy, and approve the measures which result. He must also appoint the members of the various

councils, boards, and standing committees of the University faculty. He is generally responsible for the assignment of the buildings, rooms, grounds, and any portions of the educational plant used for the several units of instruction, research, and service. He must set up and maintain equitable employment policies for the staff members of the University, based upon their training, experience, and quality of service. He is generally responsible for faculty morale and welfare, and for a wholesome relationship between the University and the area it serves through the promotion of desirable industrial, agricultural, educational, and cultural developments. He must therefore keep the educational and research program and organization of the University under constant critical scrutiny and review to see that the University meets, as far as possible, the demands made upon it. Annually he must prepare and submit a budget for the internal operation of the University, based upon careful estimates of available income and anticipated expenditures for the year. He must also prepare and submit for the Board's approval the biennial budget request to the State General Assembly. At all times he must be prepared to meet emergencies involving the welfare of the University.

Obviously, such far-flung responsibilities require an office staff made up of specialists in the various kinds of office procedure and operation. In spite of a deliberate policy of decentralizing administrative procedures at Southern Illinois University, it now appears that for some years to come the President's Office of Southern Illinois University will find itself loaded down with general responsibilities. As the catch-all office of the University, it often must provide funds for general purposes which the several departmental budgets are not designed to meet.

#### CHIEF EXECUTIVE ASSISTANT

##### Personal Services—Regular:

Hand, George H., Ph. D., Exec. Asst. (Professor of Economics) . . . . .	12	\$	12,000.00
Griffin, Alice Albon, Clerk Steno. II (S-CS- ) . . . . .	12		2,160.00

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14,160.00

Personal Services—Student . . . . .			
Other Travel . . . . .			350.00
Equipment . . . . .			1,100.00
Other Current Expenses . . . . .			570.00

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Total . . . . . \$ 16,180.00

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The University Budgetary Council requested a conservatively estimated budget for the new office before Mr. Hand arrived.

#### CONVENTION TRAVEL—ADMINISTRATION

Personal Services—Regular . . . . .	\$	
Personal Services—Student . . . . .		
Travel . . . . .		910.00
Equipment . . . . .		
Other Current Expenses . . . . .		

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Total . . . . . \$ 910.00<sup>1</sup>

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Travel funds available for attendance at professional meetings, conventions, and conferences have been pro-rated to the various administrative and instructional groups according to their sizes. It now appears that less than \$30.00 on the average will be available to members of the faculty-administrative staff during 1952-53.

<sup>1</sup>Report on policy of allocation to be made at September meeting of Board of Trustees.



**LEGAL COUNSEL**

## Personal Services—Regular:

Rendleman, John S., J. D., Asst. Prof. (of Government; Acting Legal Counsel and Assistant to the President; Supervisor of Non-Academic Personnel) . . . . . 12	\$	7,080.00
Wright, Wilma C., Secretary (Level I) (S-CS-242) . . . . . 12		3,120.00

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 10,200.00

Personal Services—Student . . . . .		
Other Travel . . . . .		100.00
Equipment . . . . .		1,500.00
Other Current Expenses . . . . .		390.00

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 Total . . . . . \$ 12,190.00

The Legal Counsel's office is still quite new and although it is now fairly well equipped as an office, it needs to build up its library of reference materials and forms. Some of the equipment now in use has been loaned by other agencies of the University.

**BUSINESS MANAGER**

## Personal Services—Regular:

Miles, Edw. V., Jr., A. M., Exec. Asst. (Business Man- ager; Associate Professor of Economics) . . . . . 12	\$	10,200.00
Gallegly, Robert L., A. M., Exec. Asst. (Asst. Business Manager; Instructor in Business Administration) . . 12		6,900.00
Perry, Wilma Nell, Secretary (Level I) (S-CS-4) . . . . . 12		3,300.00
Malzahn, Carolyn Ray, Clerk Steno. I (S-CS-5) . . . . . 12		2,112.00

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 22,512.00

Personal Services—Student . . . . .		830.00
Other Travel . . . . .		500.00
Equipment . . . . .		250.00
Other Current Expenses . . . . .		1,290.00

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 Total . . . . . \$ 25,382.00

The Business Manager assists in the preparation of the University budgets, designs and installs suitable systems of accounting and business procedures, prepares financial reports in harmony with statutory and Board requirements, and continuously reviews financial transactions and procedures. He is the custodian of all contracts entered into by the Board of Trustees, and custodian and financial supervisor of all grants and contributions to the University or any of its divisions.

**AUDITOR**

## Personal Services—Regular:

Buffum, Warren E., B. A., Exec. Asst. (Auditor) . . . . . 12	\$	5,040.00
Wolff, Ann, Clerk Steno. I (S-CS-6) . . . . . 12		1,980.00

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 7,020.00

Personal Services—Student . . . . .		969.00
Other Travel . . . . .		25.00
Equipment . . . . .		175.00
Other Current Expenses . . . . .		350.00

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 Total . . . . . \$ 8,539.00

The Auditor conducts a continuous review of all financial transactions and procedures. He is attempting to provide as great a coverage as possible of internal post audits of collections, disbursements, and property. If pos-

sible, he should be relieved of routine verifications in order to devote more time to the planning and supervision of spot audits, systems, and procedures.

### BURSAR

#### Personal Services—Regular:

Etherton, Lucile H., Exec. Asst. (Bursar) .....	12	\$	4,500.00
Derosett, Katherine, Clerk Typist I (S-CS-7) .....	12		2,040.00
Hurt, Shirley, Clerk Typist I (S-CS-8) .....	12		1,920.00

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8,460.00

Personal Services—Student .....			1,620.00
Other Travel .....			300.00
Equipment .....			650.00
Other Current Expenses .....			660.00

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Total . . . . . \$ 11,690.00

The Bursar performs the usual functions of a cashier, collecting all monies due the University, depositing such funds in the proper depositories, preparing the necessary records of such collections and deposits, and preparing statements for invoices for monies due the University for services rendered. During 1951-52, increased responsibilities fell upon the Bursar: (1) handling of staff hospitalization premiums, (2) handling of pictured activity tickets, (3) administration of working cash funds, (4) handling of scholarship fees, through the special appropriation for awards and grants, (5) handling cash collections for additional student activities.

### CHIEF ACCOUNTANT

#### Personal Services—Regular:

Benedict, Bruce W., A. B., B. S., Exec. Asst. (Chief Accountant) .....	12	\$	5,580.00
_____, Exec. Asst. (Cost Accountant) .....	12		8,500.00
_____, .....	12		
Doolin, M. Fidella, Senior Accountant (S-CS-9) ....	12		3,540.00
Jarvis, Frances E., Inventory Supervisor (S-CS-10) ...	12		2,652.00
Nehring, Beulah M., Clerk Steno I (S-CS-13) .....	12		2,160.00
Forby, Sue Ellen, Clerk Typist II (S-CS-171) .....	12		2,040.00
Blaylock, Pauline, Bkg. Mach. Op. I (S-CS-15) .....	12		1,920.00
Lingle, Idanell, Bkg. Mach. Op. I (S-CS-12) .....	12		1,980.00
Perkins, Regina, Bkg. Mach. Op. I (S-CS-14) .....	12		1,980.00
_____, (Requisition No. 741), Bkg. Mach. Op. I (S-CS- ) .....	12		1,920.00
Wittkamp, Esther June, Clerk Typist I (S-CS-11) ....	12		1,800.00

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34,072.00

Personal Services—Student .....			4,000.00
Other Travel .....			24.00
Equipment .....			4,400.00
Other Current Expenses .....			1,920.00

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Total . . . . . \$ 44,416.00

The Chief Accountant is responsible for all financial and cost accounting, for the preparation of all financial reports, for the preparation for payment of warrants for all vouchers not chargeable against state appropriations. During the past year the Chief Accountant's Office has also taken additional work involved in the administration of the State Property Control Act, including the labeling of all new equipment acquired and the preparation of monthly reconciliations with the accounts of the State Auditor. It has also prepared monthly reconciliations of the condition of operating funds and capital funds with the accounts of the State Auditor, and the

preparation of additional current financial reports. There has been an increase in the volume of routine transactions, as shown in the following table:

Type of Transaction	Average No. Per Mo. Last Six Months of Fiscal Year Ended 6/30/48	Average No. Per Mo. Last Six Months of Fiscal Year Ended 6/30/50	Percent of Increase	Average No. Per Mo. Last Six Months of Fiscal Year Ended 6/30/51	Percent of Increase
State Vouchers . . . . .	556	947	70.3	1270	34.1
Local Checks . . . . .	358	474	35.4	536	13.1
Transfer Vouchers . . . . .	30	58	93.3	330	468.9

**PURCHASING AGENT**

Personal Services—Regular:

Beach, Cornelia L., B. Ed., Exec. Asst. (Purchasing Agent) . . . . .	12	\$	5,340.00
Keough, Rosemary, Jr. Purchasing Asst. (S-CS-18) . . . . .	12		3,000.00
Veach, Helen, Clerk II (S-CS-21) . . . . .	12		2,520.00
Coleman, Joan, Clerk Typist II (S-CS-19) . . . . .	12		2,040.00
White, Betty Jane, Clerk II (S-CS-20) . . . . .	12		1,920.00
Fouke, Dorothy Elaine, Clerk Typist I (S-CS-22) . . . . .	12		1,860.00

16,680.00

Personal Services—Student . . . . .			5,500.00
Other Travel . . . . .			500.00
Equipment . . . . .			2,280.00
Other Current Expenses . . . . .			
Total . . . . .		\$	24,960.00

The Purchasing Agent is immediately responsible for all procurement within the limits prescribed by the State. The increase in the number of state vouchers processed is reflected in the work of the Purchasing Office by an increase in the number of requisitions and purchase orders handled.

**UNIVERSITY CIVIL SERVICE**

Personal Services—Regular:

Rendleman, John S., J. D., (see Legal Counsel) Asst. Prof. (of Government; Acting Legal Counsel and Assistant to the President; Supervisor of Non-Academic Personnel) . . . . .		\$	600.00
Personal Services—Student . . . . .			300.00
Other Travel . . . . .			7,500.00
Equipment . . . . .			
Other Current Expenses . . . . .			
Total . . . . .		\$	8,400.00

Most of the routine work for the University Civil Service system is now being carried on in the Personnel Office, but the Supervisor must keep in constant touch with the offices in Urbana concerning questions of policy and interpretations.

**PERSONNEL OFFICE**

Personal Services—Regular:

Crichton, Jane Wallace, Personnel Officer (S-CS-208) . . . . .	12	\$	4,800.00
Hill, Margaret T., Payroll Clerk II (S-CS-16) . . . . .	12		2,460.00
Dickerson, Grace, Payroll Clerk I (S-CS-17) . . . . .	12		1,920.00
Franklin, R. Catherine, Clerk Typist I (S-CS-199) . . . . .	12		1,860.00

11,040.00

Personal Services—Student . . . . .			2,000.00
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Other Travel .....	200.00
Equipment .....	450.00
Other Current Expenses .....	930.00
Total .....	\$ 14,620.00

The Personnel Office regularly handles employment forms and payrolls for all staff members, both academic and non-academic, computes withholding taxes and carries on correspondence and other paper work for participation of all staff members in the University Retirement System. The new University Civil Service system has placed large additional responsibilities on this office. It must now recruit and examine applicants, score examination grades, review application forms, and maintain an accurate register of eligibles for the various classifications.

### REGISTRAR

#### Personal Services—Regular:

Shank, Marjorie, A. M., Assoc. Prof. (of Geography; Registrar and Director of Admissions) .....	12	\$	5,220.00
(see Geography) .....	12		(1,740.00)
(total salary) .....	12		(6,960.00)
(sabbatical leave, three months, half pay) .....			
Eberhart, Wilma Sue J., B. S., Exec. Asst. (Examiner) .....	12		4,080.00
Melton, Norma Trotter, B. S., Exec. Asst. (Recorder) .....	12		4,320.00
Robinson, Joan, Exec. Asst. (Admissions Officer) .....	12		3,000.00
Griggs, Mary, Clerk Steno. II (S-CS-24) .....	12		2,400.00
Dawson, Norma, Clerk Typist II (S-CS-25) .....	12		2,160.00
Harris, Marjorie, Clerk Steno. I (S-CS-177) .....	12		2,100.00

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23,280.00

Personal Services—Student .....	9,000.00
Other Travel .....	150.00
Equipment ..	2,200.00
Other Current Expenses .....	5,880.00
Total .....	\$ 40,510.00

The Registrar, as an agent of the faculty and the administration, is responsible for the following activities:

1. Conducting official correspondence with prospective students.
2. Evaluating the credentials of applicants for admission to the University.
3. Keeping in custody certificates offered for admission and advanced standing.
4. Admitting students to the University in accordance with the legislation of the Board and with the rules of the University faculty and the several colleges and departments of the University.
5. Administering rules and regulations of the University with respect to resident classification.
6. Planning, organizing, and conducting the procedures for registration, change of programs, and withdrawal from classes.
7. Assessing fees and reporting them to the Business Office for collection, notifying the Business Office in cases in which the student is entitled to refunds of fees, keeping a detailed record of the fees assessed and refunds authorized and submitting these records when the accounts of the Business Office are audited.
8. Scheduling times and places of classes and examinations in accordance with the official calendar of the University.
9. Maintaining and safeguarding academic records of students as reported through official channels, furnishing this information upon

request to the colleges and other divisions and units of the University, preparing official transcripts to certify the academic eligibility of students for privileges, honors, and memberships in University activities, and preparing transcripts for the transfer of students to other colleges and universities.

10. Notifying students and, in the case of minors, their parents or guardians concerning the grades and academic status of the student.
11. Verifying the academic records of candidates for graduation, supplying the list of graduates for the commencement program, and preparing and providing for the distribution of diplomas.
12. Maintaining a complete file of the local and home addresses of students, together with the names and addresses of their parents, guardians or next of kin.
13. Recording the transfer of students from one college to another.
14. Compiling and editing the general catalog of the University and checking it and other official announcements for conformity with the rules and regulations adopted by the faculty and the Board of Trustees.

The work of the Registrar's Office has been made more complicated in recent years by the diversification of the curricula, the handling of veterans, and the necessity of differentiating between degree and non-degree students.

### STUDENT AFFAIRS

#### Personal Services—Regular:

Davis, I. Clark, M. S., (see Dean of Men) Dean (of Men; Acting Director of Student Affairs) .....	\$.....
Pulliam, Mabel, Supervisor (of Off-Campus Housing) 12	5,280.00
_____, (replacing Taft) Instructor .....	4,800.00
Rector, Alice P., M. S. in Ed., Instructor .....	9 3,780.00
Brennan, Alice Aleen, Chief Clerk, (Level II) (S-CS-243) .....	12 3,540.00

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17,400.00

Personal Services—Student .....	.....
Other Travel .....	50.00
Equipment .....	300.00
Other Current Expenses .....	570.00

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Total ..... \$ 18,320.00

The Student Affairs Office coordinates all student personnel services not immediately associated with academic instruction, and supervises all student activities and all student organizations. Through it the Dean of Men and the Dean of Women formulate rules and regulations for the operation of student affairs. They have the main responsibility for the conduct and discipline of students, and, in cooperation with the Student Council, they recommend the allocation of student activity funds.

### DEAN OF MEN

#### Personal Services—Regular:

Davis, I. Clark, M. S., Dean (of Men; Acting Director of Student Affairs) .....	\$ 7,680.00
Etheridge, Robert F., M. S. in Ed., Instructor (Asst. Dean of Men) .....	9 3,600.00

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11,280.00

Personal Services—Student ..	.....
Other Travel .....	2,240.00
Equipment .....	50.00
.....	400.00

Other Current Expenses .....	840.00
Total .....	\$ 14,810.00

The Dean of Men, in addition to being responsible for the counseling of all men students, handles the Student Employment agency and administers scholarship and loan funds.

#### DEAN OF WOMEN

##### Personal Services—Regular:

Farr, Leah, M. A., Dean (of Women; Instructor) .....	12	\$ 6,720.00
Ott, Loretta, M. S. in Ed., Instructor (1) .....	12	4,200.00
Nickells, Mary Lou, Clerk II (S-CS- ) .....	12	1,920.00

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 12,840.00

Personal Services—Student .....	2,495.00
Other Travel .....	50.00
Equipment .....	300.00
Other Current Expenses .....	1,100.00

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Total .....	\$ 16,795.60
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<sup>1</sup>Recommended promotion.

The Dean of Women, in addition to being responsible for the counseling of all women students, handles the social program for students, and supervises the Student Center.

#### HEALTH SERVICE

##### Personal Services—Regular:

Raso, Anthony James, M. D. <sup>1</sup> Director (Assoc. Prof. of Physiology; University Physician) .....	12	\$ 8,400.00
Goetz, Helen Thomas, R. N., Asst. Instr. . . . .	9	3,060.00
Bradley, Edna, R. N., Health Service Nurse (S-CS-209) .....	12	3,480.00
Manering, Naomi N., R. N., (half time) Health Service Nurse (S-CS-210) .. . . .	12	1,860.00
Goss, Mary, B. A., (leave of absence) Health Service Nurse (S-CS-244) .. . . .	12	.....
Rushing, Ruth Wells, R. N., Health Service Nurse (S-CS-211) .. . . .	12	3,120.00
Jones, Mary Lois, R. N., Health Service Nurse (S-CS-212) .. . . .	12	3,120.00
Weiss, Mildred, R. N., (half time) Health Service Nurse (S-CS-236) .. . . .	12	1,560.00

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 24,600.00

Personal Services—Student .....	822.00
Other Travel .....	.....
Equipment .....	750.00
Other Current Expenses .....	1,110.00

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Total .....	\$ 27,282.00
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<sup>1</sup>Southern Illinois University examining physician for the University Retirement System.

The Health Service has as its chief function the provision of healthful and safe conditions for the students and staff of Southern Illinois University. The Director of the Health Service makes recommendations to the President and the Director of the Physical Plant concerning health, safety, and sanitary conditions on the campus, and occasionally seeks the assistance of appropriate specialists from other agencies of the State government. The Health Service also supervises the provision of such medical care as facilities and personnel permit, and directs the practice of preventive medicine



on the campus. Often as many as a hundred students will visit the Health Service in a single day for many kinds of consultations and treatments. All kinds of minor illnesses and disorders are reported, and wherever possible they are treated. Each entering student is given a thorough Physical examination.

The Health Service works with the other offices of the University to provide facilities for practice teaching, for training and food handling, for prospective marriage, and for psychological testing. It conducts physical examinations of staff members for participation in the University Retirement System of the State. It maintains complete health records for all students and for those staff members participating in the Retirement System.

### STUDENT CENTER

#### Personal Services—Regular:

Proctor, Mary Anita, Clerk I (S-CS-172) .....	12	\$	1,920.00
Personal Services—Student .....			1,200.00
Other Travel .....			
Equipment .....			2,000.00
Other Current Expenses .....			930.00
Total .....		\$	6,050.00

The Student Center, which has recently been opened, provides a lounge in which students may read, relax, or talk with each other. Through the cooperation of the General Library, current books of interest are made available. Offices for a number of major student activities are also located in the Center.

### TESTING SERVICE

#### Personal Services—Regular:

Graham, Jack W., Ph. D., Asst. Prof. ....	12	\$	5,520.00
Personal Services—Student .....			600.00
Other Travel .....			
Equipment .....			500.00
Other Current Expenses .....			1,650.00
Total .....		\$	8,270.00

The Testing Service administers and interprets the results obtained from standard tests used to determine student ability. It works in cooperation with academic advisors, instructors, other educational institutions, and professional schools and groups. Graduate and professional aptitude tests are given to all candidates for graduate degrees. Among the students given special advice are those with unusual ability, those with vocational problems, those with low grades, transfer students, and Public Law 16 veterans. In each case, an attempt is made to find out what kind of program is best suited to the student.

### VISITATION

Personal Services—Regular .....	\$	.....
Personal Services—Student .....		.....
Other Travel .....		650.00
Equipment .....		100.00
Other Current Expenses .....		570.00
Total .....	\$	1,320.00

The Visitation account is used to cover the expenses of members of the faculty who visit the high schools in the area on career days and other occasions in order to provide students with information about educational opportunities on the college level.

## AREA SERVICES

## Personal Services—Regular:

Brownell, Baker, M. A., Director (Acting; Visiting Professor of Philosophy) .....	12	\$ 5,000.00 <sup>1</sup>
Tudor, William J., Ph. D., Professor (see Sociology) (Associate Director) .....	12	4,380.00
(total salary) .....	12	(4,380.00)
(total salary) .....	12	(8,760.00)
Robbins, Buren C., M. A., Asst. Prof. (see Speech) .....	9	2,835.00
(total salary) ..	9	(2,835.00)
(total salary) ..	9	(5,670.00)
Schwinn, Doris, B. S., (term appointment) Asst. Super	12	3,600.00

15,815.00

Personal Services—Student .....		1,000.00
Other Travel .....		1,000.00
Equipment .....		1,650.00
Other Current Expenses .....		

Total .....	\$	19,465.00
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<sup>1</sup>Mr. Brownell will serve sporadically through the year at a monthly rate of \$1,000.00

The Area Services office is being set up for the first time under its new director. The budget proposed, therefore, is somewhat arbitrary, but probably too conservative to carry out the functions of this office as outlined in the Statutes. The proposed budget simply centralizes in the new office certain area service functions which have hitherto been carried on elsewhere in the University, community research and service, arrangements for conferences and the provision of speakers, the campus radio programs, and the preparation of data of use both to the University in planning its program and to the public of the region it serves.

## ALUMNI RECORDS AND SERVICES

## Personal Services—Regular:

_____, (replacing Mann) Director .....	12	\$ 6,480.00
Odaniell, John Robert, B. S. in Ed., (term appointment) Exec. Asst. ....	12	3,900.00
_____, (Recorder) Chief Clerk (Level II) .....	12	3,900.00
Cletcher, Peggy D., Clerk Steno. I (S-CS-27) .....	12	1,920.00

16,200.00

Personal Services—Student .....		2,600.00
Other Travel .....		1,200.00
Equipment .....		
Other Current Expenses .....		4,080.00

Total .....	\$	24,080.00
-------------	----	-----------

The University Alumni Service gathers, prepares, and maintains comprehensive records of University graduates and former students. Since the number of alumni increases each year, the problem of giving them information about the University becomes increasingly difficult. To date, contacts have been renewed with not more than fourteen or fifteen thousand out of the nearly fifty-thousand ex-students of Southern Illinois University, so that there is still a large backlog of work to do.

The Alumni Service attends to the preparation and mailing of the *Southern Alumnus* and of occasional news letters which have been financed from alumni dues. It serves as the campus headquarters for the Alumni Association, receives dues, and assists in coordinating the activities of campus and alumni committees in planning homecoming functions and other alumni reunions.

## FAIR EXHIBITS

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	250.00
Other Travel .....	275.00
Equipment .....	60.00
Other Current Expenses .....	615.00
Total .....	\$ 1,200.00

The Information Service, the Statistical Service, the Art Service, and various instructional departments cooperate in preparing informational exhibits for the various county fairs as a part of the University's area service program. Modest amounts for equipment, travel, and commodities are needed for their use. Student attendants are used to watch over, operate, and explain these exhibits.

## INFORMATION SERVICE

## Personal Services—Regular:

Lyons, W. H., M. A., Director (University Information Service; Instructor in Journalism) .....	12	\$	7,200.00
Mulkin, John W., B. A., (military leave) Fac. Asst. ... ..	.....	.....	.....
Meyer, Albert F., Writer, Editorial (S-CS-215) .....	12		3,600.00
Wiggs, Betty Bowen, Writer, Editorial (S-CS-214) ... ..	12		3,600.00
White, Myrtle, Clerk Steno. II (S-CS-28) .....	12		3,000.00
			17,400.00
Personal Services—Student .....			3,200.00
Other Travel .....			600.00
Equipment .....			150.00
Other Current Expenses .....			6,600.00
Total .....		\$	27,950.00

The Information Service is responsible for centralizing news reporting on the campus and for issuing news releases concerning the University. It also edits and publishes various pamphlets and announcements relating to the University and its several colleges, schools, departments, offices, and services. It maintains files of photographs and cuts of University scenes, personnel, and activities.

Stories about students are regularly sent to home-town newspapers so that the people of Southern Illinois will have knowledge of what their sons and daughters are doing.

The theory behind the public relations program at Southern Illinois University is that promotion as such should be kept to a minimum and services to the area should be stressed. As a result, the Information Service concentrates on disseminating information, not on general public relations.

## PLACEMENTS

## Personal Services—Regular:

Bryant, Roye R., M. A., Director (University Placements Service) .....	12	\$	7,680.00
Tierney, Jane, Chief Clerk (Level I) (S-CS-216) .....	12		3,300.00
Williford, Virginia, Clerk Steno. II (S-CS-217) .....	12		2,880.00
Blood, Virginia, Clerk Steno. I (S-CS-29) .....	12		2,160.00
			16,020.00
Personal Services—Student .....			2,500.00
Other Travel .....			115.00
Equipment .....			580.00
Other Current Expenses .....			1,560.00
Total .....		\$	20,775.00



The University Placement Service is the central agency for collecting and supplying vocational information about and to seniors and alumni. It maintains a complete personnel file of graduating seniors and of alumni who wish to register for placement. It also maintains a file of available positions and a list of employers. It is therefore able to recommend candidates for positions, arrange for interviews between prospective employees and employers, and cooperate with the deans of the various colleges in determining the qualifications of candidates registered with the office.

When Southern was a teachers college, the chief emphasis in the Placement Office was providing teachers to the elementary and secondary schools of Southern Illinois. Now that a variety of vocational and professional courses are offered, the Placement Office has had to devise ways and means of obtaining employment for Southern's graduates in many other fields than teaching. Numerous letters are sent to business firms asking for reports of vacancies. Personal calls are made to metropolitan areas to discover job opportunities, particularly for graduates of the College of Vocations and Professions; and systematic records are kept of all information acquired.

### RECEPTIONS

Personal Services—Regular:		
Richardson, Ressie, Cook I (S-CS-165) .....	12	\$ 2,280.00 <sup>1</sup>
Personal Services—Student .....		150.00
Other Travel .....		
Equipment .....		150.00
Other Current Expenses .....		3,630.00
		<hr/>
Total .....		\$ 6,210.00

<sup>1</sup>Does not include maintenance allowance of \$10.00 a month.

The Receptions budget provides personal services and materials needed for receptions, official dinners, and other such events in the President's house and elsewhere; and releases the time of the President's wife so that she may function effectively as University hostess.

### MUSIC FESTIVAL

Personal Services—Regular .....	\$.....
Personal Services—Student .....	400.00
Other Travel .....	50.00
Equipment .....	
Other Current Expenses .....	1,740.00
	<hr/>
Total .....	\$ 2,190.00

The annual spring Music Festival draws hundreds of students from the grade schools and high schools of Southern Illinois to participate in massed choruses, and bands and to hear good music from guest artists. The fees of these artists, the printing of tickets and programs, the provision of lighting and sound equipment, and the services of students who address and fold the notices, handle the correspondence with the public schools, etc., largely account for the expenditures from this account. The budget proposed for 1952-53 is less than in either of the two previous years; and it is hoped that an increased income from ticket sales will make up the difference.

### AIR TRAVEL

Personal Services—Regular .....	\$.....
Personal Services—Student .....	
Travel .....	10,000.00 <sup>1</sup>
Equipment ..	
Other Current Expenses .....	
	<hr/>
Total .....	\$ 10,000.00

<sup>1</sup>Includes Convention Travel \$2,000.00 and Institutional Travel \$2,000.00.

Air Travel supplements the other travel accounts, but is not confined to any particular function. It is used when its added speed and convenience are in the best interests of the University. Specifically, it is used:

1. When it is the most economical mode of travel.
2. When there is a saving of time which releases staff members for other duties.
3. When overlapping or interlocking engagements cannot be met by slower modes of travel.

#### AUDITING

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	3,200.00
	.....
Total .....	\$ 3,200.00

This budget provides the fees for the annual independent post-audit.

#### CATALOGUES AND ANNOUNCEMENTS

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	14,000.00
	.....
Total .....	\$ 14,000.00

This budget provides funds for the printing of official University announcements and catalogues. Increased printing costs are making it necessary to publish a General Catalogue that will be used for two years rather than the customary one year. There will be two catalogues printed this biennium; however the catalogue to be paid for from this budget will be used for the period 1952-54.

#### COMMENCEMENT

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	1,830.00
	.....
Total .....	\$ 1,830.00

The Commencement budget meets the cost of speakers, programs, and arrangements for the June and August convocations for graduating students.

#### FREIGHT AND EXPRESS

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	8,000.00
	.....
Total .....	\$ 8,000.00

This account covers freight and express charges for all items purchased by all departments.

#### GENERAL PRINTING

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....

Other Travel .....	
Equipment .....	
Other Current Expenses .....	3,630.00
<b>Total .....</b>	<b>\$ 3,630.00</b>

This account covers the cost of forms, letterheads, examination books, and other printed items in general use by the departments and offices of the University.

#### GENERAL STORES EXPENSE

Personal Services—Regular:	
_____ , (Requisition No. 724) Stores Supervisor 12	\$ 4,800.00
Squire, Burton, Receiving Clerk (S-CS-23) .....	1,980.00
	<hr/>
	6,780.00
Personal Services—Student .....	2,400.00
Other Travel .....	30.00
Equipment .....	1,480.00
Other Current Expenses .....	480.00
	<hr/>
<b>Total .....</b>	<b>\$ 11,170.00</b>

The Business Office and the Physical Plant have been studying and designing procedures for the installation of a stores system in the new Service Shops building. This system should provide for the maintenance of records for all items carried in stock, indicating maximum and minimum quantities to be maintained. It should also maintain a delivery system to the department or office requisitioning materials.

Some study has recently been made of the possibility of designing a physical plant job-cost system which will provide for the computation of costs of various tasks performed by the Physical Plant, including the maintenance of buildings. It is hoped that this job-cost system can be installed in the near future, but the installation of the stores system is, of course, a prerequisite.

The proposed budget for 1952-53 would make possible the appointment of a Stores Supervisor who could begin to put the program for the new stores system into effect.

#### GOVERNMENT SURPLUS PROPERTY EXPENSE

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	
Other Travel .....	150.00
Equipment .....	
Other Current Expenses .....	100.00
	<hr/>
<b>Total .....</b>	<b>\$ 250.00</b>

This account covers costs incidental to the acquisition of government surplus property.

#### INSTITUTIONAL TRAVEL

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	
Travel .....	2,000.00
Equipment .....	
Other Current Expenses .....	
	<hr/>
<b>Total .....</b>	<b>\$ 2,000.00</b>

The Institutional Travel budget is not to be confused with the various budgets for Convention Travel. It supports the various administrative and business operations of the University when travel is required which is not



specifically within the province of a given office or department. Any person officially representing the University, and not a particular agency of the University, may request authorization to travel against this account.

#### POST OFFICE

##### Personal Services—Regular:

McCluckie, Katherine, Clerk I (S-CS-33) .....	12	\$	2,100.00
Pribble, Dorothy Mary (Clerk I (S-CS-32) .....	12		1,800.00

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3,900.00

Personal Services—Student .....			924.00
Other Travel .....			250.00
Equipment .....			450.00
Other Current Expenses .....			300.00

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Total .....		\$	5,824.00
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The Post Office handles both intra-departmental mail which does not require postage, and off-campus mail, which does. For the latter purpose, the office rents a postage meter machine.

#### REGIONAL CIVIL DEFENSE PROGRAM

Personal Services—Regular .....		\$	.....
Personal Services—Student .....			.....
Other Travel .....			500.00
Equipment .....			100.00
Other Current Expenses .....			390.00

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Total .....		\$	990.00
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Southern Illinois University has been requested by the State Civil Defense authorities to serve as a center for the program in Southern Illinois, assisting nearby counties and municipalities to organize their civil defense efforts. Reimbursement for equipment and supplies has been promised by the Federal Government on a matching basis. Meanwhile, expenses must be provided for members of the staff who engage in this work. The burden will fall largely on members of the Department of Health Education.

#### RETIREMENT CONTRIBUTIONS

Personal Services—Regular .....		\$	.....
Personal Services—Student .....			.....
Other Travel .....			.....
Equipment .....			.....
Other Current Expenses .....			55,980.00

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Total .....		\$	55,980.00
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The amount budgeted for Retirement Contributions is determined on an actuarial basis by the University Retirement System.

#### TELEPHONE EXCHANGE

##### Personal Services—Regular:

Vogt, Wilma J., Chief Sw. Op. (S-CS-34) .....	12	\$	2,040.00
Overturf, Martha A., Sw. Op. (S-CS-35) .....	12		1,860.00
Lietz, Mildred, Sw. Op. (S-CS-36) .....	12		1,860.00

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5,760.00

Personal Services—Student .....			1,200.00
Other Travel .....			20.00
Equipment ..			200.00
Other Current Expenses .....			17,200.00

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Total .....		\$	24,380.00
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The University operates a PABX telephone exchange with three operators. This system provides for both on-campus and off-campus communication service.

#### ADMINISTRATION—GENERAL INSTRUCTION

##### Personal Services—Regular:

Tenney, Charles D., Ph. D., Professor (of English and Philosophy, Administrative Assistant to the President) .....	12	\$	13,000.00
McSherry, Patricia, Personnel Asst. (S-CS-206) .....	12		3,600.00
Swan, Vivien Oleen, Clerk Steno. II (S-CS-3) .....	12		2,580.00

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 19,180.00

Personal Services—Student .....			612.00
Other Travel .....			200.00
Equipment .....			50.00
Other Current Expenses .....			705.00

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 Total ..... \$ 20,747.00

This office reviews recommendations made to the President by the various instructional divisions and departments of the University. It also exercises general supervision over the Registrar's Office, the Libraries, the Museum, and the other agencies auxiliary to instruction. Faculty personnel problems, both routine and special, take up a great deal of its time.

#### CONVENTION TRAVEL—GENERAL INSTRUCTION

Personal Services—Regular .....	\$	.....
Personal Services—Student .....		.....
Travel .....		1,485.00
Equipment .....		.....
Other Current Expenses .....		.....

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 Total ..... \$ 1,485.00<sup>1</sup>

Travel funds available for attendance at professional meetings, conventions, and conferences have been pro-rated to the various administrative and instructional groups according to their sizes. It now appears that less than \$30.00 on the average will be available to members of the faculty-administrative staff during 1952-53.

<sup>1</sup>Report on policy of allocation to be made at September meeting of Board of Trustees.

#### GENERAL PUBLICATIONS

Personal Services—Regular .....	\$	.....
Personal Services—Student .....		.....
Other Travel .....		.....
Equipment .....		.....
Other Current Expenses .....		1,605.00

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 Total ..... \$ 1,605.00

The general publications account provides for the printing of an occasional brochure, monograph, or pamphlet approved by the faculty Publications Committee. The University Directory is now charged to this account also.

#### ART EXPENSE

##### Personal Services—Regular:

Knaus, George S., Lecturer .....	12	\$	3,840.00
(see Art) .....	12		(1,920.00)
(total salary) .....	12		(5,760.00)

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 3,840.00

Personal Services—Student .....	300.00
Other Travel .....	.....
Equipment .....	1,000.00
Other Current Expenses .....	390.00
<b>Total .....</b>	<b>\$ 5,530.00</b>

The Art Service of the University is responsible for the art work in the various publications, posters, charts and other graphic materials it produces. It also provides students in art with opportunities to make practical application of their training.

#### DUPLICATING EXPENSE

##### Personal Services—Regular:

Adams, Francis Warren, Dup. Serv. Sup. (S-CS-30) ... 12	\$	3,720.00
Parkhill, Earl E., Dup. Mach. Op. III (S-CS-218) .... 12		3,240.00
Jarrett, Hazel M., Dup. Mach. Op. II (S-CS-31) ..... 12		2,640.00
Stokes, Gloria E., Vari-Typist II (S-CS-198) ..... 12		2,100.00
—————, (Requisition No. 731) Dup. Mach. Op. 1. 12		1,800.00

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13,500.00

Personal Services—Student .....	3,300.00
Other Travel .....	.....
Equipment .....	3,000.00
Other Current Expenses .....	480.00

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**Total .....** \$ **20,280.00**

The Duplicating Service handles the University's mimeographing, varityping, and offset printing.

#### PHOTOGRAPHIC EXPENSE

##### Personal Services—Regular:

Horrell, C. William, M. S., Instructor .....	12	\$	4,230.00
(see Journalism) .....	12		(1,410.00)
(total salary) .....	12		(5,640.00)
Sims, Byrl, (military leave) Assistant Photographer (S-CS- ) .....	..		.....
Stokes, Robert W., Assistant Photographer (S-CS-26) .	12		3,204.00
Craig, Walter D., Assistant Photographer (S-CS-219) ..	12		1,800.00
(see Voc.-Tech. Inst.) .....	12		(1,800.00)
(total salary) .....	12		(3,600.00)

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9,234.00

Personal Services—Student .....	2,080.00
Other Travel .....	75.00
Equipment .....	1,000.00
Other Current Expenses .....	200.00

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**Total .....** \$ **12,589.00**

Through the Photographic Service the University can now make its own photographs of students when they register, can photograph campus activities for the campus newspaper, the student yearbook, the Information Service, the Alumni Service, and other agencies, can provide educational materials such as slides, photographs of research projects, documents, and various graphic materials for the instructional departments, and can process official transcripts for the office of the Registrar.

#### INSTITUTIONAL MEMBERSHIPS

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....



Other Current Expenses .....	1,110.00
<b>Total</b> .....	<b>\$ 1,110.00</b>

The Institutional Memberships account provides for the annual renewal of memberships in the American Council on Education, the Association of American Colleges, the National Commission on Accrediting, the National Association of Schools of Music, the North Central Association of Colleges and Secondary Schools, the American Association of Colleges for Teacher Education, Southern Illinois Incorporated, etc.

#### LECTURES AND CONSULTANT SERVICES

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	250.00
Other Travel .....	100.00
Equipment .....	250.00
Other Current Expenses .....	8,000.00
<b>Total</b> .....	<b>\$ 8,600.00</b>

The Lectures and Consultant Services budget provides funds for the fees of speakers for various educational conferences and clinics conducted on the campus and also for consultants brought in to advise the offices and departments of the University concerning their programs and plans. The Faculty Council has already selected as a major project for next year a series of meetings, largely carried on with local talent, concerned with Leonardo da Vinci, who was born in 1452.

#### SECRETARY OF THE FACULTY

Personal Services—Regular:	
Fulkerson, Elbert, M. A., Assoc. Prof. <sup>1</sup> (Secretary of the Faculty) .....	12 \$ 5,280.00
(see Mathematics) .....	12 (2,640.00)
(total salary) .....	12 (7,920.00)
	<hr/>
	5,280.00
Personal Services—Student .....	600.00
Other Travel .....	.....
Equipment .....	600.00
Other Current Expenses .....	480.00
	<hr/>
<b>Total</b> .....	<b>\$ 6,960.00</b>

<sup>1</sup>Recommended promotion.

The Secretary of the Faculty is one of the new positions established by the statutes of the University. He holds the minutes and records of all faculty bodies, and serves as secretary both of the University Faculty and of the Faculty Council.

#### AIR FORCE R.O.T.C.

Personal Services—Regular:	
Halderson, Oliver K., Col., A. B., Professor .....	12 \$ 600.00 <sup>1</sup>
Vickery, Benjamin P., Major, Asst. Prof. ....	9 225.00 <sup>1</sup>
Timm, Paul A., Major, Asst. Prof. ....	9 225.00 <sup>1</sup>
Lunde, Paul M. Jr., Capt., Asst. Prof. ....	9 225.00 <sup>1</sup>
DuBois, Thomas A., Capt., Asst. Prof. ....	9 225.00 <sup>1</sup>
Oakes, Russell E., Capt., Asst. Prof. ....	9 225.00 <sup>1</sup>
Schuett, Kenneth F., Lt., B. S., Asst. Prof. ....	9 225.00 <sup>1</sup>
Thompson, Francis C., Lt., A. B., Asst. Prof. ....	9 225.00 <sup>1</sup>
Dotter, James W., Sgt., Instructor .....	9 225.00 <sup>1</sup>
Gardner, Wade G., Sgt., Instructor .....	9 225.00 <sup>1</sup>
Meagher, Philip J., Jr., Sgt., Instructor .....	9 225.00 <sup>1</sup>

Snyder, Robert W., Sgt., Instructor .....	9	225.00 <sup>1</sup>
Wray, David H., Sgt., Instructor .....	9	225.00 <sup>1</sup>
Austin, Mabel, Clerk Steno. I (S-CS-37) .....	12	2,760.00
		6,060.00
Personal Services—Student .....		.....
Other Travel .....		.....
Equipment .....		450.00
Other Current Expenses .....		250.00
		.....
Total .....		\$ 6,760.00

<sup>1</sup>Basic salary paid by Federal Government.

The year 1951-52 was the first year of operation for an R. O. T. C. contingent on Southern's campus. The Air Force has now firmly established itself as a part of the instructional program of the University.

Most of the personal services and special equipment are provided by the Federal Government. In accordance with prevailing custom, however, the University pays the instructional staff nominal supplementary salaries. Equipping classrooms for the department, which will soon become one of the largest in the University, is however, Southern's responsibility.

#### MILITARY PROPERTY CUSTODIAN

Personal Services—Regular:

Winkelmeyer, William R., M. S. in Ed., Asst. Military Property Custodian (S-CS-220) .....	12	\$ 3,780.00
Personal Services—Student .....		500.00
Other Travel .....		100.00
Equipment .....		150.00
Other Current Expenses .....		480.00
		.....
Total .....		\$ 5,010.00

Under the terms of its agreement with the Air Force, the University must provide storage space and safe custody for uniforms, rifles, and other items of equipment used in the R. O. T. C. program.

#### SUMMER SESSION

Personal Services—Regular:

For Summer Staff Positions .....		\$ 195,000.00
Personal Services—Student .....		.....
Other Travel .....		.....
Equipment .....		.....
Other Current Expenses .....		.....
		.....
Total .....		\$ 195,000.00

The Summer Session account provides salaries for those members of the staff with special summer appointments. Approximately two weeks of the summer session fall in one fiscal year and six weeks in the next. The summer payrolls for the last six weeks of the 1952 summer session and the first two weeks of the 1953 summer session will therefore be met from this account.

#### GRADUATE SCHOOL

Personal Services—Regular:

Swartz, Willis G., Ph. D., Dean (Professor of Govern- ment) .....	12	\$ 7,360.00
(see Government) .....	12	(3,680.00)
(total salary) (sabbatical leave, six months, full pay) .....	12	(11,040.00)
Kenney, David T., M. S. in Ed., Instructor (Assistant to the Dean) .....	9	2,250.00

(see Government) .....	9	(2,250.00)
(total salary) (term appointment) .....	9	(4,500.00)
Fee, Ruth B., Chief Clerk (Level I) (S-CS-233) .....	12	2,880.00
Bione, Marilyn Jo, Clerk Steno. I (S-CS-156) .....	12	1,920.00
		<hr/>
Personal Services—Student .....		14,410.00
Other Travel .....		400.00
Equipment .....		100.00
Other Current Expenses .....		200.00
		<hr/>
Total .....	\$	16,220.00

The functions of the Graduate School at Southern Illinois University include the following:

1. To provide advanced training for public and high school teachers and administrators.
2. To qualify students for work leading to the doctorate in other universities.
3. To give advanced professional and technical training for public service.
4. To provide advanced technical and professional training for private employment.

During the period from June 1, 1951 to June 1, 1952, there were individuals equivalent to 788 full-time students enrolled in the Graduate School as degree candidates. In addition, there were 38 students with baccalaureate degrees who were not degree candidates. The combined total of the two groups is 826.

The enrollment in the Graduate School appears to be becoming somewhat stabilized. Hence, the aggregate graduate enrollment from June 1, 1952—June 1, 1953 should be in the neighborhood of 830 degree candidates.

The instructional staff of the Graduate School is drawn entirely from the regular instructional staff of the University.

#### RESIDENCE CENTER

Personal Services—Regular .....	\$	.....
Personal Services—Student .....		.....
Other Travel .....		500.00
Equipment .....		.....
Other Current Expenses .....		45.00
		<hr/>
Total .....	\$	545.00

The Residence Center is maintained for the convenience of students in the Belleville-East St. Louis area. It is staffed through the Graduate School and the Division of Extension from the regular faculty staff of the University. During 1951-52, 50 graduate students and 45 undergraduate students were enrolled, a total of 95 students. For 1952-53 an enrollment of at least 100 students is anticipated.

#### ADULT EDUCATION AND VOCATIONAL-TECHNICAL INSTITUTE

Personal Services—Regular:

Simon, Ernest J., M. S., Director (Vocational-Technical Institute; Associate Director, Adult Education; Associate Professor of Industrial Education) .....	12	\$	10,800.00
Bauernfeind, Harry, M. A., Supervisor (Business Education; Asst. Professor of Business Administration) .....	12		8,160.00
Adams, Jon P., B. Ed., Supervisor (Industrial Education) .....	12		8,160.00
Reed, Alex, M. S., Asst. Prof. (Supervisor of Adult Education in Agriculture) .....	12		2,440.00
(see Agriculture) .....	12		(2,440.00)



(see Experimental Farm) .....	12	(2,440.00)
(total salary) .....	12	(7,320.00)
Randle, William L., M. S. in Ed., Instructor .....	12	5,280.00
Lockwood, Bonnie A., M. S. in Ed., Instructor .....	12	5,280.00
_____, Instructor .....	12	5,500.00
Replacements for 20 part-time Lecturers and Assistant Instructors at \$1,250.00 .....	12	25,000.00
Craig, Walter D., Asst. Photographer .....	12	1,800.00
(see Photographic Expense) (S-CS-219) .....	12	(1,800.00)
(total salary) .....	12	(3,600.00)
Hamilton, Helen, Clerk Steno. II (S-CS-38) .....	12	2,700.00
Dye, Barbara Louise, Clerk Typist I (S-CS- ) .....	12	1,860.00
		76,980.00
Personal Services—Student .....		700.00
Other Travel .....		6,000.00
Equipment .....		16,000.00
Other Current Expenses .....		8,000.00
		Total
		\$ 107,680.00

During its first year of operation (October 16, 1950—June 30, 1951), the adult program of the Vocational-Technical Institute served 500 students in 42 classes from 16 to 36 hours in length.

In the first class, which began October 16, 1950, twelve students were enrolled. A year later, 588 students were enrolled. The growth of the program was accelerated in February, 1952, by the opening of the classroom building at Southern Acres. The total picture for 1951-52 is shown in the following table:

### ACCUMULATED STATISTICAL SUMMARY FOR VOCATIONAL-TECHNICAL INSTITUTE

July 1, 1951 - June 30, 1952

Month	Classes Carried Over	New Classes For Month	Total Classes In Session	Total New Students Enrolled Each Month	Total Students Per Month	Total Hours Instruction	Total Student Hours Instruction
July .....	13	5	18	72	220	112	1548
August .....	15	2	17	25	200	133	1706
September .....	13	10	23	76	263	110½	1291½
October .....	14	26	40	379	588	250½	3447½
November .....	36	8	44	255	705	349¾	5399
December .....	51	2	53	31	649	187¼	3073½
January '52 ...	32	17	49	331	865	394¾	6780
February .....	30	35	65	536	1108	502½	5376
March .....	54	19	73	281	1139	574¼	8889¾
April .....	65	11	76	102	1103	608½	8385½
May .....	49	16	65	218	858	373¼	4424
June .....	33	4	37	63	452	379½	4790¼
Total Students July 1, 1951—June 30, 1952 .....							2,517
Total Hours Instruction July 1, 1951—June 30, 1952 .....							3,975¾
Total Student Hours Instruction July 1, 1951—June 30, 1952 .....							55,111

The enrollment projected for 1952-53 by the Director of the program is as follows:



Chemistry .....	6.3	6.3
English .....	19.5	19.0
Foreign Languages .....	7.5	6.0
Geography .....	8.1	7.2
Government .....	6.2	5.3
History .....	7.7	8.0
Mathematics .....	8.5	8.1
Microbiology .....	.8	1.3
Philosophy ..	1.3	2.0
Physics and Astronomy .....	5.0	4.7
Physiology .....	1.5	2.0
Psychology .....	1.4	4.0
Sociology .....	6.0	5.2
Zoology .....	7.0	6.0
	92.0	90.8

The slight reduction in staff has not been made at the expense of faculty members on continuing appointments but by cutting down the amount of assistance from temporary and part-time instructors.

During the fall of 1951, the undergraduate and graduate students of the University, both on campus and off, registered in courses offered by the departments of the three colleges for 43,281 credit hours. Of this total 22,138 credit hours, or 51.2 percent, were taught by the staff of the College of Liberal Arts and Sciences. This figure is probably a reliable indicator for the future since the College of Liberal Arts and Sciences for several years has carried slightly more than half of the credit hour load. Since there may be next fall as much as a 2.0 percent falling off in enrollment of degree students, a conservative estimate would indicate a credit hour load of 21,695 in the College at the beginning of 1952-53. If enrollments should swing upward only slightly, the load will be the same in 1952-53 as in 1951-52.

The departments of the College of Liberal Arts and Sciences listed 727 different courses offered for 1951-52. For the forthcoming catalog, 765 courses have been proposed. Studies are now going forward to reduce the number of separate courses listed to under 700 if possible. This reduction in the listing should result in the elimination of a few courses seldom or never taught, in the consolidation of courses where there is some overlapping of subject matter, and in a better integration of the various curricula. The reduced number of courses should reduce the number and increase the size of class sections, and should also lighten the work load of faculty members by reducing the number of preparations they must make.

#### COLLEGE OF LIBERAL ARTS AND SCIENCES ADMINISTRATION—DEAN

##### Personal Services—Regular:

Abbott, Talbert Ward, Ph. D., Dean (Professor of Chemistry) .....	12	\$	7,520.00
(see Chemistry) .....	12		(3,760.00)
(total salary) .....	12		(11,280.00)
Turner, Max Wesley, Ph. D., Assoc. Prof. (Chief College Advisor) ..	12		4,140.00
(see Government) .....	12		(4,140.00)
(total salary) .....	12		(8,280.00)
McGowan, Crissie, Chief Clerk (Level I) (S-CS-222) ...	12		3,120.00
Eastman, Margaret, Clerk Steno. I (S-CS-39) .....	12		2,700.00
			17,480.00
Personal Services—Student .....			.....
Other Travel .....			500.00
Equipment .....			250.00
Other Current Expenses .....			350.00
			.....
Total .....		\$	18,580.00



The Dean recommends appointments, promotions, leaves, dismissals, and acceptances of resignations of the members of the staffs of departments within his college. He is the agent of the faculty of his college in determining the eligibility for admission or readmission of a student to the college. He is responsible for approving courses of study and for the academic discipline of the students and faculty members of his college.

**COLLEGE OF LIBERAL ARTS AND SCIENCES  
CONVENTION TRAVEL**

Personal Services—Regular .....	\$.....
Personal Services—Student .....	.....
Travel .....	2,245.00
Equipment .....	.....
Other Current Expenses .....	.....
<hr/>	
Total .....	\$ 2,245.00 <sup>1</sup>

Travel funds available for attendance at professional meetings, conventions, and conferences have been pro-rated to the various administrative and instructional groups according to their sizes. It now appears that less than \$30.00 on the average will be available to members of the faculty-administrative staff during 1952-53.

<sup>1</sup>Report on policy of allocation to be made at September meeting of Board of Trustees.

**BOTANY**

Personal Services—Regular:	
Welch, Walter B., Ph. D., Professor (Chairman) .....	9 \$ 7,650.00
Kaeiser, Margaret, Ph. D., Assoc. Prof. ....	9 5,670.00
Kaplan, Leo, Ph. D., Asst. Prof. ....	9 4,860.00
Marberry, William M., A. M., Asst. Prof. ....	12 3,720.00
(see Physical Plant—Operation) .....	12 (3,720.00)
(total salary) .....	12 (7,440.00)
Voigt, John W., Ph. D., Asst. Prof. ....	9 5,130.00
<hr/>	
	27,030.00
Personal Services—Student .....	1,500.00
Other Travel .....	300.00
Equipment .....	2,500.00
Other Current Expenses .....	1,910.00
<hr/>	
Total .....	\$ 33,240.00

A staff of 4.5 is proposed for 1952-53.

During 1951-52, a staff of 4.5 carried an average service load equivalent to 47.9 credit hours and 514 student credit hours.

Staff members carried on the following research projects: Broom Sedge in Southern Illinois, Conifers of Southern Illinois, and Inhalant Allergies.

**CHEMISTRY**

Personal Services—Regular:	
Neckers, J. W., Ph. D., Professor (Chairman) .....	9 \$ 8,910.00
Abbott, T. W., Ph. D., Dean (Professor) .....	12 3,760.00
(see Col. of L. A. S. - Admin. - Dean) .....	12 (7,520.00)
(total salary) .....	12 (11,280.00)
Scott, Robert A., Ph. D., Professor .....	9 6,660.00
Van Lente, Kenneth A., Ph. D., Professor .....	9 7,560.00
Hadley, Elbert H., Ph. D., Assoc. Prof. ....	9 6,660.00
Slentz, Loren W., M. S., (term appointment) Instructor	9 3,960.00
Stone, Hal, M. S., Instructor .....	9 4,500.00

George, Homer A., Senior Lab. Asst. (S-CS-229) . . . . . 12	3,180.00
	45,190.00
Personal Services—Student . . . . .	1,525.00
Other Travel . . . . .	4,000.00
Equipment . . . . .	4,330.00
Other Current Expenses . . . . .	
Total . . . . .	\$ 55,045.00

A staff consisting of 6.3 members carried an average service load of 48.1 credit hours and 710 student credit hours for the year 1951-52. A staff of 6.3 is proposed for 1952-53.

The members of the department have carried on the following research projects during the year 1951-52: Electrochemical Research, and Bismuth Periodate.

### ENGLISH

#### Personal Services—Regular:

Schneider, W. B., Ph. D., Professor (Chairman) . . . . . 9	\$ 8,550.00
Faner, Robert D., Ph. D., Professor . . . . . 9	7,560.00
Harris, Jesse W., Ph. D., Professor <sup>1</sup> . . . . . 9	7,110.00
Tenney, Charles D., Ph. D., (see Adm.-Gen. Instr.), Professor . . . . .	
Barbour, Frances M., M. A., Assoc. Prof. . . . . 9	5,130.00
Benziger, James G., Ph. D., Assoc. Prof. . . . . 9	6,390.00
_____, (Replacing Turner) Assoc. Prof. . . . . 9	5,850.00
Coleman, E. C., Ph. D., Assoc. Prof. . . . . 9	6,030.00
Neely, Julia, A. M., Assoc. Prof. . . . . 9	5,400.00
Wilson, Henry L., Ph. D., Assoc. Prof. . . . . 9	5,400.00
Winn, Georgia Gantt, Ph. D., Assoc. Prof. . . . . 9	6,120.00
Barber, Julia M., A. M., (disability leave) Asst. Prof. . . . .	
Burns, Winifred, A. M., Asst. Prof. . . . . 9	5,220.00
Camp, G. C., Ph. D., Asst. Prof. . . . . 9	5,040.00
Krappe, Edith S., A. M., Asst. Prof. . . . . 9	5,040.00
Lingle, Fred K., A. M., Asst. Prof. . . . . 9	4,860.00
Simeone, William E., Ph. D., Asst. Prof. . . . . 9	4,860.00
Smith, Mae T., A. M., Asst. Prof. <sup>1</sup> . . . . . 9	4,500.00
Mitchell, Betty Lou Hill, M. A., Instructor . . . . . 9	3,420.00
Rainbow, Raymond S., Jr., A. M., Instructor . . . . . 9	4,500.00
Travis, Edna Spires, M. S. in Ed., Instructor . . . . . 9	3,960.00
	104,940.00
Personal Services—Student . . . . .	625.00
Other Travel . . . . .	20.00
Equipment . . . . .	250.00
Other Current Expenses . . . . .	660.00
Total . . . . .	\$ 106,495.00

<sup>1</sup>Recommended promotion.

The 1951-52 English Department staff of 19.5 had service loads averaging 44.8 credit hours and 742 student credit hours.

A staff of 19.0 is proposed for 1952-53, a decrease of .5 from 1951-52.

The department carried on investigations in Nineteenth-Century Poetry, Robin Hood Legends, and Composition and Literature Texts for High School.

The service load of the department includes the supervision and coordination of the work in freshman rhetoric, and a part-time secretary for the English Office.

## FOREIGN LANGUAGES

## Personal Services—Regular:

Peacock, Vera L., Ph. D., Professor (Chairman) . . . . .	9	\$	8,280.00
Davis, J. Cary, Ph. D., Professor <sup>1</sup> . . . . .	9		7,110.00
Barry, Mary Eileen, Ph. D., Assoc. Prof. . . . .	9		6,030.00
Hartwig, Hellmut A., Ph. D., Assoc. Prof. . . . .	9		6,660.00
Neufeld, Anna K., A. M., (sabbatical leave, half pay) Asst. Prof. . . . .	9		2,205.00
_____, (term appointment; replacing Neufeld)			
Asst. Prof. . . . .	9		4,500.00
Smith, Madeleine M., A. M., Asst. Prof. . . . .	9		4,860.00

39,645.00

Personal Services—Student . . . . .			415.00
Other Travel . . . . .			
Equipment . . . . .			500.00
Other Current Expenses . . . . .			320.00
Total . . . . .		\$	40,880.00

In 1951-52, the members of the staff had average service loads equivalent to 49.4 credit hours and 356 student credit hours.

A staff of 6.0 is proposed for 1952-53. This is a decrease from 1951-52 by 1.5. This decrease has been made possible by the elimination of three part-time assistant instructorships which are held by foreign students who teach courses in conversation. Since these foreign students are also graduate students, it is hoped that graduate assistants can be found who can be assigned to the department for these courses.

<sup>1</sup>Recommended promotion.

## GEOGRAPHY AND GEOLOGY

## Personal Services—Regular:

Cunningham, Floyd F., Ph. D., Professor (Chairman) . . . . .	9	\$	6,570.00
Harris, Stanley E., Jr., Ph. D., Assoc. Prof. . . . .	9		5,400.00
Shank, Marjorie, A. M., Assoc. Prof. . . . .	12		1,740.00
(see Registrar) . . . . .	12		(5,220.00)
(total salary) (sabbatical leave, three months, half pay) . . . . .	12		(6,960.00)
Beimfohr, Oliver W., M. S., (rank of Asst. Prof. contingent upon receiving Ph. D.) Asst. Prof. . . . .	9		4,860.00
Harper, Robert A., Ph. D., Asst. Prof. . . . .	9		5,130.00
Krause, Annemarie, M. S., Asst. Prof. . . . .	9		4,860.00
Price, Dalias A., A. M., Asst. Prof. . . . .	9		4,680.00
DuBar, Jules Ramon, M. S. (term appointment) Instructor . . . . .	9		3,960.00

37,200.00

Personal Services—Student . . . . .			700.00
Other Travel . . . . .			
Equipment . . . . .			1,850.00
Other Current Expenses . . . . .			1,470.00
Total . . . . .		\$	41,220.00

It is proposed to have a staff of 7.2 for 1952-53. This is a decrease of .9 from 1951-52.

In 1951-52, the staff members carried an average service load equivalent to 42.2 credit hours and 764 student credit hours.

Special investigations were carried on in the field of industry as related to the natural resources of Southern Illinois.



## GOVERNMENT

## Personal Services—Regular:

Alexander, Orville, Ph. D., (leave without pay, one-half month) Professor (Chairman) .....	8½	\$	7,735.00
Swartz, Willis G., Ph. D., Dean .....	12		3,680.00
(see Graduate School) (Professor) .....	12		(7,360.00)
(total salary) (sabbatical leave, six months, full pay) .....	12		(11,040.00)
Klingberg, Frank L., Ph. D., (sabbatical leave, half year) Professor .....	9		7,110.00
McGrath, Robert A., Ph. D., Assoc. Prof. <sup>1</sup> .....	9		5,490.00
Morton, Ward M., Ph. D., (six months at half pay; three months at full pay) Assoc. Prof. ....	9		3,720.00
Turner, Max Wesley, Ph. D., Assoc. Prof. ....	12		4,140.00
(see Col. of L. A. S. - Admin. - Dean) .....	12		(4,140.00)
(total salary) .....	12		(8,280.00)
Rendleman, John S., J. D., (see Legal Counsel) Asst. Prof. ....			
Winter, William O., Ph. D., Asst. Prof. ....	9		5,130.00
_____, (term appointment; replacing Klingberg and Morton) Asst. Prof. ....	9		4,500.00
Kenney, David T., M. S. in Ed., Instructor .....	9		2,250.00
(see Graduate School) .....	9		(2,250.00)
(total salary) (term appointment) .....	9		(4,500.00)
Lewis, Mae E., Clerk Steno. I (S-CS-200) .....	12		2,040.00
			<hr/>
			45,795.00
Personal Services—Student .....			300.00
Other Travel .....			.....
Equipment .....			300.00
Other Current Expenses .....			350.00
			<hr/>
Total .....		\$	46,745.00

<sup>1</sup>Recommended promotion.

The proposed staff for the year 1952-53 is 5.3. This is a decrease of .9 from 1951-52.

In 1951-52, the staff of 6.2 carried service loads averaging 46.0 credit hours and 891 student credit hours.

Staff members carried on the following research projects: Cycles in American Foreign Policy, Municipal Government and Politics. It also operated a Local Government Center for the study of municipal problems.

## HISTORY

## Personal Services—Regular:

Briggs, Harold E., Ph. D., Professor (Chairman) ....	9	\$	7,560.00
Caldwell, Norman W., Ph. D., Assoc. Prof. ....	9		6,030.00
Cherry, George L., Ph. D., Assoc. Prof. ....	9		5,670.00
Pitkin, William A., Ph. D., Assoc. Prof. ....	9		5,760.00
Wright, John I., A. M., Assoc. Prof. ....	9		5,130.00
Ammon, Harry, Ph. D., Asst. Prof. ....	9		4,860.00
Baxter, Joseph Ray, M. A., Asst. Prof. ....	9		4,500.00
Kennedy, Jesse C., B. S. A., Instructor .....	9		3,960.00
			<hr/>
			43,470.00
Personal Services—Student .....			350.00
Other Travel .....			.....
Equipment .....			150.00
Other Current Expenses .....			350.00
			<hr/>
Total .....		\$	44,320.00

A staff of 8.0 is proposed for the year 1952-53. During 1951-52, a staff of 7.67 equivalent full-time members carried an average service load of 43.9 credit hours and 674 student credit hours.

Research projects carried on during the year were: Frontier Women in U. S. History, Early Western Theatre, Personnel at the Frontier Military Post, Jeffersonian Republican Party in Virginia, Taft Administration, and Centennial History of Carbondale, Illinois, and Vicinity.

### MATHEMATICS

#### Personal Services—Regular:

McDaniel, Wilbur C., Ph. D., Professor (Chairman) . . .	9	\$	7,200.00
Black, Amos, Ph. D., Assoc. Prof. . . . . .	9		6,210.00
Rodabaugh, Louis D., Ph. D., Assoc. Prof. . . . . .	9		6,120.00
Fulkerson, Elbert, M. A., Assoc. Prof. <sup>1</sup> . . . . .	12		2,640.00
(see Secretary of the Faculty) . . . . .	12		(5,280.00)
(total salary) . . . . .	12		(7,920.00)
Mark, Abraham M., Ph. D., Assoc. Prof. <sup>1</sup> . . . . .	12		1,830.00
(see Statistical Service) . . . . .	12		(5,490.00)
(total salary) . . . . .	12		(7,320.00)
_____, (replacing Berberian) Assoc. Prof. . . . .	9		5,850.00
Hall, Dilla, M. S., Asst. Prof. . . . . .	9		1,420.00
(see University School) . . . . .	9		(4,250.00)
(total salary) . . . . .	9		(5,670.00)
Wright, Alice K., M. A., Asst. Prof. . . . . .	9		4,500.00
Kenner, Morton Roy, M. S., (term appointment) In-	9		3,780.00
structor . . . . .			
Beckemeyer, Imogene C., B. S. in Ed. (term appoint-	9		2,925.00
ment) Asst. Instr. . . . . .			
_____, (one-third time term appointment, re-	9		900.00
placing Rochmes) Asst. Instr. . . . . .			

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 43,375.00

Personal Services—Student . . . . .	265.00
Other Travel . . . . .	.....
Equipment . . . . .	250.00
Other Current Expenses . . . . .	350.00

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 Total . . . . . \$ 44,240.00

<sup>1</sup>Recommended promotion.

The proposed staff of the Department of Mathematics for the year 1952-53 is 8.1. This is a decrease of .4 from 1951-52.

During 1951-52, the staff of 8.5 carried an average service load of 46.8 credit hours, and 793 student credit hours.

The service load includes a part-time departmental secretary.

### MICROBIOLOGY

#### Personal Services—Regular:

Lindgren, Carl C., Ph. D., Professor (Chairman) . . . .	12	\$	2,970.00
(see Biol. Res. Lab.) . . . . .	12		(8,910.00)
(total salary) . . . . .	12		(11,880.00)
McClary, Dan Otho, Ph. D., Asst. Prof. . . . . .	12		4,050.00
(see Biol. Res. Lab.) . . . . .	12		(1,350.00)
(total salary) . . . . .	12		(5,400.00)
Scheffner, A. Leonard, Ph. D., Asst. Prof. . . . . .	12		1,650.00
(see Biol. Res. Lab.) . . . . .	12		(4,950.00)
(total salary) . . . . .	12		(6,600.00)

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 8,670.00

Personal Services—Student . . . . .	800.00
Other Travel . . . . .	.....

Equipment .....	1,500.00
Other Current Expenses .....	930.00
Total .....	\$ 11,900.00

During 1951-52 a staff of .8 carried an average instructional load of 39.2 credit hours and 202 student credit hours.

The proposed staff for 1952-53 is 1.3.

The staff in Microbiology have joint appointments with the Biological Research Laboratory. The apparent increase in staff for the Department of Microbiology is due to the request for additional courses in Microbiology and for additional service courses by other academic departments.

### PHILOSOPHY

#### Personal Services—Regular:

—————, Professor (Chairman) ..	9	\$	7,200.00
Brownell, Baker, M. A. (see Area Services) Director (Acting; Visiting Professor) ..			.....
Tenney, Charles D., Ph. D. (see Adm. Gen. Instr.) Pro- fessor .....			.....
Diefenbeck, James A., Ph. D. (military leave) Asst. Prof. ....			.....
Plochmann, George Kimball, Ph. D., Asst. Prof. ....	9		5,400.00
			<hr/> 12,600.00
Personal Services—Student .....			300.00
Other Travel .....			.....
Equipment .....			50.00
Other Current Expenses .....			240.00
Total .....		\$	<hr/> 13,190.00

In 1951-52, the staff members carried an average service load equivalent to 42.9 credit hours and 213 student credit hours.

The staff for 1952-53 is proposed to be increased from 1.07 to 2.0 by the addition of a new member. The department has been without active leadership for several years, and the new position would provide a chairman to work on the curriculum, to review the library holdings in Philosophy, and to revitalize the department.

Research has been carried on during the year 1951-52 in the field of Philosophy of Science.

### PHYSICS AND ASTRONOMY

#### Personal Services—Regular:

Young, Otis B., Ph. D., Professor (Chairman) .....	9	\$	6,480.00
Arvin, Martin Joseph, Ph. D., Assoc. Prof. ....	9		5,850.00
Lucke, William H., Ph. D., Assoc. Prof. <sup>1</sup> .....	9		4,140.00
(see Biol. Res. Lab.) .....	9		(2,070.00)
(total salary) .....	9		(6,210.00)
Zimmerschied, Charlotte, M. A., Asst. Prof. ....	9		5,400.00
Borella, Henry, M. S., (term appointment) Asst. Instr. 9			3,150.00
			<hr/> 25,020.00
Personal Services—Student .....			1,150.00
Other Travel .....			.....
Equipment .....			2,500.00
Other Current Expenses .....			1,380.00
Total .....		\$	<hr/> 30,050.00

<sup>1</sup>Recommended promotion.



The 5 staff members of the Department of Physics and Astronomy carried, for 1951-52, an average service load equivalent to 44.3 credit hours and 431 student credit hours. It is proposed to budget 4.7 full-time staff members for 1952-53. This is a decrease of .3 from 1951-52.

During 1951-52 members of the department carried on research in the following fields: Properties of Dielectric Materials, and Effects of X-irradiation of Yeasts.

The service load of the department includes the care and preparation of equipment used in experiments and demonstrations.

### PHYSIOLOGY

#### Personal Services—Regular:

Kaplan, Harold M., Ph. D., Professor <sup>1</sup> (Chairman) . . .	9	\$	7,290.00
Raso, Anthony James, M. D., (see Health Service) Assoc. Prof. . . . . .			.....
Zorzoli, Anita, Ph. D., Asst. Prof. . . . . .	9		4,500.00

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 11,790.00

Personal Services—Student . . . . .			1,035.00
Other Travel . . . . .			.....
Equipment . . . . .			3,500.00
Other Current Expenses . . . . .			2,180.00

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Total . . . . .		\$	18,505.00
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<sup>1</sup>Recommended promotion.

The 1951-52 staff was composed of 1.5 members. The staff carried an average service load of 57.0 credit hours and 398 student credit hours.

The proposed staff for 1952-53 is 2.0 full-time people, an increase of .5.

Because of the fact that we have been unable to secure adequately trained teaching personnel, this department has been decidedly understaffed since its inauguration in 1949.

This expansion will partially solve the problem of offering a sufficient number of courses for a major in Physiology, and service courses desired by other departments.

### PSYCHOLOGY

#### Personal Services—Regular:

Kelley, Noble H., Ph. D., Professor (Chairman) . . . . .	9	\$	8,010.00
_____, Professor . . . . .	9		6,930.00
Malpass, Leslie F., Ph. D., Asst. Prof. . . . . .	9		4,770.00
Tyler, Forrest Brooks, Ph. D., Asst. Prof. . . . . .	9		4,500.00

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 24,210.00

Personal Services—Student . . . . .			500.00
Other Travel . . . . .			.....
Equipment . . . . .			1,225.00
Other Current Expenses . . . . .			840.00

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Total . . . . .		\$	26,775.00
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The Department of Psychology was not activated until September, 1951.

The 1951-52 staff totaled 1.4 members. The proposed staff for 1952-53 is 4 full-time members, an increase of 2.6. In developing a new department of Psychology, it is necessary to add a number of highly trained specialists in order to establish a well-balanced program.

The staff of 1.4 carried an average service load equivalent to 41.9 credit hours, and 951 student credit hours.

The present work of the department is concerned with the organization of the basic structure of a new all-university department and the activation of curricula for the undergraduate colleges. By September, 1952 it

is anticipated that the department will be able to offer a sufficient number of courses for a major in Psychology, as well as service courses for majors in other fields. In these offerings will be included certain courses which heretofore have, by necessity, been offered by other departments of the University.

In addition to the time spent in classroom instruction, the department has been engaged in organizing and developing an appropriate program of instruction, counseling students who have been referred to the Department, and consulting with civic and professional groups in the area.

### SOCIOLOGY

#### Personal Services—Regular:

Johnson, Joseph K., Ph. D., Professor (Chairman) . . .	9	\$	7,920.00
Tudor, William J., Ph. D., Professor . . . . .	12		4,380.00
(see Area Services) . . . . .	12		(4,380.00)
(total salary) . . . . .	12		(8,760.00)
Harlan, William H., Ph. D., (sabbatical leave, half pay)			
Assoc. Prof. . . . .	9		2,880.00
Lantz, Herman R., Ph. D., Asst. Prof. . . . .	9		5,850.00
Petroff, Louis, Ph. D., Asst. Prof. . . . .	9		4,500.00
McCrary, Jack Smith, M. A., Instructor . . . . .	9		4,320.00
			29,850.00
Personal Services—Student . . . . .			600.00
Other Travel . . . . .			50.00
Equipment . . . . .			400.00
Other Current Expenses . . . . .			615.00
			31,515.00
Total . . . . .		\$	31,515.00

A staff of 5.2 is proposed for 1952-53. This is a decrease of .8 from 1951-52.

During 1951-52, a staff of 6.0 carried an average service load of 44.6 credit hours and 749 student credit hours.

Staff members carried on the following research projects in 1951-52: Sociology in Southern Illinois, and Occupational Experiences and Attitudes of Southern Illinois Coal Miners.

The service load of the department included individual counselling in problems of courtship, dating, marriage and parenthood.

### ZOOLOGY

#### Personal Services—Regular:

Gersbacher, Willard M., Ph. D., Professor (Chairman) 9	\$	6,480.00
Foote, Charles L., Ph. D., Assoc. Prof. . . . .	9	6,390.00
Klimstra, Willard D., Ph. D., Assoc. Prof. <sup>1</sup> . . . . .	9	5,490.00
Stein, Hilda A., M. S., Assoc. Prof. . . . .	9	5,220.00
_____, (replacing Freeman) Assoc. Prof. . . . .	9	5,850.00
Lewis, William M., Ph. D., Asst. Prof. . . . .	9	5,130.00
Hall, George E., Senior Lab. Asst. (S-CS-221) . . . . .	12	2,700.00
		37,260.00
Personal Services—Student . . . . .		1,050.00
Other Travel . . . . .		300.00
Equipment . . . . .		4,000.00
Other Current Expenses . . . . .		3,430.00
		46,040.00
Total . . . . .	\$	46,040.00

<sup>1</sup>Recommended promotion.

In 1951-52, a staff of 7 full-time members carried an average service load of 46.0 credit hours and 538 student credit hours. The proposed staff for 1952-53 is 6.0, a decrease of 1.0 from 1951-52.

Members of the department carried on research in the following fields: Endocrine research, Parasitological research, Wildlife Management research, Fisheries Management research, and Ecology research.

### COLLEGE OF VOCATIONS AND PROFESSIONS

The first column of the table below shows the faculty-administrative staff for 1951-52; the second column shows the proposed staff for 1952-53:

Department	1951-52	1952-53
Dean .....	.7	1.2
Agriculture .....	7.7	5.3
Art .....	7.0	6.7
Business Administration .....	7.3	7.3
Economics .....	3.9	4.5
Home Economics .....	7.0	6.7
Industrial Education .....	8.4	8.0
Journalism .....	2.1	2.3
Music .....	9.0	9.0
Speech .....	8.5	7.5
	61.6	58.5

The decrease in staff is merely apparent, for the time of 2.7 staff members has been transferred to the budget of the Experimental Farm. Of the total of 43,281 credit hours for which students in the three colleges registered during the fall of 1951, 10,841.5 credit hours were carried by the College of Vocations and Professions. This was 25.0 percent of the credit hour load. Although this College has experienced a rapid growth, there is little reason to believe that its enrollment will increase substantially during 1952-53. If there is a 2.0 percent falling off in degree students next year, the credit hour load of the College might go down to 10,624.7. A reduction in the staff of the College seems neither justifiable nor necessary in view of the leveling off of enrollment.

The departments of the College of Vocations and Professions listed 495 courses for 1951-52 and have proposed 529 courses for 1952-53. In view of the stable enrollment and the stable staff, such an increase in course offerings is probably not advisable in spite of the fact that the College of Vocations and Professions has a number of new and growing departments. Curriculum studies are therefore being made to see if it is not possible to keep the number of course offerings for 1952-53 at the same level as in 1951-52. These studies should determine to what extent savings can be made by the consolidation of courses, and should protect the staff members from scattering their interests and from too many course preparations.

### COLLEGE OF VOCATIONS AND PROFESSIONS ADMINISTRATION—DEAN

#### Personal Services—Regular:

Rehn, Henry Joseph, Ph. D., Dean (Professor of Business Adm.) .....	12	\$	8,280.00
(see Business Administration) .....	12		(2,760.00)
(total salary) .....	12		(11,040.00)
Hunsinger, Paul, Ph. D., Asst. Prof. (Chief College Advisor) .....	12		3,420.00
(see Speech) .....	12		(3,420.00)
(total salary) .....	12		(6,840.00)
Bieser, Alice M. Towse, B. S., Res. Asst. (term appointment) .....	12		2,700.00
De Witte, Elizabeth J., Chief Clerk (Level I) (S-CS-230) .....	12		3,120.00
Requisition No. 737, Clerk Steno. II (S-CS-231) .....	12		2,160.00
			19,680.00
Personal Services—Student .....			750.00
Other Travel .....			750.00



Equipment .....	1,000.00
Other Current Expenses .....	1,380.00
Total .....	\$ 23,560.00

This office is responsible for the general administration of the College. Starting with September, 1952, it will assume full responsibility for academic student advisement in the college. Other activities of this office include the supervision of the Business News Letter, business men's conferences, and, prior to the inauguration of the Area Services Office, the series of Community Development Conferences.

#### CONVENTION TRAVEL

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Travel .....	1,485.00
Equipment .....	.....
Other Current Expenses .....	.....
Total .....	\$ 1,485.00 <sup>1</sup>

Travel funds available for attendance at professional meetings, conventions, and conferences have been pro-rated to the various administrative and instructional groups according to their sizes. It now appears that less than \$30.00 on the average will be available to members of the faculty-administrative staff during 1952-53.

<sup>1</sup>Report on policy of allocation to be made at September meeting of Board of Trustees.

#### AGRICULTURE

Personal Services—Regular:			
Keeper, W. E., Ph. D., Professor (Chairman) .....	12	\$	11,040.00
Tucker, Lowell R., Ph. D., Assoc. Prof. ....	12		3,780.00
(sabbatical leave, three months, full pay) .....			
(see Experimental Farm) .....	12		(3,780.00)
(total salary) .....	12		(7,560.00)
Clark, Marshall G., M. S., Asst. Prof. ....	9		2,820.00
(see Experimental Farm) .....	9		(1,410.00)
(total salary) .....	9		(4,230.00)
(term appointment) .....			
Reed, Alex, M. S., Asst. Prof. (Supervisor of Adult Ed.)	12		2,440.00
(see Adult Ed. and Voc. Tech. Institute) .....	12		(2,440.00)
(see Experimental Farm) .....	12		(2,440.00)
(total salary) .....	12		(7,320.00)
Vavra, Joseph P., Ph. D., Asst. Prof. ....	12		2,940.00
(see Experimental Farm) .....	12		(2,940.00)
(total salary) .....	12		(5,880.00)
Andrew, William T., M. S., Instructor .....	12		1,880.00
(see Experimental Farm) .....	12		(3,760.00)
(total salary) .....	12		(5,640.00)
Hiners, Scott W., M. S., Instructor .....	12		2,820.00
(see Experimental Farm) .....	12		(2,820.00)
(total salary) .....	12		(5,640.00)
Hosner, John Frank, M. F., Instructor .....			
leave without pay) .....			
Woods, Harvey S., M. S., Instructor .....	12		3,840.00
(see Experimental Farm) .....	12		(1,920.00)
(total salary) .....	12		(5,760.00)
————— (replacing Hosner), Instructor .....	12		3,840.00
Rhymer, La Donne, Clerk Steno. II (S-CS-232) .....	12		2,880.00
			38,280.00

Personal Services—Student .....	876.00
Other Travel .....	500.00
Equipment .....	2,000.00
Other Current Expenses .....	1,110.00
<b>Total .....</b>	<b>\$ 42,766.00</b>

The staff of the Department of Agriculture will provide the time for 8.0 persons during 1952-53 as compared to 7.7 persons in 1951-52. It should be noted, however, that only 5.3 persons out of the 8.0 will be available for instruction since the rest of their time has been allocated to the Experimental Farm.

The members of the 1951-52 staff had teaching, research, and service load equivalent to 44.1 credit hours and 252 student credit hours.

### ART

#### Personal Services—Regular:

Shryock, Burnett H., M. A., Professor .....	9	\$	7,110.00
Ball, F. Carleton, A. M., Assoc. Prof. ....	9		6,120.00
Ervin, Kenneth A., M. A., Asst. Prof. <sup>1</sup> (sabbatical leave, half pay) .....	9		2,205.00
Farnham, Emily, M. A., Asst. Prof. (sabbatical leave, half pay) .....	9		2,160.00
McMillan, R. W., M. A., Asst. Prof. ....	9		4,680.00
Roach, Lula D., Ph. D., Asst. Prof. ....	9		4,500.00
Watkins, Ben P., M. A., Asst. Prof. ....	9		4,680.00
Pulley, Charles M., B. S., Instructor, (see Architectural Services) .....			..
Knaus, George S., Lecturer .....	12		1,920.00
(see Art Expense) .....	12		(3,840.00)
(total salary) .....	12		(5,760.00)
Lauritzen, Frederick L., M. F. A., Lecturer, (term appointment) .....	9		4,050.00
Reinhardt, Siegfried Gerhard, B. A., Lecturer ..			1,025.00 <sup>2</sup>
Hart, Lucille, Clerk Steno. II (S-CS-197) ..	12		2,700.00

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41,150.00

Personal Services—Student .....	1,050.00
Other Travel .....	
Equipment .....	2,500.00
Other Current Expenses .....	4,330.00
<b>Total .....</b>	<b>\$ 49,030.00</b>

<sup>1</sup>Recommended promotion.

<sup>2</sup>Mr. Reinhardt will serve sporadically through the year at a monthly rate of \$500.00.

In 1951-52, 7.0 staff members of the Art Department carried average instructional loads of 44.7 credit hours and 748 student hours. For 1952-53, a staff of 6.7 is proposed.

During 1951-52, one of the members of the department engaged in special studies in the fabrication of useful objects. Another has been studying methods of adapting visual aids to the instruction program of the department.

### BUSINESS ADMINISTRATION

#### Personal Services—Regular:

Trump, Guy Winston, Ph. D., Professor (Chairman) ..	9	\$	6,480.00
Rehn, Henry Joseph, Ph. D., Dean ..	12		2,760.00
(see Col. of Voc. & Prof.-Admin.-Dean) (Professor) ..	12		(8,280.00)
(total salary) ..	12		(11,040.00)
DuFrain, Viola Maude, Ph. D., Assoc. Prof. ....	9		5,670.00
Rahe, Hayes, Ed. D., Assoc. Prof. ....	9		5,670.00

Barron, Mary Noel, M. B. A., Asst. Prof. . . . . .	9	4,860.00
Bauernfeind, Harry, M. A., Asst. Prof., (see Adult Ed. and Voc. Tech. Institute) . . . . .		
Buboltz, Van, M. A., Asst. Prof. . . . . .	9	5,130.00
Hoffman, Paul M., M. B. A., Asst. Prof. . . . . .	9	6,030.00
Ogden, Susie E., A. M., Asst. Prof. . . . . .	9	5,130.00
Gallegly, Robert L., A. M., Exec. Asst. (see Business Manager) (Instructor) . . . . .		
		41,730.00
Personal Services—Student . . . . .		1,000.00
Other Travel . . . . .		..
Equipment . . . . .		3,000.00
Other Current Expenses . . . . .		1,380.00
		47,110.00
Total . . . . .	\$	47,110.00

A staff of 7.3 is proposed for the year 1952-53, which is the same as for 1951-52. During 1951-52, members of the staff had average loads equivalent to 44.8 credit hours and 770 student credit hours.

Two members of the department gave an aggregate of six hours to instruction in the Vocational Technical Institute, and another member gave an equivalent of six hours to training in marketing.

### ECONOMICS

#### Personal Services—Regular:

Maverick, Lewis A., Ed. D., Ph. D., Professor (Chair- man) . . . . .	9	\$	7,560.00
Hand, George F., Ph. D., Ex. Asst. (see Chief Executive Assistant) (Professor) . . . . .			
Miles, Edw. V., Jr., A. M., Ex. Asst. (see Business Manager) (Assoc. Prof.) . . . . .			
Assoc. Prof. . . . . .	9		5,850.00
Morrison, Vernon G., M. A., Asst. Prof., (sabbatical leave, half year) . . . . .	9		5,850.00
Edelman, Milton T., Ph. D., Instructor . . . . .	9		4,590.00
Kohler, Iris Baker, M. S., Instructor . . . . .	9		3,870.00
			27,720.00
Personal Services—Student . . . . .			350.00
Other Travel . . . . .			..
Equipment . . . . .			500.00
Other Current Expenses . . . . .			390.00
			28,960.00
Total . . . . .	\$		28,960.00

For 1952-53, a staff of 4.5 is proposed for the Department of Economics. In 1951-52, 3.9 staff members carried loads equivalent to 44.6 credit hours each and averaged 504 student credit hours of instruction. Because of lack of adequate number of people with advanced training, graduate instruction has been curtailed. Next year with the return of a member on leave, there will be at least two with a doctorate.

One member during the year carried on a research project on Local Government Finance while two other members devoted much of their time to the **Business News Letter**.

### HOME ECONOMICS

#### Personal Services—Regular:

Quigley, Eileen Elliott, Ed. D., Professor (Chairman) . . . . .	9	\$	6,840.00
Adams, Ruth F., M. A., Asst. Prof. . . . . .	9		4,500.00
Babcock, Gladys, M. S., Asst. Prof. (leave without pay, three months) . . . . .	6		3,420.00
Barnes, Mary Louise, M. S., Asst. Prof. . . . . .	9		4,860.00



Savage, Marjorie, M. S., Instructor . . . . .	9	4,500.00
Bagley, Margaret, M. S., Instructor . . . . .	9	4,140.00
Sexauer, Berenice M., M. S., Instructor . . . . .	9	3,960.00
Van Mason, Caroline E., M. B. A., Instructor (military leave) . . . . .		
_____ (Requisition No. ), Clerk Steno. I . . . . .	12	1,920.00
Hayes, Eurma C., Housekeeper (S-CS-40) . . . . .	12	1,680.00
		<hr/>
		35,820.00
Personal Services—Student . . . . .		400.00
Other Travel . . . . .		
Equipment . . . . .		4,000.00
Other Current Expenses . . . . .		1,730.00
		<hr/>
		\$ 41,950.00

During 1951-52, 7.0 members of the staff in Home Economics carried average loads equivalent to 43.3 credit hours and 343 student credit hours.

A staff of 6.7 is proposed for 1952-53.

As a part of a study of operations of the University's food services, members of the department have been tabulating food prices.

#### HOME MANAGEMENT HOUSE

Personal Services—Regular . . . . .	\$	
Personal Services—Student . . . . .		250.00
Other Travel . . . . .		
Equipment . . . . .		1,000.00
Other Current Expenses . . . . .		390.00
		<hr/>
Total . . . . .	\$	1,640.00

The Home Management House provides a laboratory for advanced students in Home Economics to practice home making in an actual residence.

#### INDUSTRIAL EDUCATION

Personal Services—Regular:

Bicknell, W. C., D. Ed., Professor (Chairman) . . . . .	9	\$ 6,750.00
Schroeder, J. Henry, M. S., Professor . . . . .	9	6,000.00
English, Robert W., D. Ed., Assoc. Prof. . . . .	9	5,460.00
Simon, Ernest J., M. S., Assoc. Prof. (see Adult Ed. and Voc. Tech. Institute) . . . . .		
Lonergan, John F. H., A. B., Asst. Prof. (see Archi- tectural Services) . . . . .		
Allen, Charles W., M. S., Instructor . . . . .	9	3,780.00
Benson, Willard A., M. S., Instructor . . . . .	9	3,960.00
Gunderson, John J., M. A., Instructor . . . . .	9	3,960.00
Hart, Willard C., B. S., Supervisor . . . . .		
(see Architectural Services) (Instructor) . . . . .		
Johnson, Marvin Erwin, M. S., Instructor . . . . .	9	4,140.00
Kohler, Richard C., Ed. D., Instructor . . . . .	9	4,320.00
Howe, William A., M. S., Director, (see Physical Plant- Adm.) (Instructor) . . . . .		
		<hr/>
		38,310.00
Personal Services—Student . . . . .		2,600.00
Other Travel . . . . .		75.00
Equipment . . . . .		4,000.00
Other Current Expenses . . . . .		4,330.00
		<hr/>
Total . . . . .	\$	49,315.00

During 1951-52, 8.4 members of the staff carried average loads equivalent to 46.2 credit hours and 470 student credit hours. The proposed staff of 1952-53 is to be made up of 8.0 full-time instructors. This decrease from the previous year of .4 represents part-time people brought in to teach when classes grew so large they had to be divided. The department has moved into new quarters and is gradually adapting them to its work.

### JOURNALISM

#### Personal Services—Regular:

Professor (Chairman) .....	9	\$	6,300.00
Grubb, Donald Ray, M. A., Instructor .....	9		3,960.00
Horrell, C. William, M. S., Instructor .....	12		1,410.00
(see Photographic Expense) .....	12		(4,230.00)
(total salary) .....	12		(5,640.00)
			<hr/>
			11,670.00
Personal Services—Student .....			300.00
Other Travel .....			75.00
Equipment .....			1,110.00
Other Current Expenses .....			930.00
			<hr/>
Total .....		\$	14,085.00

During 1951-52, the Department of Journalism had to operate without a chairman. Its prime need for 1952-53, therefore, is a man to serve in this position.

If he can be obtained for the fall term, the staff of the Journalism Department will consist of 2.3 persons as compared to the equivalent of 2.1 for last year. Some of the teaching 1951-52 was done by staff members from the Information Service and the Photographic Service. The members of the 1951-52 staff carried loads equivalent to 46.4 credit hours and 344 student credit hours.

This department is charged with supervising the two chief student publications, the **Egyptian** and the **Obelisk**.

### MUSIC

#### Personal Services—Regular:

Kesnar, Maurits, Ph. D., Professor (Chairman) .....	9	\$	6,390.00
McIntosh, David S., M. A., Assoc. Prof. ....	9		5,000.00
Wakeland, Floyd V., M. M., Assoc. Prof. ....	9		5,400.00
....., Assoc. Prof. ....	9		5,850.00
Moe, Kate E., M. S., Asst. Prof., (sabbatical leave, half pay) .....	9		2,250.00
Wharton, John S., M. M., Asst Prof. ....	9		4,770.00
Fischer, Gilbert R., M. A., M. M., Instructor .....	9		4,410.00
Mueller, Robert E., M. M., Instructor .....	9		4,680.00
Olsson, Phillip H., M. M., Instructor .....	9		4,050.00
Resnick, Robert S., M. M., Instructor .....	9		3,780.00
Vogler, Helen Matthes, Instructor, (disability leave) ..			
			<hr/>
			46,580.00
Person Services—Student .....			1,625.00
Other Travel .....			1,400.00
Equipment .....			3,000.00
Other Current Expenses .....			2,180.00
			<hr/>
Total .....		\$	54,785.00

The proposed staff for 1952-53 is 9.0, the same as in 1951-52. The members of the staff for 1951-52 carried an average instructional load of 49.0 and 377 student hours.

One of the members of the staff applied much of his time to the Music Festival, and another spent part of his time on a continuing study, the Folklore of Southern Illinois. One member put in a considerable amount of time in directing an orchestra made up of University students and people in the area who are interested in music and are willing to travel in for rehearsal and concerts. This department is frequently called upon for performance groups made up from both the faculty and the students. The Madrigal Singers are particularly in demand both on the campus and off the campus.

### SPEECH

#### Personal Services—Regular:

Talley, C. Horton, Ph. D., Professor, (Chairman) . . . . .	9	\$	8,190.00
McLeod, Archibald, Ph. D., Professor <sup>1</sup> . . . . .	9		6,660.00
Brackett, Isaac Parsons, Ph. D., Assoc. Prof. . . . .	9		4,050.00
(see Guidance and Special Ed.) . . . . .	9		(1,350.00)
(total salary) . . . . .	9		(5,400.00)
Anderson, John O., Ph. D., Asst. Prof. . . . .	9		3,645.00
(see Guidance and Special Ed.) . . . . .	9		(1,215.00)
(total salary) . . . . .	9		(4,860.00)
Garbutt, Cameron W., Ph. D., Asst. Prof. . . . .	9		5,040.00
Hunsinger, Paul, Ph. D., Asst. Prof. . . . .	12		3,420.00
(see Col of Voc. & Prof.-Adm.) . . . . .	12		(3,420.00)
(total salary) . . . . .	12		(6,840.00)
Robbins, Buren C., M. A., Asst. Prof. . . . .	9		2,835.00
(see Area Services) . . . . .	9		(2,835.00)
(total salary) . . . . .	9		(5,670.00)
Croft, Albert J., M. A., Instructor . . . . .	9		4,500.00
Voss, Lawrence, A. M., Lecturer . . . . .	9		4,770.00

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 43,110.00

Personal Services—Student . . . . .	1,050.00
Other Travel . . . . .	200.00
Equipment . . . . .	3,000.00
Other Current Expenses . . . . .	1,380.00

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 Total . . . . . \$ \$48,740.00

<sup>1</sup>Recommended promotion.

The proposed budget of the Department of Speech will provide the time for 7.5 persons during 1952-53 as compared to 8.5 persons in 1951-52. The members of the 1951-52 staff carried a load equivalent to 47.4 credit hours and 460 student credit hours.

The balance of the staff's time not devoted to instruction is allocated to services of various kinds such as the speech clinic, the children's theater, the University radio program, etc.

### COLLEGE OF EDUCATION

The staff of the College of Education will show a slight expansion in 1952-53 as indicated in the following table:

Department	Staff 1951-52	Proposed Staff 1952-53
Dean . . . . .	1.2	1.7
Education . . . . .	12.7	11.7
Guidance and Special Education . . . . .	6.0	7.3
Health Education . . . . .	4.0	5.1
Library Service . . . . .	.0	1.0
P. E.—Men . . . . .	8.0	9.0
P.E.—Women . . . . .	4.8	7.0
Teacher Training . . . . .	44.5	40.2



In general, the reason for this expansion is that the burden of graduate instruction has fallen most heavy on the departments in this College. Further more, at least, one of the positions, that in Library Service, represents a replacement from the staff of the General Library to this new department.

The College of Education carried 10,301.5 credit hours out of a total of 43,281 credit hours carried by the three colleges during the fall of 1951. This figure represents 23.8 percent of the total credit hour load. It should be remembered, however, that the 400 or more grade school and high school students in the University School constitute a part of the load of this College although this is not reflected in terms of credit hours.

If the University enrollment of degree students should decline 2.0 percent, the load of the College of Education for the fall of 1952 would be 10,095.5 credit hours. On the other hand, the enrollment of non-degree students in the College of Education is expected to increase by 2.4 percent.

The departments of the College of Education listed 235 different courses for 1951-52. For the forthcoming catalog they have proposed 260 different courses. The Dean and his staff are attempting by the consolidation and dropping of certain courses to achieve a reduction in listing under the 235 courses now available for scheduling. It is felt that this reduction in number of courses will not injure the departments since it will tend to reduce the number of preparations made by each faculty member, and will result in a general tightening of the curriculum.

#### COLLEGE OF EDUCATION—ADMINISTRATION—DEAN

##### Personal Services—Regular:

Lawson, Douglas E., Ph. D., Dean (Professor of Education) .....	12	\$	8,460.00
(see Education) .....	12		(2,820.00)
(total salary) .....	12		(11,280.00)
Ragsdale, Ted R., Ph. D., Professor, (Chief College Advisor) .....	12		5,040.00
(see Education) .....	12		(5,040.00)
(total salary) .....	12		(10,080.00)
Bach, Jacob O., Ph. D., Asst. Prof. (Research Associate) ..	12		4,020.00
(see Education) .....	12		(4,020.00)
(total salary) ..	12		(8,040.00)
Huff, Frances C., Chief Clerk, (Level I) (S-CS-233) ..	12		3,480.00
Romero, Petrita, Clerk Steno. II, (half time) (S-CS-234) ..	12		1,500.00
Sells, Joyce, Clerk Steno. I, (S-CS-178) .....	12		1,920.00
			<hr/>
			24,420.00
Personal Services—Student .....			175.00
Other Travel .....			750.00
Equipment .....			310.00
Other Current Expenses .....			750.00
			<hr/>
Total .....		\$	26,405.00

The Dean's office has the responsibility of admitting and advising students in the College of Education. Since all students preparing to teach must be registered in the College of Education, this is a heavy responsibility.

The Dean's office also undertakes to provide research and consultant service for the public schools of the area and through its research associate to make available for these purposes the staff and other facilities of the College of Education.

#### COLLEGE OF EDUCATION—CONVENTION TRAVEL

Personal Services—Regular .....	\$	.....
Personal Services—Student .....		.....

Travel .....	1,875.00
Equipment . . . . .	.....
Other Current Expenses .....	.....
<b>Total .....</b>	<b>\$ 1,875.00<sup>1</sup></b>

Travel funds available for attendance at professional meetings, conventions, and conferences have been pro-rated to the various administrative and instructional groups according to their sizes. It now appears that less than \$30.00 on the average will be available to members of the faculty-administrative staff during 1952-53.

<sup>1</sup>Report on policy of allocation to be made at September meeting of Board of Trustees.

### EDUCATION

#### Personal Services—Regular:

Warren, F. G., A. M., Professor (Chairman) . . . . .	9	\$ 6,660.00
Lawson, Douglas E., Ph. D., Dean (Professor) . . . . .	12	2,820.00
(see Col. of Ed.-Admin.-Dean) . . . . .	12	(8,460.00)
(total salary) . . . . .	12	(11,280.00)
Merwin, Bruce W., Ph. D., Professor (disability leave) . . . . .	..	..
Neal, Charles D., D. Ed., Professor <sup>1</sup> . . . . .	12	2,220.00
(see Teacher Training) . . . . .	12	(6,660.00)
(total salary) . . . . .	12	(8,880.00)
Ragsdale, Ted R., Ph. D., Professor . . . . .	12	5,040.00
(see Col. of Ed.-Admin.-Dean) . . . . .	12	(5,040.00)
(total salary) . . . . .	12	(10,080.00)
Samford, C. D., Ph. D., Professor . . . . .	9	6,210.00
Stout, Irving Wright, D. Ed., Professor (leave without pay) . . . . .	..	..
Bracewell, George, A. M., Assoc. Prof. . . . .	9	1,370.00
(see Teacher Training) . . . . .	9	(4,120.00)
(total salary) . . . . .	9	(5,490.00)
Dykhouse, Claude J., Ph. D., Assoc. Prof. . . . .	9	6,300.00
Malone, Willis E., Ph. D., Assoc. Prof. . . . .	9	5,850.00
Mees, John D., Ed. D., Assoc. Prof. . . . .	12	2,130.00
(see University School) . . . . .	12	(6,390.00)
(total salary) . . . . .	12	(8,520.00)
Fishback, Woodson W., Ph. D., Assoc. Prof. . . . .	9	6,120.00
Randolph, Victor, Ph. D., Assoc. Prof. . . . .	9	6,120.00
Bach, Jacob O., Ph. D., Asst. Prof. . . . .	12	4,020.00
(see Col. of Ed.-Adm.-Dean) . . . . .	12	(4,020.00)
(total salary) . . . . .	12	(8,040.00)
Brown, Clyde M., Ed. D., Asst. Prof. . . . .	9	1,350.00
(see University School) . . . . .	9	(4,050.00)
(total salary) . . . . .	9	(5,400.00)
_____, Asst. Prof. (term appointment; replacing Stout) . . . . .	9	4,500.00
Lane, Mabel Sickman, D. Ed., Asst. Prof. . . . .	9	1,350.00
(see University School) . . . . .	9	(4,050.00)
(total salary) . . . . .	9	(5,400.00)
Shelton, William E., Ph. D., Asst. Prof. . . . .	9	5,805.00
Brod, E. E., A. M., Instructor . . . . .	9	5,040.00
Fligor, Ross Jean, M. A., Instructor . . . . .	9	1,125.00
(see University School) . . . . .	9	(3,375.00)
(total salary) . . . . .	9	(4,500.00)
Russell, Verna S., Clerk Steno. III (S-CS- ) . . . . .	12	2,400.00
		<hr/>
		76,430.00

<sup>1</sup>Recommended promotion.

Personal Services—Student .....	250.00
Other Travel .....	.....
Equipment .....	750.00
Other Current Expenses .....	930.00
Total .....	\$ 78,360.00

During 1951-52, the Department of Education made use of the services of a staff equivalent to 12.7 full-time people, with an average load equivalent to 43.5 credit hours. They also averaged 644 student credit hours of actual instruction. For 1952, the time of only 11.7 staff members has been budgeted, in spite of increasing demands for advisement and special services from this department. Its members also carry a large part of the burden of instructing and supervising our graduate students.

It is from this department that staff members are most largely drawn for the types of area services which fall into the category of school service, curriculum service and workshops, administrator's workshops and other types of research and services to the public schools of the area.

### GUIDANCE AND SPECIAL EDUCATION

#### Personal Services—Regular:

Hiskey, Marshall S., Ph. D., Professor (Chairman) ...	9	\$	7,740.00
Thalman, W. A., Ph. D., Professor .. . . .	9		5,040.00
(see Child Guidance Clinic) .....	9		2,520.00
(total salary) .....	9		(7,560.00)
Phelps, Wm. Neal, Ed. D., Professor .....	9		6,120.00
Brackett, Isaac Parsons, Ph. D., Assoc. Prof. ....	9		1,350.00
(see Speech) .....	9		(4,050.00)
(total salary) .....	9		(5,400.00)
McKay, B. Elizabeth, M. A., Assoc. Prof. ....	9		5,000.00
Stewart, Maude A., Ed. D., Assoc. Prof. ....	9		6,030.00
Anderson, John O., Ph. D., Asst. Prof. ....	9		1,215.00
(see Speech) .....	9		(3,645.00)
(total salary) .....	9		(4,860.00)
Bischof, Ledford J., Ed. D., Asst. Prof. ....	9		5,220.00
Fitzpatrick, Eugene D., Ed. D., Asst. Prof. ....	9		5,220.00
Newberry, Marilee, Clerk Steno. II, (S-CS-238) .....	12		2,160.00

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45,095.00

Personal Services—Student .....	700.00
Other Travel .....	500.00
Equipment .....	1,000.00
Other Current Expenses .....	930.00
Total .....	\$ 48,225.00

It is proposed to increase the staff of this department from a 6.0 in 1951-52 to 7.3 for 1952-53. The additional staff time will make possible additional clinical and consultant services in remedial speech and hearing, and other handicaps, for the public school children of the area.

The members of the 1951-52 staff had average loads equivalent to 43.5 credit hours and 621 student credit hours, but their classes were quite large. It is hoped that the transfer of certain basic courses in psychology to the new Department of Psychology will do much to reduce the size of the classes and the number of preparations required of each instructor.

In services to the area, this department administered over 25,000 tests of a standardized nature in public schools during 1950-51, held numerous workshops and clinics, has organized a complete county institute service, and has advised numerous schools on their guidance programs.



## HEALTH EDUCATION

## Personal Services—Regular:

Boatman, Ralph H., Jr., M.P .H., Lecturer (term appointment) (Acting Chairman) . . . . .	9	\$	5,400.00
Denny, Florence E., M. A., Asst. Prof. . . . .	9		5,130.00
Bridges, A. Frank, Dir. H. & S., Instructor . . . . .	9		4,860.00
Phillips, Frances K., M. A., Instructor . . . . .	9		4,500.00
Richardson, Charles, M. P. H., Instructor (term appointment) . . . . .	9		3,600.00
Sondag, Roger F., M. D., Lecturer (term appointment) . . . <sup>1</sup>			600.00

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 24,090.00

Personal Services—Student . . . . .			700.00
Other Travel . . . . .			350.00
Equipment . . . . .			900.00
Other Current Expenses . . . . .			350.00
<b>Total</b> . . . . .		\$	<b>26,430.00</b>

<sup>1</sup>Dr. Sondag will serve part-time and sporadically through the year at a monthly salary not exceeding \$50.00.

The Department of Health Education has been understaffed for several years and has suffered from a constant turnover in personnel. In 1951-52, its four staff members carried loads equivalent to 44.7 hours each and averaged 784 student credit hours of instruction.

For 1952-53, a staff of 5.1 is proposed, with one new member serving on a non-recurring basis. He should be able to reduce somewhat the teaching load of the other staff members. Furthermore, it now appears that a great part of the State's Civil Defense program will fall on the University during the year just ahead, and it is hoped that Messrs. Boatman and Bridges can be given some time to devote to it. A member of this staff has served as Health Co-ordinator for the University, and the staff has given services to the schools in the area, and established workshops in various localities. A member of this staff has been borrowed by the University Health Service to provide specialized work in nursing services.

## LIBRARY SERVICE

## Personal Services—Regular:

Muller, Robert H., Ph. D., Professor (see General Library) (Chairman) . . . . .		\$	.....
McGinniss, Dorothy Agnes, M. S. in L. S., Instructor . . .	9		4,050.00

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 4,050.00

Personal Services—Student . . . . .			100.00
Other Travel . . . . .			.....
Equipment . . . . .			325.00
Other Current Expense . . . . .			150.00

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 Total . . . . . \$ 4,625.00

This department, which gives courses for public school librarians and instructs college students in the use of the library, has confined itself largely to summer instruction hitherto. With the coming of a full-time instructor (who replaces a member of the regular library staff), it will be possible by working through freshman English and other college courses to provide additional training in the use of the library and hence to improve the quality of instruction both on the campus and in the public schools.

### OUTDOOR EDUCATION

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	3,600.00
Other Travel .....	600.00
Equipment .....	1,300.00
Other Current Expenses .....	2,705.00
	\$ 8,205.00

The staff of the Outdoor Education program is primarily from the Department of Physical Education, but other departments have provided assistance. For the present, the work in outdoor education is being largely carried on at Giant City and Little Grassy Lake.

### PHYSICAL EDUCATION—MEN (ACADEMIC)

#### Personal Services—Regular:

Franklin, C. C., Jr., Dir. P. Ed., Asst. Prof. (Acting Chairman) .....	9	\$ 4,500.00
Lingle, Leland, M. A., Assoc. Prof. ....	12	5,040.00
(see P.E.-Men (Non-Academic) ) .....	12	(2,520.00)
(total salary) .....	12	(7,560.00)
Martin, Glenn, M. A., Assoc. Prof. ....	12	1,920.00
(see P.E.-Men (Non-Academic) ) .....	12	(5,760.00)
(total salary) .....	12	(7,680.00)
Freeberg, Wm. H., D. Rec., Assoc. Prof. <sup>1</sup> .....	9	3,850.00
(see P.E.-Men (Non-Academic) ) .....	9	(1,280.00)
(total salary) .....	9	(5,130.00)
Holder, Lynn C., M. S. in Ed., Asst. Prof. ....	12	2,280.00
(see P.E.-Men (Non-Academic) ) .....	12	(4,560.00)
(total salary) .....	12	(6,840.00)
White, Norman E., Dir. P. Ed., Asst. Prof. ....	9	4,680.00
Bush, Russell, M. P. E., Instructor, (military leave) .....		.....
O'Brien, Wm. E., M. S. in P. Ed., Instructor .....	9	2,160.00
(see P.E.-Men (Non-Academic) ) .....	9	(2,160.00)
(total salary) .....	9	(4,320.00)
Wilkinson, James J., Dir. Rec., Instructor .....	9	2,205.00
(see P.E.-Men (Non-Academic) ) .....	9	(2,205.00)
(total salary) .....	9	(4,410.00)
Waller, William H., M. S., Coach .....	12	2,040.00
(see P.E.-Men (Non-Academic) ) .....	12	(4,080.00)
(total salary) .....	12	(6,120.00)
-----, Equipment Attendant, (Requisition No.) .....	12	2,400.00
Ledbetter, Rosanna, Clerk Steno. I (S-CS-184) .....	12	960.00
(see P.E.-Men (Non-Academic) ) .....	12	(960.00)
(total salary) .....	12	(1,920.00)

	32,035.00
Personal Services—Student .....	1,150.00
Other Travel .....	500.00
Equipment .....	1,500.00
Other Current Expenses .....	2,655.00
	\$ 37,840.00

<sup>1</sup>Recommended promotion.

The salaries of our staff members in Physical Education—Men are distributed between academic and non-academic accounts in order to give a realistic picture of the time they devote to instruction and the time they devote to coaching intercollegiate athletics. In 1951-52, there were eight full time staff members who carried average instructional loads of 32.6 credit hours, the rest of their time being devoted largely to coaching. In spite of an average time spent on other duties equivalent to nearly 10 credit hours, these men averaged 642 student credit hours of teaching.

For 1952-53, a staff of nine has been budgeted, one member having returned from military leave. Their time will be distributed approximately 5.3 to instruction and 3.7 to their other duties. The department staff members also carry the work of recreation and recreational planning and supervision both for credit and non-credit training in the fields of recreational leadership and camping. They have set up and supervised recreational camps at Giant City and Little Grassy Lake for adult groups, for the training of camp counsellors, and for the recreational facilities of church and school groups.

### PHYSICAL EDUCATION—MEN (NON-ACADEMIC)

#### Personal Services—Regular:

Martin, Glenn, M. A., Assoc. Prof .....	12	\$ 5,760.00
(see P.E.-Men (Academic) Director of Intercollegiate Athletics) (total salary) .....	12	(1,920.00)
Lingle, Leland P., M. A., Assoc. Prof. ....	12	2,520.00
(see P.E.-Men (Academic)) .....	12	(5,040.00)
(total salary) .....	12	(7,560.00)
Freeberg, Wm. H., D. Rec. Assoc. Prof. <sup>1</sup> .....	9	1,280.00
(see P.E.-Men (Academic)) .....	9	(3,850.00)
(total salary) .....	9	(5,130.00)
Holder, Lynn C., M. S. in Ed., Asst. Prof. ....	12	4,560.00
(see P.E.-Men (Academic)) .....	12	(2,280.00)
(total salary) .....	12	(6,840.00)
O'Brien, Wm. E., M. S. in P. Ed., Instructor .....	9	2,160.00
(see P.E.-Men (Academic)) .....	9	(2,160.00)
(total salary) .....	9	(4,320.00)
Wilkinson, James J., Dir. Rec., Instructor .....	9	2,205.00
(see P.E.-Men (Academic)) .....	9	(2,205.00)
(total salary) .....	9	(4,410.00)
Waller, William H., M. S., Coach .....	12	4,080.00
(see P.E.-Men (Academic)) .....	12	(2,040.00)
(total salary) (term appointment) .....	12	(6,120.00)
Mazurek, Walter Oscar, Equipment Attendant (S-CS-42) .....	12	2,400.00
Trobaugh, Anne, Clerk Steno I, (S-CS-43) .....	12	1,920.00
Ledbetter, Rosanna, Clerk Steno I .....	12	960.00
(see P.E.-Men (Academic)) (S-CS-184) .....	12	(960.00)
(total salary) .....	12	(1,920.00)

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 27,845.00

Personal Services—Student .....	.....	.....
Other Travel .....	.....	200.00
Equipment .....	.....	217.00
Other Current Expenses .....	.....	3,430.00
Total .....	.....	\$31,692.00

<sup>1</sup>Recommended promotion.

### PHYSICAL EDUCATION—WOMEN

#### Personal Services—Regular:

Davies, Dorothy, Ed. D., Professor (Chairman) .....	9	\$ 7,740.00
Zimmerman, Helen, Ph. D., Assoc. Prof. ....	9	5,265.00
Muzzey, Dorothy, M. A., Asst. Prof. ....	9	4,140.00
Evans, Lura Elizabeth, M. S., Instructor .....	9	4,410.00
Stehr, Jean, M. A., Instructor .....	9	4,500.00
Ulm, Cleo, M. S., Instructor .....	9	3,780.00
Alley, Norma Parker, B. S. in Ed. Asst. Instr. (term appointment) .....	9	2,700.00

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 32,535.00

Personal Services—Student .....	.....	1,050.00
Other Travel .....	.....	300.00
Equipment .....	.....	557.00
Other Current Expenses .....	.....	2,010.00
Total .....	.....	\$ 36,452.00



The time of the staff of the Department of Physical Education for Women has been distributed between instruction and coaching in a ratio of roughly seven to three. In 1951-52, however, 4.75 department members carried average loads equivalent to 45.9 credit hours.

For 1952, a staff of seven is planned, which should have the effect of reducing the number of credit hours taught, the number of preparations per teacher, and the heavy burden of both group and individual coaching. The coming of a staff member with a research background will also enable the department to offer consultant services to the public schools.

### TEACHER TRAINING

#### Personal Services—Regular:

Neal, Charles D., D. Ed., Professor <sup>1</sup> (Director) . . . . .	12	\$	6,660.00
(see Education) . . . . .	12		(2,220.00)
(total salary) . . . . .	12		(8,880.00)
Bracewell, George, A. M., Assoc. Prof. . . . .	9		4,120.00
(see Education) . . . . .	9		(1,370.00)
(total salary) . . . . .	9		(5,490.00)
Vaupel, Jean, M. A., Instructor . . . . .	12		3,600.00
(see University School) . . . . .	12		(1,200.00)
(total salary) . . . . .	12		(4,800.00)
Replacements for 23 part-time Practice Supervisors in Affiliated Schools at \$225.00, Asst. Instrs. . . . .	9		5,075.00
			<hr/>
			19,455.00
Personal Services—Student . . . . .			900.00
Other Travel . . . . .			2,400.00
Equipment . . . . .			350.00
Other Current Expenses . . . . .			480.00
			<hr/>
Total . . . . .		\$	23,585.00

<sup>1</sup>Recommended promotion.

The teacher training program of the College of Education uses as its laboratory both the public schools and its own University School. Teachers in the affiliated public schools are employed part-time at nominal salaries; but the teachers in the University School are largely full-time specialists in supervising the teaching of the various grades and subjects offered in the public schools.

In 1951-52, a staff equivalent to 44.5 full time people was employed in the teacher training program. For 1952-53, a staff of 40.2 is contemplated. There has been a wide range of loads in the teacher training program because of the difficulty of predicting demands in the various grades and subjects. It is believed, however, that steps can be taken to improve the assignment of student teachers to their supervisors so that a more equitable distribution of loads will result.

The staff of the University School has been contributing a great deal of time to the Illinois Secondary School Curriculum Project. They are also teaching an increasing number of courses in the college departments, and an attempt has been made to distribute their time to these departments.

A program of off-campus training has been established and operates in six centers by contractual arrangements between students and the Board of Education. This program includes the preparation of administrators, supervisors, and teachers.

## UNIVERSITY SCHOOL

## Personal Services—Regular:

Mees, John D., Ed. D., Assoc. Prof. (Principal) . . . . .	12	\$	6,350.00
(see Education) . . . . .	12		(2,130.00)
(total salary) . . . . .	12		(8,520.00)
Edwards, Troy W., M. S. in Ed., Asst. Prin. (Instructor)	12		6,600.00
Entsminger, Mary Edwin, M. A., Assoc. Prof. . . . .	9		5,130.00
Mott, Sina M., Ph. D., Assoc. Prof. . . . .	9		5,000.00
Willard, Charles B., Ph. D., Assoc. Prof. . . . .	9		6,300.00
Bach, E. Louise, A. M., Asst. Prof. . . . .	9		4,860.00
Brown, Clyde M., Ed. D., Asst. Prof. . . . .	9		4,050.00
(see Education) . . . . .	0		(1,350.00)
(total salary) . . . . .	9		(5,400.00)
Clark, Lula R., (Emerita) Asst. Prof. . . . .	9		1,240.00
Gross, Chalmer, M. S., Asst. Prof. . . . .	9		4,860.00
Gibbons, M. Alberta, A. M., Asst. Prof. . . . .	9		4,000.00
Goodwin, Tina, M. A., Asst. Prof. . . . .	9		4,140.00
Hall, Dilla, M. S., Asst. Prof. . . . .	9		4,250.00
(see Mathematics) . . . . .	9		(1,420.00)
(total salary) . . . . .	9		(5,670.00)
Lane, Mable Sickman, D. Ed., Asst. Prof. . . . .	9		4,050.00
(see Education) . . . . .	9		(1,350.00)
(total salary) . . . . .	9		(5,400.00)
Paterson, Charles, B. Ed., Asst. Prof. . . . .	9		4,590.00
Pruis, John J., Ph. D., Asst. Prof. . . . .	9		4,860.00
Rieke, Evelyn Davis, M. A., M. Ed., Asst. Prof. . . . .	9		4,500.00
Rogers, Ora D., A. M., Asst. Prof. . . . .	9		4,410.00
Shake, Shelby S., M. S., Asst. Prof. . . . .	9		4,500.00
Smith, Gladys Leah, M. A., Asst. Prof. . . . .	9		4,230.00
Teel, Harley R., A. M., Asst. Prof. . . . .	9		4,000.00
Van Trump, Ruby, A. M., Asst. Prof. . . . .	9		4,140.00
Carey, Margaretta A., M. A., M. M., Instructor . . . . .	9		4,320.00
Casebier, V. Eleanor, M. S., Instructor . . . . .	9		3,960.00
Fligor, Ross Jean, M. A., Instructor . . . . .	9		3,375.00
(see Education) . . . . .	9		(1,125.00)
(total salary) . . . . .	9		(4,500.00)
Johnson, Robert Ashford, Dir. P. Ed., Instructor . . . . .	9		4,230.00
King, Florence R. (Emerita) Instructor . . . . .	9		1,200.00
Meehan, Elizabeth C., A. M., Instructor . . . . .	9		4,320.00
Plummer, John F., Jr., M. A., Instructor . . . . .	9		4,140.00
Spradling, Zita, M. S., Instructor . . . . .	9		3,600.00
Starck, Helen, M. Ed., Instructor . . . . .	9		3,780.00
Stephens, Clarence W., A. M., Instructor . . . . .	9		4,320.00
Sullivan, Milton Francis, M. A., Instructor . . . . .	9		4,050.00
Stotlar, John W., M. S., Instructor . . . . .	9		4,140.00
Treece, Madelyn, A. M., Instructor . . . . .	9		3,960.00
Wood, Eugene S., M. S., Instructor . . . . .	12		5,760.00
Pearce, Tony Lorene, Chief Clerk (Level I) (S-CS-224)	12		3,420.00
_____, (Requisition No. 738) Clerk Steno. I			
(S-CS-44) . . . . .	12		1,920.00

156,595.00

Personal Services—Student . . . . .	1,725.00
Other Travel . . . . .	500.00
Equipment . . . . .	.....
Other Current Expenses . . . . .	4,960.00

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Total . . . . . \$ 163,780.00

## AUDIO-VISUAL AIDS

## Personal Services—Regular:

Ingli, Donald A., M. A., Asst. Prof. (Director) . . . . .	12	\$	6,840.00
Butts, Gordon K., M. S. in Ed., Instructor . . . . .	12		4,800.00
Kloepper, Ilene Mae, Chief Clerk (Level I) (S-CS-225) . . . . .	12		3,300.00
_____, (Requisition No. 732) Clerk I (S-CS-179) . . . . .	12		1,800.00

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 16,740.00

Personal Services—Student . . . . .			6,000.00
Other Travel . . . . .			350.00
Equipment . . . . .			3,000.00
Other Current Expenses . . . . .			690.00

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 Total . . . . . \$ 26,780.00

The Audio-Visual Aids Service gives instruction both to the members of our staff and to our students in the use of audio-visual materials. It designs and produces visual aids for use by various University agencies. The service has also handled a film rental library, but the income from the rental of films has now reached the point where it seems desirable to provide a separate budget for this as an auxiliary enterprise.

## CHILD GUIDANCE CLINIC

## Personal Services—Regular:

Thalman, W. A., Ph. D., Professor . . . . .	9	\$	2,520.00
(see Guidance and Special Ed.) . . . . .	9		(5,040.00)
(total salary) . . . . .	9		(7,560.00)

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 2,520.00

Personal Services—Student . . . . .			500.00
Other Travel . . . . .			.
Equipment . . . . .			150.00
Other Current Expenses . . . . .			350.00

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 Total . . . . . \$ 3,520.00

The Child Guidance Clinic has for many years examined children referred to it from the public schools and has demonstrated to teachers in training various tests and techniques for discovering what is needed for children having difficulty in their school work.

## CURRICULUM MATERIALS

Personal Services—Regular . . . . .		\$	.....
Personal Services—Student . . . . .			.....
Other Travel . . . . .			.....
Equipment . . . . .			.....
Other Current Expenses . . . . .			100.00

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 Total . . . . . \$ 100.00

The Curriculum Materials collection, housed in the General Library, contains nearly 3000 books and 7000 pamphlets placed on open shelves and available for study by faculty members, students, and public school people interested in the development of high school and grade school curricula. Much of this material comes to the University gratis through text book publishers, state offices of public instruction, graduate schools of education, etc.

## MUSEUM

## Personal Services—Regular:

Kelley, John Charles, Ph. D., Professor (of Anthropology; Director) . . . . .	12	\$	9,480.00
Allen, John W., Instructor . . . . .	12		5,520.00



Shackleford, William J., M. A., Instructor . . . . .	12	4,320.00
Waters, Loraine Lillian, M. S. in Ed., Instructor . . . . .	12	5,160.00
Bennett, Esther Vorena, B. A., Asst. Instr. . . . .	12	4,080.00
Peithman, Irvin M., Res. Asst. . . . .	12	4,680.00
Manfredini, Dolores M., Chief Clerk (Level I) (S-CS-226) . . . . .	12	3,480.00
		<hr/>
		36,720.00
Personal Services—Student . . . . .		3,450.00
Other Travel . . . . .		1,200.00
Equipment . . . . .		1,200.00
Other Current Expenses . . . . .		1,830.00
		<hr/>
Total . . . . .		\$ 44,400.00

The Museum prepares, maintains, and houses the University's collection of artifacts, archaeological specimens, pioneer relics, old documents, plant and animal specimens, etc. It prepares exhibits of these materials and is at present engaged in organizing them around the contrasting themes of the pioneer and the present occupancy of Southern Illinois.

The Museum will run into additional expenses this year and its program will be slowed down somewhat by moving from the third floor of Parkinson Laboratory to the first floor of the old Science Building. It will, however, gain considerable additional space and its exhibits will become much more accessible.

#### STATISTICAL SERVICES

##### Personal Services—Regular:

Mark, Abraham M., Ph. D., Assoc. Prof. <sup>1</sup> (Director) . . . . .	12	\$ 5,490.00
(see Mathematics) . . . . .	12	(1,830.00)
(total salary) . . . . .	12	(7,320.00)
Young, Nancy Sue, B. S., Res. Asst. (term appointment) . . . . .	12	3,120.00
Hyzdu, Francis E., Tabulating Mach. Super. (S-CS-228) . . . . .	12	4,320.00
Davie, Joseph, Tab. Mach. Op. III (S-CS-48) . . . . .	12	3,000.00
Cashen, Rebecca Jane, Tab. Mach. Op I (S-CS-175) . . . . .	12	2,100.00
Williams, Robert R., Tab. Mach. Op. I (S-CS-182) . . . . .	12	2,100.00
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		20,130.00
Personal Services—Student . . . . .		1,400.00
Other Travel . . . . .		100.00
Equipment . . . . .		\$50.00
Other Current Expenses . . . . .		14,800.00
		<hr/>
Total . . . . .		\$ 37,280.00

<sup>1</sup>Recommended promotion.

The Statistical Service, which is only two years old, has already made itself indispensable to the offices and departments of the University. As rapidly as possible, the records of the University are being transferred to punched cards, which will make it possible to obtain summaries and reports of various data rapidly and effectively.

The Registrar, the Business Office, and the Student Deans are well along in the process of mechanizing their record keeping. Other offices are beginning to follow suit. The instructional departments find the Statistical Service useful in preparing and checking keyed examinations. Certain research projects which depend upon statistical analysis of data are using punched card methods.

For purposes of institutional surveys and reports, a research assistant has recently been added to the staff, working largely on assignments from the President's Office.

## BIOLOGICAL RESEARCH LABORATORY

## Personal Services—Regular:

Lindegren, Carl C., Ph. D., Professor (Director) . . . . .	12	\$	8,910.00
(see Microbiology) . . . . .	12		(2,970.00)
(total salary) . . . . .	12		(11,880.00)
Lucke, William H., Ph. D., Assoc. Prof. <sup>1</sup> . . . . .	12		2,070.00
(see Physics and Astronomy) . . . . .	12		(4,140.00)
(total salary) . . . . .	12		(6,210.00)
McClary, Dan Otho, Ph. D., Asst. Prof. . . . .	12		1,350.00
(see Microbiology) . . . . .	12		(4,050.00)
(total salary) . . . . .	12		(5,400.00)
Sheffner, A. Leonard, Ph. D., Asst. Prof. . . . .	12		4,950.00
(see Microbiology) . . . . .	12		(1,650.00)
(total salary) . . . . .	12		(6,600.00)
Lindegren, Gertrude S., Research Asst. . . . .	12		3,960.00
			21,240.00
Personal Services—Student . . . . .			950.00
Other Travel . . . . .			2,500.00
Equipment . . . . .			3,180.00
Other Current Expenses . . . . .			27,870.00
Total . . . . .		\$	

<sup>1</sup>Recommended promotion.

The major research agency at Southern Illinois University is the Biological Research Laboratory which was established in 1947. The researches of this laboratory are supported in part by grants from industry, the U.S. Public Health Service, the American Cancer Society, and the Atomic Energy Commission. Its speciality is research into genetics of yeast cells. Its findings have been made public at scientific meetings and by publications in scientific journals. Its work has shown light on the cancer problem, on problems of nutrition, and on the effects of radiation on cells.

## COOPERATIVE RESEARCH PROJECTS—FISHERIES MANAGEMENT

Personal Services—Regular . . . . .	\$ . . . . .	
Personal Services—Student . . . . .		1,000.00
Other Travel . . . . .		200.00
Equipment . . . . .		2,000.00
Other Current Expenses . . . . .		500.00
		3,700.00
Total . . . . .	\$	

This is an investigative program based upon the idea of surveying the fisheries resources of Southern Illinois and of investigating possible management procedures for the improvement of recreational fishing. The research program also contributes to the development of graduate study, inasmuch as advanced students are given the opportunity to take part in actual field investigations. Currently the project is cooperating with the Division of Fisheries, Illinois Department of Conservation; and with the Water Board, Illinois Department of Public Health.

Current activities include survey of the fish of the Big Muddy River drainage, Crab Orchard Lake, Little Grassy Lake, Clear Creek drainage; and also the removal of carp from Crab Orchard Lake.

## COOPERATIVE WILDLIFE RESEARCH

Personal Services—Regular . . . . .	\$ . . . . .	
Personal Services—Student . . . . .		1,000.00
Other Travel . . . . .		600.00
Equipment . . . . .		700.00
Other Current Expenses . . . . .		1,020.00
		3,320.00
Total . . . . .	\$	

The basic function of this agency is to obtain information for more complete and better management of wildlife on local, state, and federal scale, with the idea that the information resulting from the research will be available to those agencies that are managing wildlife, particularly in Southern Illinois.

The agencies with which this department is currently working are the State Natural History Survey on bob-white quail project and various Pittman Robertson projects, the Department of Conservation on the ring necked pheasant, the Fish and Wildlife Service on the gray and fox squirrel, and the Wildlife Management Institute on a proposed project in the development of strip mine areas. Also, investigations are being carried on in the Crab Orchard wildlife refuge.

#### COOPERATIVE WORK—FOREST SERVICE

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	2,500.00
<b>Total .....</b>	<b>\$ 2,500.00</b>

In cooperation with the Central States Forest Experiment Station of the U.S. Department of Agriculture Forest Service, Southern Illinois University is carrying on investigations of the woodlands and woodlots of Southern Illinois, the possibilities of reforestation, and the development of forest products industries. The cooperating agencies share expenses, staff, equipment, and the responsibility of communicating their results to the public.

#### EXPERIMENTAL FARM

Personal Services—Regular:	
Tucker, Lowell R., Ph. D., Assoc. Prof. .... 12	\$ 3,780.00
(see Agriculture) .....	(3,780.00)
(total salary) (sabbatical leave, three months, full pay) ..	12 (7,560.00)
Clark, Marshall G., M. S., Asst. Prof. .... 9	1,410.00
(see Agriculture) .....	(2,820.00)
(total salary) (term appointment) .....	9 (4,230.00)
Reed, Alex, M. S., Asst. Prof. .... 12	2,440.00
(see Adult Ed. & Voc.-Tech. Inst.) .....	12 (2,440.00)
(see Agriculture) .....	12 (2,440.00)
(total salary) .....	12 (7,320.00)
Vavra, Joseph P., Ph. D., Asst. Prof. .... 12	2,940.00
(see Agriculture) .....	12 (2,940.00)
(total salary) ..	12 (5,880.00)
Andrew, William T., M. S., Instructor .....	12 3,760.00
(see Agriculture) .....	12 (1,880.00)
(total salary) .....	12 (5,640.00)
Hinners, Scott W., M. S., Instructor .....	12 2,820.00
(see Agriculture) .....	12 (2,820.00)
(total salary) .....	12 (5,640.00)
Hosner, John Frank, M. F., Instructor (leave without pay) ..	.....
Woods, Harvey S., M. S., Instructor .....	12 1,920.00
(see Agriculture) ..	12 (3,840.00)
(total salary) ..	12 (5,760.00)
Emery, Hollis R., Asst. Farmer (S-CS-45) .....	12 3,036.00
Hull, William H., Asst. Farmer (S-CS-46) .....	12 2,640.00
Penrod, Lon, Asst. Farmer (S-CS-47) .....	12 2,400.00
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	27,146.00
Personal Services—Student .....	4,600.00
Other Travel .....	480.00



Equipment . . . . .	12,000.00
Other Current Expenses . . . . .	11,000.00
	<hr/>
Total . . . . .	\$ 55,226.00

The staff of the Experimental Farm consists of 3.0 civil service employees plus time equivalent to the services of 2.7 faculty members drawn from the staff of the Department of Agriculture.

In addition to the actual management of the farm, its staff members have engaged in a number of investigations: marketing of wood products, variety trials for various vegetables and wheat, rotation trials, fertility research projects, fertilizer trials, etc. During the past twelve months, twenty-seven experimental projects have been underway; and three agriculture service bulletins and two other publications have resulted.

#### ILLINOIS HORTICULTURAL EXPERIMENT STATION

##### Personal Services—Regular:

Mowry, James B., Ph. D., Asst. Prof. . . . .	6 <sup>1</sup>	\$ 2,940.00
Hamilton, Delbert Lindsay, Asst. Farmer (S-CS-203) . .	12	3,108.00

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6,048.00

Personal Services—Student . . . . .	2,000.00
Other Travel . . . . .	130.00
Equipment . . . . .	1,000.00
Other Current Expenses . . . . .	1,500.00

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Total . . . . . \$ 10,678.00

<sup>1</sup>Southern Illinois University pays Mr. Mowry's salary for six months each year; the University of Illinois the other six months.

In cooperation with the College of Agriculture at the University of Illinois, Southern Illinois University on its agricultural tracts is carrying out experiments in fruit raising. The two universities are sharing staff, salaries, equipment, and supplies in these investigations.

#### SPECIAL RESEARCH PROJECTS

##### Personal Services—Regular:

Replacements for 25 Graduate Assistants at \$990.00, Grad. Assts. . . . .	9	\$ 24,750.00
Replacements for 4 Research Assistants at \$2,250.00, Res. Assts. . . . .	9	9,000.00

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33,750.00

Personal Services—Student . . . . .	7,000.00
Other Travel . . . . .	5,000.00
Equipment . . . . .	6,005.00
Other Current Expenses . . . . .	7,000.00

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Total . . . . . \$ 58,755.00

The University is attempting to encourage research activities by those of its staff members who are interested in investigations relating to their specialties. To this end a general account is established from which allocations can be made for specific projects. These allocations are made by the Dean of the Graduate School upon the advice of the Graduate Council, which has general responsibility for the University's research program.

During 1951-52 some 40 individual research projects were given modest support from this budget. Each staff member carrying out such projects was provided with funds which partially met his expenses for commodities, equipment, travel, and student help.

The release of time from their departmental duties of staff members engaged in individual research projects was affected by agreement of the appropriate department chairman and dean with the Dean of the Graduate School.

The Dean of the Graduate School also assigns the services of 25 one-half time Graduate Assistants, who are also candidates for the master's degree, to the various departments to assist them in their scholarly activities.

A number of major research projects also calls for the assistance of specially trained research assistants who are assigned upon request of the supervisors of these projects.

### EXTENSION

#### Personal Services—Regular:

Dey, Raymond H., M. S., Director (of University Extension) . . . . .	12	\$	7,680.00
Cannon, James Francis, M. S. in Ed., Exec. Asst. . . . .	12		4,080.00
Jennings, Emma Jean, Clerk Steno. I (S-CS-166) . . . . .	12		1,920.00

			13,680.00
Personal Services—Student . . . . .			600.00
Other Travel . . . . .			10,600.00
Equipment . . . . .			130.00
Other Current Expenses . . . . .			950.00
			25,960.00
<b>Total . . . . .</b>		<b>\$</b>	<b>25,960.00</b>

The Division of Extension schedules graduate and undergraduate courses for the instructional departments in various off-campus centers. The staff members are drawn from the departmental staffs and receive credit on their teaching loads for classes taught in extension. The following summary shows classes taught in 1951-52.

#### Summer—1951

Department	No. of Courses
Agriculture (Conservation Workshops) . . . . .	6
Geography . . . . .	1
	7
<b>Total No. of Courses for Summer . . . . .</b>	<b>7</b>

#### Fall Semester—1951-1952

Art . . . . .	6
Botany . . . . .	1
Education . . . . .	13
English . . . . .	4
Geography . . . . .	3
Guidance and Special Education . . . . .	5
Government . . . . .	3
Health Education . . . . .	2
History . . . . .	3
Music . . . . .	2
Physical Education for Men . . . . .	2
Sociology . . . . .	1
Speech . . . . .	1
Zoology . . . . .	2
	49
<b>Total No. Courses for Fall . . . . .</b>	<b>49</b>
	29
<b>Total No. of Centers . . . . .</b>	<b>29</b>
<b>Total No. of 400 Courses . . . . .</b>	<b>8</b>
<b>Total No. of 500 Courses . . . . .</b>	<b>3</b>

Spring Semester—1951-1952	
Agriculture .....	1
Art .....	8
Botany .....	1
Business Administration .....	1
Education .....	17
English .....	6
Geography .....	2
Government .....	4
Guidance and Special Education .....	5
Health Education .....	2
History .....	1
Mathematics .....	3
Music .....	1
Physical Education for Men .....	1
Speech .....	4
Zoology .....	2
<b>Total No. of Courses for Spring .....</b>	<b>59</b>
<b>Total No. of Centers .....</b>	<b>37</b>
<b>Total No. of 400 Courses .....</b>	<b>11</b>
<b>Total No. of 500 Courses .....</b>	<b>4</b>
<b>Total No. of Courses for Year .....</b>	<b>115</b>
<b>Total No. of 400 Courses for Year .....</b>	<b>19</b>
<b>Total No. of 500 Courses for Year .....</b>	<b>7</b>

Since most of the courses are scheduled in the public schools for public school teachers and since many of these have completed their requirements for certification, the requests for extension courses have leveled off in recent years. A total enrollment of 2800 extension students has been estimated for 1952-53, as against 3038 actually enrolled in 1951-52. Negotiations are now going forward to work out a schedule for the 1952-53 extension offerings.

Arrangements for various educational conferences held for interested groups on the campus have been handled by the Division of Extension. Nearly forty such conferences were scheduled in 1951-52.

### GENERAL LIBRARY

#### Personal Services—Regular:

Muller, Robert H., Ph. D., Professor (Director) .....	9	\$	6,480.00
Heicke, Dorothy E., M. A. in L. S., Asst. Prof. ....	12		5,400.00
Kerley, Ruby, A. M. in L. S., Asst. Prof. ....	9		4,590.00
Kite, Grace E., M. A., Asst. Prof. ....	9		4,500.00
Stone, Elizabeth Opal, M. S. in L. S., Asst. Prof. (Asst. Director) .....	12		6,840.00
Cundall, Zella, B. S. in L. S., Instructor .. ..	9		3,870.00
Dewey, Harry, M. S. in L. S., Instructor (Asst. Director)	9		4,770.00
Hankla, Golda, M. A., Instructor .....	9		3,600.00
McCord, John G. W., B. S. in L. S., Instructor .....	12		4,800.00
Moore, Kent U., M. A., Instructor .....	9		3,780.00
Melvin, Mary Belle, B. S., Instructor .. ..	9		3,600.00
Donahue, Jacqueline, B. S. in Ed., Res. Asst. ....	12		2,700.00
_____, (Replacing Masterton) Asst. Supervisor	9		3,000.00
_____, (Replacing Klingenberg) Asst. Supervisor .....	9		3,000.00
Alverson, Phyllis J., Lib. Clerk III (S-CS-249) .....	12		2,760.00
Dugger, Elsie E., Lib. Clerk II (S-CS-57) .. ..	12		1,920.00
Miller, Henrietta, Clerk Typist II (S-CS- ) .....	12		2,160.00
Mosby, Barbara Ann, Lib. Clerk II (S-CS-55) .....	12		2,040.00
Smalley, Jeanette L., Clerk Typist II (S-CS-201) .....	12		2,040.00
Hall, Betty Lou, Lib. Clerk II (S-CS-56) .....	12		1,920.00
Lingle, Betty Jane, Lib. Clerk I (S-CS-52) .....	12		1,920.00



Tolliver, Jeanne, Lib. Clerk II (S-CS-51) .....	12	1,920.00
Post, Roberta, Lib. Clerk I (S-CS-53) .....	12	1,860.00
Shelton, Regina M., Lib. Clerk I (S-CS-167) .....	12	1,800.00
Weaver, Opal Dickey, Lib. Clerk I (S-CS-54) .....	12	1,800.00
Wilkes, Rosemary, Lib. Clerk I (S-CS-58) .....	12	1,800.00
_____, (Requisition No. 717) Lib. Clerk I .....	12	1,800.00
		<hr/>
		86,670.00
Personal Services—Student .....		11,500.00
Other Travel .....		70.00
Equipment .....		40,000.00
Other Current Expenses .....		19,540.00
		<hr/>
Total .....		\$ 157,780.00

The staff proposed for the General Library for 1952-53 consists of fourteen full-time persons holding academic rank and thirteen full-time civil service persons, and \$11,500.00 for part-time student helpers.

Cataloged volumes added to the holdings increased from 11,462 in 1950 to 14,101 in 1951. Faculty order cards on hand in May, 1952, amounted to \$5,677.00. The Library is also holding requests for backfiles of learned journals in the amount of \$15,990.00.

The budget proposed for 1952-53 provides \$40,000.00 for equipment (which includes books), \$8,000.00 for binding, and \$11,540.00 for other current expenses.

#### TILTON-LINCOLN LIBRARY

##### Personal Services—Regular:

Pair, Patty L., Lib. Clerk II (S-CS-194) .....	12	\$ 1,920.00
Personal Services—Student .....		
Other Travel .....		55.00
Equipment .....		945.00
Other Current Expenses .....		100.00
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Total .....

\$ 3,020.00

The Tilton-Lincoln Library comprises an original collection of 2100 items bequeathed to the University by the late Clint Clay Tilton and nearly a thousand additional items acquired through gift and purchase. The terms of the bequest require its maintenance separately from the main collection.

#### UNIVERSITY SCHOOL LIBRARY

##### Personal Services—Regular:

Stull, Marjorie, B. S. in L. S., Instructor .....	9	\$ 3,780.00
Personal Services—Student .....		1,400.00
Other Travel .....		30.00
Equipment .....		1,600.00
Other Current Expenses .....		480.00
		<hr/>

Total .....

\$ 7,290.00

The University School Library is maintained separately from the main collection for the use of elementary and high school students enrolled in the University School.

#### PHYSICAL PLANT—ADMINISTRATION

##### Personal Services—Regular:

Howe, William A., M. S., Director (Instructor in Industrial Education) .....	12	\$ 8,500.00
Forester, Mary A., Chief Clerk (Level I) (S-CS-59) ..	12	2,700.00
Gotway, Otto E., Superintendent of Bldg. Craftsmen (S-CS-60) .....	12	5,400.00

_____ , (Requisition No. 729) Clerk Steno. I . . . . . 12	1,920.00
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Personal Services—Student . . . . .	18,520.00
Other Travel . . . . .	1,836.00
Equipment . . . . .	150.00
Other Current Expenses . . . . .	800.00
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Total . . . . .	\$ 22,146.00

The Director of the Physical Plant is responsible for all phases of operation and maintenance of the Physical Plant, including, among other things, the repair of buildings, the utility distribution system, all the equipment, and other property; care of sidewalks and drives; supervision of the operation of the heating and power plant; and the scheduling of vehicles in the University's transportation pool. He is also responsible for police protection on the campus and for maintaining conditions of safety and sanitation in the buildings and grounds.

### PHYSICAL PLANT—OPERATION

#### Personal Services—Regular:

Wiggins, Howard Arthur, Janitor (S-CS-91) . . . . . 12	\$ 2,556.00
Wilson, Elvessely, Janitor (S-CS-92) . . . . . 12	2,040.00
O'Dell, Zenia Belle, Janitress S-CS-93) . . . . . 12	2,100.00
Valentine, Ima Mae, Janitress (S-CS-94) . . . . . 12	2,316.00
_____, (Requisition No. 672) Janitor Sub Fore- man . . . . . 12	2,640.00
Alexander, Earl, Maint. Worker (S-CS-95) . . . . . 12	2,880.00
Cundiff, Lenvill E., Maint. Worker (S-CS-96) . . . . . 12	2,880.00
Freeman, Cliff, Maint. Worker (S-CS-97) . . . . . 12	2,880.00
Hale, James Roy, Maint. Worker (S-CS-98) . . . . . 12	2,880.00
Hall, Villa, Maint. Worker (S-CS-99) . . . . . 12	2,880.00
James, Robert Lee, Maint. Worker (S-CS-100) . . . . . 12	2,880.00
McCalister, William, Maint. Worker (S-CS-101) . . . . . 12	2,880.00
Mitchell, Tosco, Maint. Worker (S-CS-102) . . . . . 12	2,880.00
Marberry, William M., A. M., Asst. Prof. . . . . 12	3,720.00
(see Botany) . . . . . 12	(3,720.00)
(total salary) . . . . . 12	(7,440.00)
Widdows, Joe, Bldg. & Gr. Super. (S-CS-61) . . . . . 12	4,560.00
Carter, Ralph Dale, Maint. Equip Op. (S-CS-63) . . . . . 12	3,252.00
Alexander, Raymond B., Driver (S-CS-62) . . . . . 12	3,252.00
Davitz, Woodrow, Driver (S-CS-64) . . . . . 12	3,252.00
Leach, Jack L., Driver (S-CS-65) . . . . . 12	3,252.00
McCutcheon, Edward, Driver (S-CS-66) . . . . . 12	3,252.00
Pierson, Bert, Driver (S-CS-67) . . . . . 12	3,252.00
Ragsdale, Van H., Driver (S-CS-68) . . . . . 12	3,252.00
McNeill, Lee, Grounds Foreman (S-CS-69) . . . . . 12	3,060.00
Nelson, LeRoy, Grounds Gardener (S-CS-70) . . . . . 12	3,000.00
Taylor, Jettie, Asst. Grounds (S-CS-71) . . . . . 12	2,880.00
King, Thomas J., Custodial Super. (S-CS-72) . . . . . 12	3,000.00
Biggs, George O., Janitor Foreman (S-CS-73) . . . . . 12	2,820.00
Anderson, William J., Janitor (S-CS-74) . . . . . 12	2,400.00
Armstrong, Julius, Janitor (S-CS-146) . . . . . 12	2,100.00
Armstrong, Willie J., Janitor (S-CS-168) . . . . . 12	2,100.00
Berry, James P., Janitor (S-CS-185) . . . . . 12	2,100.00
Clark, Charles, Janitor (S-CS-196) . . . . . 12	1,800.00
Clutts, Dennis, Janitor (S-CS-75) . . . . . 12	2,400.00
Covington, Ishmael, Janitor (S-CS-186) . . . . . 12	2,100.00
Elmore, Leonard, Janitor (S-CS-76) . . . . . 12	1,980.00
Evans, Charles R., Janitor (S-CS-77) . . . . . 12	2,544.00
Fox, Harry, Janitor (S-CS-78) . . . . . 12	2,400.00
Griffith, Charles Roy, Janitor (S-CS-187) . . . . . 12	2,100.00

Harris, J. W., Janitor (S-CS-79) . . . . .	12	1,980.00
Jackson, Doulford, Jr., Janitor (S-CS-84) . . . . .	12	1,800.00
Jamison, James, Janitor (S-CS-80) . . . . .	12	2,400.00
Knight, Ira Dennie, Janitor (S-CS-81) . . . . .	12	2,556.00
Lingle, Cloman, Janitor (S-CS-82) . . . . .	12	2,556.00
Loveall, Guy, Janitor (S-CS-83) . . . . .	12	2,556.00
Peters, D. A., Janitor (S-CS-85) . . . . .	12	2,400.00
Pollard, Calvin Ramey, Janitor (S-CS-86) . . . . .	12	2,400.00
Stalls, Robert A., Janitor (S-CS-87) . . . . .	12	2,160.00
Sutton, Wayne, Janitor (S-CS-88) . . . . .	12	2,556.00
Valentine, Columbus, Janitor (S-CS-89) . . . . .	12	2,460.00
Wade, Jay D., Janitor (S-CS-90) . . . . .	12	2,160.00
Westley, George, Maint. Worker (S-CS-103) . . . . .	12	2,880.00
Williams, James, Maint. Worker (S-CS-104) . . . . .	12	2,880.00
Montgomery, Joe, Chief Watchman (S-CS-189) . . . . .	12	2,700.00
Bain, Herman, Watchman (S-CS-105) . . . . .	12	2,556.00
Crews, Ardell, Watchman (S-CS-195) . . . . .	12	1,800.00
Frost, Guss Le, Watchman (S-CS-106) . . . . .	12	2,100.00
Harris, Edgar, Watchman (S-CS-107) . . . . .	12	2,100.00
Holder, Dallas R., Watchman (S-CS-108) . . . . .	12	2,400.00
Isham, Robert, Watchman (S-CS-109) . . . . .	12	2,556.00
Murry, Willard L., Watchman (S-CS-110) . . . . .	12	1,800.00
Newberry, J. A., Watchman (S-CS-111) . . . . .	12	2,556.00
Turner, William Lenard, Watchman (S-CS-112) . . . . .	12	2,556.00
Miller, Ray E., Camp Attendant (S-CS-188) . . . . .	12	2,100.00

163,488.00

Personal Services—Student . . . . . 20,000.00

Other Travel . . . . . 150.00

Equipment . . . . . 12,000.00

Other Current Expenses . . . . . 24,000.00

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\$ 219,638.00

Physical Plant—Operation includes the maintenance and driving of the University's trucks, tractors, busses, and other vehicles, the planting of shrubs, trees, and flowers on the campus, the janitorial service to the various buildings, and the policing of the campus through a group of watchmen who are continually on duty.

#### PHYSICAL PLANT—MAINTENANCE

##### Personal Services—Regular:

Durham, Wm., Brick Mason (S-CS-180) . . . . .	12	\$ 6,264.00
Hogue, Robert, Carpenter Foreman (S-CS-113) . . . . .	12	5,115.60
Schwegman, Virgil, Carpenter Foreman (S-CS-114) . . . . .	12	5,115.60
Harris, Guy R., Painter Foreman (S-CS-118) . . . . .	12	5,220.00
Loy, Fronk R., Plumber Foreman (S-CS-123) . . . . .	12	5,950.80
McCormick, Clyde L., Electrician Foreman (S-CS-133) . . . . .	12	5,512.32
Cogdill, Lee V., Painter (S-CS-115) . . . . .	12	4,698.00
Gamble, Roy C., Painter (S-CS-116) . . . . .	12	4,698.00
Hagler, Carl I., Painter (S-CS-117) . . . . .	12	4,698.00
Matthews, William, Painter (S-CS-119) . . . . .	12	4,698.00
Stawarczik, Victor, Painter (S-CS-120) . . . . .	12	4,698.00
Gallaway, William M., Painter (S-CS- ) . . . . .	12	4,698.00
Gustin, Charles, Painter (S-CS- ) . . . . .	12	4,698.00
Betts, Charles L., Plumber (S-CS-121) . . . . .	12	5,428.80
Cook, Arthur W., Plumber (S-CS- ) . . . . .	12	5,428.80
Etherton, Claude W., Plumber (S-CS- ) . . . . .	12	5,428.80
Loy, Charles E., Plumber (S-CS-122) . . . . .	12	5,428.80
Marten, W. E., Plumber (S-CS-124) . . . . .	12	5,428.80
Michael, H. A., Plumber (S-CS-125) . . . . .	12	5,428.80
Crowell, Donald, Laborer (Constr.) (S-CS-126) . . . . .	12	3,340.80



Dotson, George, Carpenter (S-CS-127) .....	12	4,593.60
Hagler, Ned J., Carpenter (S-CS-128) .....	12	4,593.60
Kinsey, Carl B., Carpenter (S-CS-129) .....	12	4,593.60
Ross, Arthur L., Carpenter (S-CS-130) .....	12	4,593.60
Smith, Robert E., Carpenter (S-CS-131) .....	12	4,593.60
White, Jackie Don, Carpenter (S-CS-132) .....	12	4,593.60
Price, Robert, Electrician (S-CS-154) ..	12	4,990.32
Renner, Henry J., Electrician (S-CS-134) .....	12	4,990.32
Talley, Arthur, Electrician (S-CS- ) .....	12	4,990.32
Weber, Rudolph Wm., Electrician (S-CS-135) .....	12	4,990.32
		<hr/>
		149,500.80
Personal Services—Student .....		1,800.00
Other Travel .....		25.00
Equipment .....		3,000.00
Other Current Expenses .....		44,000.00
		<hr/>
Total .....		\$ 198,325.80

The maintenance of the Physical Plant is carried on by members of the appropriate crafts and trades. Because of the poor condition of many of the buildings, particularly those adapted from temporary structures, supporting the maintenance activities of the University places a heavy burden upon this budget.

#### POWER PLANT AND UTILITIES

##### Personal Services—Regular:

Sitter, Ralph H., Chief Plant Operating Engineer (S-CS-136) .....	12	\$ 6,180.00
Beasley, Frederic L., Stat. Fireman (S-CS-137) .....	12	3,372.00
Dunning, David E., Stat. Fireman (S-CS-138) .....	12	3,372.00
Kelley, Vernon, Stat. Fireman (S-CS-139) .....	12	3,372.00
Spelbring, Dale, Stat. Fireman (S-CS-140) .....	12	3,372.00
Whitnel, Clarence, Stat. Fireman (S-CS-141) .....	12	3,372.00
Baggett, Robert J., Stat. Fireman Helper (S-CS-142) ..	12	2,712.00
Eddy, Joseph L., Stat. Fireman Helper (S-CS-143) ..	12	2,712.00
Lawson, Dewey, Stat. Fireman Helper (S-CS-144) ...	12	2,712.00
Miller, Fred, Stat. Fireman Helper (S-CS-145) .....	12	2,712.00
		<hr/>
		33,888.00
Personal Services—Student .....		50.00
Other Travel .....		1,150.00
Equipment .....		98,000.00
Other Current Expenses .....		
		<hr/>
Total .....		\$ 133,088.00

Power Plant and Utilities includes the cost of operating the Power Plant and the cost of other utility services such as electricity, gas, water, and sewage disposal.

#### RENTAL REAL PROPERTY

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	1,000.00
	<hr/>
Total .....	\$ 1,000.00

Rental of Real Property includes the cost of renting property acquired by and for Southern Illinois University Foundation, which is used for agricultural purposes by the University.

## TEMPORARY BUILDINGS

## Personal Services—Regular:

Temporary workers to complete temporary buildings, at \$5,000.00 a month .....	\$ 60,000.00
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	5,000.00
Other Current Expenses .....	.....
<b>Total .....</b>	<b>\$ 65,000.00</b>

The proposed budget for temporary buildings covers the services of temporary carpenters, plumbers, electricians, and painters, working to complete and make ready for occupancy barracks and dormitory buildings, frame residences, and other temporary structures, which will provide classroom, laboratory, office, and storage space.

## SURPLUS PROPERTY STORAGE

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	390.00
<b>Total .....</b>	<b>\$ 390.00</b>

The proposed budget for Surplus Property Storage covers the cost of repairing and refinishing University surplus equipment which is held pending reassignment to University departments.

## ARCHITECTURAL SERVICES

## Personal Services—Regular:

Pulley, Charles M., B. S., Director (Instructor in Art) 12	\$ 9,000.00
Hart, Willard C., B. S., Supervisor (of Construction; Instructor in Industrial Education) .. . . . . 12	7,500.00
Lonergan, John F. H., A. B., Asst. Prof. (of Industrial Education; Landscape Architect) .. . . . . 12	7,000.00
Kelly, William W., Jr., Senior Architectural Drafts- man (S-CS-245) .. . . . . 12	4,800.00
May, Clarence D., Junior Architectural Draftsman (S-CS-246) .. . . . . 12	4,020.00
Dickerson, Robert D., Junior Architectural Draftsman (S-CS-247) .. . . . . 12	3,600.00
French, Delores, Clerk Steno. II (S-CS-176) .. . . . . 12	2,580.00
	<hr/>
	38,500.00
Personal Services—Student .....	2,300.00
Other Travel .....	350.00
Equipment .....	1,200.00
Other Current Expenses .....	2,380.00
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<b>Total .....</b>	<b>\$ 44,730.00</b>

The Architectural Services is responsible for the preparation of plans and specifications for temporary buildings, alterations, and major repairs; for the landscaping of the campus; for the inspection of construction in progress; for the preliminary planning and programing of proposed major construction projects, for the verification of the amount of work completed on contracts and the preparation and approval of architect's certificates for payment.

## REFUNDS

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	4,500.00
<b>Total .....</b>	<b>\$ 4,500.00</b>

This is a departmental appropriation off-setting exactly the amount of a similar state appropriation. Vouchers covering refunds of educational income, primarily tuition, are chargeable against this appropriation.

## ORDNANCE PLANT VETERANS HOUSING PROJECT

## Personal Services—Regular:

Wolfe, Ernest R., Supervisor ..	12	\$ 2,760.00
(see Chautauqua Street Housing) .....	12	(2,760.00)
(total salary) .....	12	(5,520.00)
Rasche, Carlton F., Exec. Asst. (Asst. Supervisor, temporary housing) .....	12	2,160.00
(see Chautauqua Street Housing) .....	12	(2,160.00)
(total salary) .....	12	(4,320.00) <sup>1</sup>
Lewis, Hiram, Stat. Fireman (S-CS-191) .....	12	3,096.00
Rogers, V. H., Stat. Fireman (S-CS-190) .....	12	3,096.00
Hammock, Charlie Caral, Watchman I (S-CS-192) .....	12	2,364.00
Green, Vernor L., Maint. Worker (S-CS-147) .....	12	2,880.00
Richey, Henry B., Janitor (S-CS-183) .....	12	1,860.00
		<hr/>
		18,216.00
Personal Services—Student .....		1,500.00
Other Travel .....		150.00
Equipment ..		750.00
Other Current Expensts .....		9,110.00
		<hr/>
<b>Total .....</b>		<b>\$ 29,726.00</b>

<sup>1</sup>Does not include maintenance allowance of \$30.00 per month.

The Ordnance Plant Veterans Housing Project is not an auxiliary enterprise but is operated under a Government Contract, No. Ill-V-11329.

## AWARDS AND GRANTS FOR SCHOLARSHIPS

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Other Travel .....	.....
Equipment .....	.....
Other Current Expenses .....	31,200.00
	<hr/>
<b>Total .....</b>	<b>\$ 31,200.00</b>

This is a departmental appropriation off-setting exactly the amount of a similar state appropriation. The state appropriation was approved for the purpose of enabling the University to obtain reimbursement for book rental fees and student activity fees which constitute part of the value of scholarships honored by the University. Vouchers chargeable against this appropriation, supported by detailed statements for the amount of scholarships honored, are currently forwarded to the Auditor of Public Accounts for payment directly to the University.



## SUPERVISOR AUXILIARY ENTERPRISES

## Personal Services—Regular:

Isbell, Paul W., M. S., Supervisor .....	11 <sup>1</sup>	\$	6,435.00
_____, Clerk Steno. I .....	12		1,920.00

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 8,355.00

Personal Services—Student .....			840.00
Other Current Expenses .....			840.00

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Total .....		\$	9,195.00
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<sup>1</sup>Appointment effective August 1, 1952.

The office of Supervisor of Auxiliary Enterprises is a new office established for the purpose of providing direct overall administration of the fiscal practices of auxiliary enterprises. According to instructions of the Board of Trustees, the auxiliary enterprises are to be placed on a cost basis, effective at the beginning of the fall term, 1952. The estimates of income for the operation of the auxiliary enterprises have been prepared on a realistic basis, but the appropriation budgeted for these enterprises have been limited to the amount of "language" provided by legislation. In all probability, the actual total income and actual total expenditures will be increased over these income estimates and departmental appropriations. If so, it will be necessary to obtain additional "language" from the next legislature to cover the overrealization of income.

## BOOKSTORE

## Personal Services—Regular:

Trobaugh, Carl, Bookstore Manager (S-CS-227) .....	12	\$	4,500.00
Swan, Ethel F., Clerk I (S-CS-148) .....	12		2,160.00
_____, Clerk I .....	12		1,800.00

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 8,460.00

Personal Services—Student .....			2,500.00
Other Current Expenses .....			33,686.00

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Total .....		\$	44,646.00
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The Bookstore maintains an inventory of books and supplies. The books are rented to students on a term rental basis, while supplies are sold directly to students. Transfers of certain supplies are currently made to educational departments.

## CHAUTAUQUA STREET HOUSING

## Personal Services—Regular:

Wolfe, Ernest R., Supervisor .. . . .	12	\$	2,760.00
(see Ordnance Plant Veterans Housing Project) . . .	12		(2,760.00)
(total salary) . . . . .	12		(5,520.00)
Rasche, Carlton F., Executive Assistant (Asst. Super- visor, Temporary Housing) . . . . .	12		2,160.00
(see Ordnance Plant Veterans Housing Project) . . .	12		(2,160.00)
(total salary) . . . . .	12		(4,320.00) <sup>1</sup>

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 4,920.00

Personal Services—Student .....			3,300.00
Other Current Expenses .....			30,000.00

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Total .....		\$	38,220.00
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<sup>1</sup>Does not include maintenance allowance of \$30.00 per month.

The Chautauqua Street Housing provides for the housing of 105 families for both students and faculty. Veterans, however, are given preference. At the present time this housing unit is operating on a 3% vacancy basis.

### FILM RENTAL LIBRARY

Personal Services—Regular .....	\$ .....
Personal Services—Student .....	.....
Other Current Expenses .....	20,000.00
<b>Total .....</b>	<b>\$ 20,000.00</b>

The Film Rental Library provides film service for elementary and secondary schools on a fee basis and provides service on a non-fee basis to any University Department wishing such service.

### FOOD SERVICES

#### Personal Services—Regular:

Ralls, Pauline, Food Production Manager (S-CS-149) .....	12	\$	3,420.00 <sup>1</sup>
Baggett, Edith, Cook I (S-CS-151) .....	12		2,460.00 <sup>1</sup>
Bain, Mamie, Cook I (S-CS-152) .....	12		2,280.00 <sup>1</sup>
Schneider, Virginia, Clerk Typist I (S-CS-50) (Leave of absence, two months without pay) .....	10		1,870.00 <sup>1</sup>
Donaby, George, Janitor (S-CS-155) .....	12		2,124.00 <sup>1</sup>
Mendenall, Marie, Cook I (S-CS-153) .....	12		2,100.00 <sup>1</sup>
Wright, Beatrice, Cook I (S-CS-157) .....	12		2,004.00 <sup>1</sup>
Morgan, Dora Ella, Cook I (S-CS-158) ..	12		1,860.00 <sup>2</sup>
Travelstead, Lela Mae, Cook I (S-CS-159) .....	12		1,860.00 <sup>2</sup>
Hardy, Elizabeth, Cook I (sub) (S-CS-181) .....	11		1,925.00 <sup>1</sup>
Silvania, Sonia, Clerk Typist I (S-CS-50) .....	2		310.00 <sup>1</sup>
Drake, Alice, Cook I (sub) (S-CS-170) .....	11		1,650.00 <sup>1</sup>
Throgmorton, Grace, Domestic (S-CS- ) (Disability leave) .....			.....

			23,863.00
Personal Services—Student .....			26,000.00
Other Current Expenses .....			87,000.00
<b>Total .....</b>		<b>\$</b>	<b>136,863.00</b>

<sup>1</sup>Does not include maintenance of \$20.00 per month.

<sup>2</sup>Does not include maintenance allowance of \$10.00 per month.

Food Services consist of the University Cafeteria and the University Canteen. These units provide food services for both students and faculty, other than the girls who obtain their meals at Anthony Hall.

### MEN'S RESIDENCE BARRACKS

#### Personal Services—Regular:

Rogge, William M., M. S., Supervisor .....	12	\$	5,040.00 <sup>1</sup>
Personal Services—Student .....			3,500.00
Other Current Expenses .....			7,000.00
<b>Total .....</b>		<b>\$</b>	<b>15,540.00</b>

<sup>1</sup>Does not include maintenance allowance of \$30.00 per month.

The Men's Residence Barracks will provide for the housing of 184 single men beginning with the fall term of 1952. The Men's Residence Barracks was placed in operation during the past year with capacity limited to 138 students.

### RESIDENCE HALL

#### Personal Services—Regular:

Vogely, Maxine, A. M., Instructor .....	12	\$	5,040.00 <sup>1</sup>
Allen, Jessie, Janitor (S-CS-164) .....	12		2,580.00
Bowers, Frances, Cook I (S-CS-160) .....	12		2,460.00 <sup>2</sup>
Foster, Verla, Cook I (S-CS-161) .....	12		2,460.00 <sup>2</sup>

Rentfro, Bertha, Cook I (S-CS-162) . . . . .	12	2,460.00 <sup>2</sup>
Crawshaw, Minnie Alice, Cook I (Sub) . . . . .	11	1,716.00 <sup>2</sup>
Smith, Ethel, Housekeeper (S-CS-163) . . . . .	12	1,800.00
Brown, Willie Lubertha, Domestic (Sub) . . . . .	3	450.00
		<hr/>
		18,966.00
Personal Services—Student . . . . .		1,570.00
Other Current Expenses . . . . .		25,000.00
		<hr/>
Total . . . . .		\$ 45,536.00

<sup>1</sup>Does not include maintenance allowance of \$30.00 per month.

<sup>2</sup>Does not include maintenance allowance of \$20.00 per month.

The Residence Hall (Anthony Hall) provides housing for women students. Although normal capacity is about 90, we have been housing 120 girls in this unit. The Residence Hall also furnishes food services for its occupants.



**STUDENT ACTIVITY FUNDS**  
Statement of Estimated Income

Term	Actual 1950-51	Estimated 1951-52	Estimated 1952-53
Fall Term, 1952 .....	—	—	\$21,581.50
Winter Term, 1952-53 .....	—	—	19,320.50
Spring Term, 1953 .....	—	—	17,930.00
Summer Term, 1953 .....	—	—	11,168.00
	<hr/>	<hr/>	
	\$76,214.08	\$78,225.00	\$70,000.00

**Statement of Proposed Expenditures**

Activity	Allotment 1951-1952	Requested by Fiscal Officer 1952-1953	Recommended by Student Council and Director of Student Affairs	Recommended by Budgetary Council and Approved by President
Alumni-Student Promotional Activities .....	\$ —	\$ 950.00	\$ —	\$ —
Band .....	—	—	600.00	600.00
Chorus .....	—	—	600.00	600.00
Class of '52 .....	100.00	—	—	—
Class of '53 .....	100.00	100.00	100.00	100.00
Class of '54 .....	100.00	100.00	100.00	100.00
Class of '55 .....	100.00	100.00	100.00	100.00
Class of '56 .....	—	100.00	100.00	100.00
Contingent .....	4,000.00	4,000.00	2,500.00	1,000.00
Convocation .....	—	—	—	—
Debate .....	1,800.00	2,000.00	1,800.00	1,800.00
Egyptian .....	8,000.00	9,000.00	7,500.00	8,000.00
Freshman Group Activities .....	350.00	500.00	400.00	400.00
General Expense .....	—	—	—	500.00
Homecoming .....	800.00	1,200.00	900.00	900.00
Hospitalization .....	19,385.00	22,000.00	16,650.00	17,500.00
Intramural Athletics .....	400.00	1,000.00	700.00	700.00
Lectures and Entertainments .....	4,000.00	5,200.00	3,000.00	3,000.00
Library Specials and Activities .....	80.00	150.00	75.00	75.00
Little Theatre .....	—	—	—	—
Music .....	2,400.00	2,500.00	—	—
Obelisk .....	9,000.00	10,500.00	8,000.00	9,000.00
Orchestra .....	—	—	600.00	600.00
Pep Activities .....	50.00	200.00	—	—
Social Senate .....	1,500.00	1,500.00	1,200.00	1,200.00
Southern Illinois Music Festival .....	—	100.00	—	—
Spring Festival .....	—	750.00	700.00	700.00
Student Council .....	1,300.00	1,300.00	1,075.00	1,075.00
Student Handbook .....	600.00	900.00	700.00	700.00
Student Publicity Services .....	200.00	600.00	—	—
Student Welfare .....	60.00	—	—	—
Swimming Fund .....	600.00	600.00	400.00	400.00
University Athletics .....	22,000.00	26,000.00	18,000.00	18,000.00
Weekend Social Committee .....	—	—	—	—
Women's Athletics .....	1,300.00	1,500.00	1,200.00	1,200.00
	<hr/>	<hr/>	<hr/>	<hr/>
Totals .....	\$78,225.00	\$92,850.00	\$67,000.00	\$68,350.00 <sup>1</sup>

<sup>1</sup>Difference of \$1,650.00 between Estimated Income and recommended Allotments will be used for supplemental allotments, refunds and taxes.

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FOR REFERENCE

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NOT TO BE TAKEN FROM THIS ROOM

