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## **Minutes of the regular meeting of the Board of Regents of the University of Wisconsin: January 20, 1932. 1932**

Madison, Wisconsin: Board of Regents of the University of  
Wisconsin System, 1932

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REGULAR MEETING OF THE BOARD OF REGENTS

Madison, Wisconsin

Wednesday, January 20, 1932, 9 A.M.

*Entered  
6/19/32  
Read*

President Faast presiding

PRESENT: President Frank; Regents Backus, Callahan, Clausen, Drexler, Faast, Grady, Gundersen, Richardson, Runge, Sholts, Ullsperger, Waters.

ABSENT: Regents Berger, Eimon, Mead, Wilkie.

A communication was received from Regent Berger advising that she was leaving for Europe to represent the Wisconsin Branch of the Women's International League for Peace at the disarmament conference in Geneva and regretting her inability to attend the meeting. Regent Eimon was present for the committee meetings on Monday evening and throughout the day on Tuesday, but could not remain for the board meeting. Regent Mead is absent from the state and Regent Wilkie was compelled to be absent on legal matters in the state.

Upon motion of Regent Gundersen, seconded by Regent Runge, the minutes of the meeting of the Board held on December 2, 1931, were approved as sent out to the regents.

Regent Callahan presented the following recommendations of the Executive Committee:

1. ✓ That upon the recommendation of the State Architect, the following schedule of costs for the Boat House and Lake Laboratory be approved:

Appropriation, 20.41 (1)(R)(21)		\$7,500
Architect's Office Expense	\$	400
Blueprinting, mimeographing, testing		80
General Construction, all trades		5,018
Apron and pier (to be done by University)		150

(Cont.)

Connections to utilities and heat	\$ 708	
Electric cable	35	
Electric fixtures and bulbs	50	
Water supply	206	
Sewer main	53	
Gas supply	82	
Finished grading, walks, and drives	50	
Contingent	<u>200</u>	
Subtotal	\$7,032	
Equipments	<u>468</u>	
Total		\$7,500
(Confirming verbal approval)		
Adopted.		

2. That upon the recommendation of the State Architect, the contracts for the construction of the Boat House and Lake Laboratory be awarded to the low bidders as follows, and that the Business Manager be authorized to sign the contracts:

✓ Vogel Brothers Building Company, Madison, general construction	\$4,435
✓ A. B. Plaenert and Company, Madison, heating	475
✓ Schaub-Bradford Electric Company, Madison, electric work	108
(Confirming verbal approval)	

✓ The schedule of bids was as follows:

General Construction:	
Vogel Brothers Building Company	\$4,435
J. H. Kelly	4,497
C. B. Fritz Company	4,754
J. H. Findorff & Son	4,836
George Nelson & Son	5,466
Heating:	
A. B. Plaenert & Company	475
C. A. Hooper & Company	490
Electrical Work:	
Schaub-Bradford Electric Company	108
Capital Electric Company	160
Adopted.	

105 3. ✓ That upon the recommendation of the State Director of Purchases and Registrar Holt, approval be given to reducing the size of diplomas to an eleven inch by eight and one-half inch size, and that

(Cont.)

the Business Manager be authorized to execute a contract with the B. C. Kassel Company of Chicago to supply University diploma requirements for the next three years at a cost of seventy-seven cents for each complete diploma. (Confirming verbal approval.)

Adopted.

4. ✓ That upon the recommendation of Professor Meiklejohn and Director Halverson, the Department of Dormitories and Commons be authorized to refund room deposits of students in the Experimental College upon the application of each student that his deposit be paid into a loan fund in the Experimental College with the understanding that Professor Meiklejohn will be personally responsible for damages to property, normally protected by the individual student deposits, for the remainder of the year, when such deposits will not be available. (Confirming verbal approval.)

Adopted.

*Ad. Jan. 20, 1932*

5. ✓ That upon the recommendation of Registrar Holt, the registration of Constantine B. Voldrich, Graduate student in Engineering, be cancelled, and that the full amount of fees and fines collected for the first semester, \$24.50, be refunded.

Adopted.

6. ✓ That upon the recommendation of Dean Snell, the 20.41 (2)(A) University Extension operation budget be reduced as follows, due to decreased receipts:

Printing	\$2,500
Telephones	200
Travel	1,300
Salaries - Milwaukee Center	<u>8,690</u>

Total

\$12,690

Adopted.

7. ✓ That upon the recommendation of Professor Rundell, \$160 be transferred from Lectures, Concerts, and Convocations to Salaries and Wages in the 20.41 (1)(A) budget of the Law School.

Adopted.

8. That upon the recommendation of Mr. Lane, the following transfers be made in the 20.41 (5)(E) budget of the University Theater:

From Postage	\$ 75
Printing and Publishing	677
Equipment Repairs	275
Rent	32.75

(Cont.)

From	Furniture	\$	175	
	Machinery and Tools		90.25	
	Books		25.00	
	Apparatus		<u>650</u>	
	Total Deductions			\$2,000
To	Salaries and Wages	\$	1,100	
	General Supplies		<u>900</u>	
	Total Additions			2,000

and that the budget for General Supplies be increased by \$1,800, chargeable to additional receipts.  
Adopted.

9. That upon the recommendation of Dean Goodnight, Professor F. L. Paxson be permitted to withdraw cash in the amount of \$1,125 in lieu of leave of absence credit for teaching in the 1931 summer session.

S.S.  
cash

Adopted.

10. That upon the recommendation of Mr. Gallistel, authority be requested of the Governor to replace the present all-purpose dump truck used by the Department of Physical Plant with a new one and one-half ton capacity heavy duty truck at an estimated net cost of not to exceed \$1,300, chargeable to the 20.41 (1)(D) Miscellaneous Capital budget of Physical Plant.

Adopted.

11. That upon the recommendation of Dean Christensen, authority be requested of the Governor to replace the present Ford coach used in Boys' and Girls' Club work with a new Chevrolet coach at an estimated net cost of \$295, chargeable to the 20.41 (15)(A) U.S. Grants budget of the College of Agriculture.

Adopted.

12. That upon the recommendation of Major Fox, Military Science fees, basic course, be changed from a \$10.00 deposit and fee at the beginning of the course to a straight fee of \$2.00 per semester, for two years without refunds.

Adopted.

13. That the following resolutions be adopted, (subject to approval by Regent Wilkie):

RESOLVED, That the State Bank of Wisconsin, Madison, Dane County, Wisconsin, qualified as a public depository

(Cont.)

under Chapter 34 of the Wisconsin Statutes, shall be and is hereby designated, until further action, as public depository for all public moneys, or moneys held in trust for The Regents of the University of Wisconsin, coming into the hands of the Secretary of the Regents acting as Treasurer of the Wisconsin University Building Corporation, of Madison, Dane County, Wisconsin.

✓ RESOLVED, That the following banking institutions: The First National Bank, Madison, Dane County, Wisconsin; the University Avenue National Bank, Madison, Dane County, Wisconsin; the Commercial National Bank, Madison, Dane County, Wisconsin; and the State Bank of Wisconsin, Madison, Dane County, Wisconsin, qualified as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated, until further action, as public depositories for all public moneys coming into the hands of the Cashier of the University of Wisconsin, of Madison, Dane County, Wisconsin.

Adopted.

14. ✓ That a University of Wisconsin Photographic Laboratory be established in accordance with the principles of organization and operation outlined in the attached memorandum (EXHIBIT A).

Adopted.

15. ✓ That students violating the University traffic rules be penalized \$1.00 for the first offense, and a progressive increase of \$1.00 for each offense after the first, except that an additional penalty of \$1.00 shall be assessed if the student fails to appear before the traffic committee when summoned.

Adopted.

Upon motion of Regent Callahan, seconded by Regent Richardson, recommendations of the Executive Committee 1 to 15 were adopted.

it was ✓ Upon motion of Regent Callahan, seconded by Regent Grady,

REF. Joint Com. VOTED, That the matter of the request for an appropriation of \$2400 for the summer school for workers in industry be referred to the joint session of the finance committee and the executive committee which is to be held in the near future.

#### RECOMMENDATIONS OF THE PRESIDENT

- Letters and Science -

R 1. That the resignation of E. W. Greene, assistant in chemistry, be accepted; to take effect at the close of the first semester of 1931-32, p. 42.

Adopted.

2. That P. C. Cross be appointed assistant in chemistry for the second semester of 1931-32; salary \$600 for the semester; to be charged as follows: \$400 to allotment for E. W. Greene, resigned, \$200 to item for assistants in chemistry, p. 42, fund 1A.

Adopted.

R  
3. That the resignation of F. K. Hardy, assistant in commerce, be accepted; to take effect February 1, 1932, p. 43.

Adopted.

4. That William A. McNamara be appointed assistant in commerce for the second semester of 1931-32; salary \$37.50 a month (total \$187.50); charge to item for assistants in commerce, p. 43.)

Adopted.

5. That Paul A. Raushenbush, assistant professor of economics, be granted leave of absence for the second semester of 1931-32, without pay, p. 44.

Adopted.

Leave

6. That E. A. Ross, professor of sociology, be granted leave of absence for the second semester of 1931-32, on  $\frac{3}{4}$  pay, on the summer session basis, p. 54.

Adopted.

Leave

ef. to  
joint  
Com.  
mtg  
7. That Mrs. Frederick R. Mangold be appointed temporary assistant in Spanish, beginning January 2, 1932; salary \$250; charge to item for assistants in Spanish, p. 54, fund 1A.

Postponed\*

8. That Fred Buerki be appointed assistant in speech for the second semester of 1931-32; salary \$375 for the semester; charge to theater assistants, p. 55, fund 5E.

Adopted.

9. That Max Griebisch, professor of German, be paid \$500 as editor in chief of the "Monatshefte" for 1931; charge to Milwaukee Seminary fund.

Adopted.

10. That E. P. Appelt, assistant professor of German, be paid \$200 as associate editor of "Monatshefte" for 1931; charge to Milwaukee Seminary fund.

Adopted.

1932-33  
11. That Warren Weaver, professor of mathematics, be granted leave of absence, without pay, for the second semester of 1931-32 and for the year 1932-33, p. 50.  
Adopted.

Leave

R  
12. That the resignation of Mrs. Helene W. Reitz, assistant in German, be accepted; to take effect January 1, 1932.  
Adopted.

13. That the rank of Alma M. Runge be changed from instructor in library science to assistant professor of library science to take effect at the beginning of the academic year 1931-32.  
Adopted.

Upon motion of Regent Waters, seconded by Regent Sholts, recommendations under Letters and Science were adopted, \*except No. 7, upon which action is postponed until the joint meeting of the finance and executive committees.

- Engineering -

1. That Henry Pommerenck be appointed research assistant in hydraulic and sanitary engineering for two months, beginning December 1, 1931; salary for the period \$100; charge to research 1A, engineering, p. 118.  
Adopted.

ef. to joint com. mtg.  
2. That S. E. Kotz be appointed research assistant in hydraulic and sanitary engineering for four months, beginning February 1, 1932; salary \$300 for the period; charge to research 1A, engineering, p. 118.  
Postponed\*. See p. 8 of this mtg.

3. That F. P. Woy, professor of engineering administration, be granted leave of absence, without pay, for the second semester of 1931-32, p. 116.  
Adopted.

Leave

4. That the money released by the leave of absence granted to F. P. Woy, professor of engineering administration, be transferred as follows:

(Cont.)



\$500 to electrical engineering, p. 112, to pay an assistant to relieve Professor E. D. Ayres, who will carry on one of Professor Woy's classes.

\$500 to extra help, mechanical engineering, p. 116, fund 1A.  
Adopted.

5. That C. D. Case, assistant professor of mechanical engineering, University Extension Division, be appointed for half-time service in the college of engineering for the second semester of 1931-32; salary \$750 for the semester; charge to salary of F. P. Woy, on leave, p. 116, fund 1A.  
Adopted.

6. That the following persons be continued as research professors in mining and metallurgy for two months, from January 1, 1932, each to receive the amount indicated for the service rendered; to be charged as follows: balance in Steel Foundry Research fund left over from previous year, \$1309.37, fund 15-B; Grey Iron Foundry Research fund, \$115.63, fund 15-B:

Joseph F. Oesterle, 2 mo. at \$325.00	\$650.00
Scott Mackay, 2 " " 387.50	775.00.

Adopted.

5ift  
7. ✓ That research requested by the Common Brick Manufacturers Association of America be approved and the check for \$200 for the work be accepted.  
Adopted.

Upon motion of Regent Richardson, seconded by Regent Drexler, recommendations under Engineering were adopted, \*except No. 2, upon which action is postponed until the joint meeting of the finance and executive committees.

See Ex. 74. Feb. 12/32 p 6

- Medicine -

R  
1. That the resignation of William Preston, assistant in pathology and bacteriology, be accepted; to take effect December 1, 1931, p. 125.  
Adopted.

2. ✓ That \$240 be transferred from staff salaries to extra labor, department of pathology and bacteriology, p. 125.  
Adopted.

3. That the following persons be appointed student assistants in bacteriology, beginning December 1, 1931; to receive 50¢ an hour; charge to extra labor, p. 125:

J. Musser, Jr.  
Henry L. Jaffe  
Otto E. Toenhart.

Adopted.

132-33  
4. That Gorton Ritchie, assistant professor of pathology, be granted leave of absence, without salary, from April 1 to July 24, 1932, p. 125.

Adopted.

Leave ✓

5. That Heinrich Portmann be appointed assistant in pathology from March 1 to July 31, 1932; salary \$1,000 for the period; charge to salaries, p. 125, fund 1A.

Adopted.

32-33  
6. That Earl Cummings be appointed assistant resident in urology beginning January 1, 1932; salary at the rate of \$50 a month; charge to item nurses, general duty and special, p. 43, fund 10A.

Adopted.

52-33  
7. That Virginia Smith be appointed assistant in occupational therapy, beginning February 1, 1932; salary at the rate of \$85 a month; charge to item nurses, general duty and special, p. 43, fund 10-A.

Adopted.

Upon motion of Regent Gundersen, seconded by Regent Runge, recommendations 1 to 7 under Medicine were adopted.

- Agriculture -

1. That W. P. Mortenson, assistant professor of agricultural economics, be granted leave of absence, without pay, from February 8 to May 24, 1932, p. 81.

Adopted.

Leave ✓

2. That \$1,360 be transferred from the salary of W. P. Mortenson, on leave, to labor, agricultural economics, p. 81, fund 1A.

Adopted.

3. That Don S. Anderson be appointed assistant professor of agricultural economics, beginning March 29, 1932; salary at the rate of \$3,000 per annum; salary for the balance of the present academic year \$900; charge \$375 to assistant (marketing, fund 15A, and \$525 to instructor (marketing), fund 1A, p. 81.

Adopted.

*Rundell*

4. ✓ That the following county agencies be discontinued, in each case the service of the county agent to terminate January 1, 1932, p. 85, funds 15A and 3A:

Monroe County  
Taylor County  
Trempealeau County  
Adopted.

L. G. Kuenning  
Dan A. Shaffer  
Paul A. Thatcher.

*Rundell*

32-33 ✓  
5. That J. E. Stallard be appointed county agricultural agent for Dodge County for two years, beginning January 15, 1932; salary at the rate of \$2,000 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$300; charge to item for Dodge County, p. 85, funds 15A and 3A.

Adopted.

*Rundell*

32-33 ✓  
6. That J. B. Keenan be reappointed county agricultural agent for Grant County for two years, beginning January 1, 1932; salary at the rate of \$2600 per annum, twelve months' basis, to be distributed as follows: University \$1800, County \$800; charge to item for Grant County, p. 85, funds 15A and 3A.

Adopted.

32-33 ✓  
7. That George F. Massey be reappointed county agricultural agent for Marquette County for two years, beginning January 1, 1932; salary at the rate of \$2150 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$450; charge to item for Marquette County, p. 85, funds 15A and 3A.

Adopted.

32-33 ✓  
8. That H. R. Noble be reappointed county agricultural agent for Portage County for two years, beginning January 1, 1932; salary at the rate of \$3200 per annum, twelve months' basis, to be distributed as follows: University \$1,850, County \$1,350; charge to item for Portage County, p. 85, funds 15A and 3A.

Adopted.

32-33 ✓  
9. That O. P. Cuff be reappointed county agricultural agent for Winnebago County for two years, beginning January 1, 1932; salary at the rate of \$2800 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$1100; charge to item for Winnebago County, p. 85, funds 15A and 3A.

Adopted.

32-33 ✓  
10. That H. R. Lathrope be reappointed county agricultural agent for Wood County for two years, beginning January 1, 1932; salary at the rate of \$3500 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$1800; charge to item for Wood County, p. 85, funds 15A and 3A.

Adopted. *Here*

32-33 ✓  
11. That Eugene F. Pruett be reappointed county agricultural agent for Ashland County, beginning January 1, 1932; salary at the rate of \$2420 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$720; charge to item for Ashland County, p. 86, funds 15A and 3A.

Adopted.

32-33 ✓  
12. That Glen W. Vergeront be reappointed county agricultural agent for Barron County for two years, beginning January 1, 1932; salary at the rate of \$2800 per annum, twelve months' basis, to be distributed as follows: University \$1800, County \$1000; charge to item for Barron County, p. 86, funds 15A and 3A.

Adopted.

32-33 ✓  
13. That Roy J. Holvenstot be reappointed county agricultural agent for Bayfield County for two years, beginning January 1, 1932; salary at the rate of \$3,000 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$1300; charge to item for Bayfield County, p. 86, funds 15A and 3A.

Adopted.

32-33 ✓  
14. That Wallace J. Landry be reappointed county agricultural agent for Clark County, beginning January 1, 1932; salary at the rate of \$3400 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$1700; charge to item for Clark County, p. 86, funds 15A and 3A.

Adopted.

32-33 ✓  
15. That Harold A. Hovde be reappointed county agricultural agent for Columbia County, beginning January 1, 1932; salary at the rate of \$2600 per annum, twelve months' basis; to be distributed as follows: University \$1700, County \$900; charge to item for Columbia County, p. 86, funds 15A and 3A.

Adopted.

932/33 16. That Leslie J. Merriam be reappointed county agricultural agent for Dane County for two years, beginning January 1, 1932; salary at the rate of \$3,000 per annum, twelve months' basis, to be distributed as follows: University \$1800, County \$1200; charge to item for Dane County, p. 86, funds 15A and 3A.

Adopted.

" 17. That Walter A. Duffy be reappointed county agricultural agent for Douglas County for two years, beginning January 1, 1932; salary at the rate of \$3800 per annum, twelve months' basis, to be distributed as follows: University \$1800, County \$2000; charge to item for Douglas County, p. 86, funds 15A and 3A.

Adopted.

" 18. That L. J. Henry be reappointed county agricultural agent for Kewaunee County for two years, beginning January 1, 1932; salary at the rate of \$2624 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$924; charge to item for Kewaunee County, p. 86, funds 15A and 3A.

Adopted.

" 19. That John T. Omernik be reappointed county agricultural agent for Langlade County for two years, beginning January 11, 1932; salary at the rate of \$3,000 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$1300; charge to item for Langlade County, p. 86, funds 15A and 3A.

Adopted.

" 20. That Roy T. Glassco be reappointed county agricultural agent for Rock County, beginning January 1, 1932; salary at the rate of \$2800 per annum, twelve months' basis, to be distributed as follows: University \$1800, County \$1000; charge to item for Rock County, p. 87, funds 15A and 3A.

Adopted.

" 21. That Lynn Matteson be reappointed county agricultural agent for Sawyer County for two years, beginning January 1, 1932; salary at the rate of \$2100 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$400; charge to item for Sawyer County, p. 87, funds 15A and 3A.

Adopted.

" 22. That Sidney S. Mathisen be reappointed county agricultural agent for Sheboygan County for two years, beginning January 1, 1932; salary at the rate of \$3300 per annum, twelve months' basis, to be distributed as follows: University \$1800, County \$1500; charge to item for Sheboygan County, p. 87, funds 15A and 3A.

Adopted.

23. That Glenn W. Lycan be reappointed county agricultural agent for St. Croix County, beginning March 15, 1932; salary at the rate of \$2500 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$800; charge to item for St. Croix County, p. 87, funds 15A and 3A.

Adopted.

24. That J. Fred Thomas be reappointed county agricultural agent for Waukesha County for two years, beginning January 1, 1932; salary at the rate of \$3650 per annum, twelve months' basis, to be distributed as follows: University \$1850, County \$1800; charge to item for Waukesha County, p. 87, funds 15A and 3A.

Adopted.

25. That Esther Thor be appointed nutrition specialist, home economics extension, from January 1 to June 30, 1932; salary at the rate of \$150 a month (total \$900); charge to salary of Mary Purcell, on leave, p. 94, fund 15A.

Adopted.

26. That the following persons be paid each the sum indicated for the service rendered; charge to Farmers' Institutes budget, p.100:

R. A. Kolb	Special Worker	\$187.50
Otto Onstad	" "	450.00
W. C. Brill	" "	100.00
C. H. Imig	" "	112.50
Roy McDonald	" "	100.00
C. S. Ristow	" "	100.00
P. C. Swartz	" "	50.00.

Adopted.

27. That the memorandum of agreement between the National Research Council and the University of Wisconsin relative to the study for lake sediments be accepted. (\$500 for period January 1 to September 1, 1932.)

Adopted.

28. That Delmar S. Fink be reappointed industrial fellow in soils and agronomy from January 1 to June 30, 1932; salary \$625 for the period, to be paid as follows: \$100 per month for January, February, March, April, May, \$125 per month for June; charge to American Cyanamid Company fund, 15-B.

Adopted.

Fellow

29. That Ray Clyde Houtz be appointed industrial fellow in agricultural bacteriology from February 1 to June 30, 1932; salary at the rate of \$100 a month (total \$500); charge to Commercial Solvents fund, 15-B.

Adopted.

Fellow

30. That B. H. Hibbard, professor of agricultural economics, be granted leave of absence for the second semester of 1931-32 (p.81); and that his salary, \$3000 for the period (\$2375, agriculture, p.81; \$625, letters and science, p.44), be charged to the W. T. Rawleigh Research fund, 15-B (budget approved June 20, 1931).

Adopted.

Leave

32-33 31. That Albert O. Follett be reappointed county agricultural agent for Polk County for two years, beginning February 15, 1932; salary at the rate of \$2200 per annum, twelve months' basis, to be distributed as follows: University \$1700, County \$500; charge to item for Polk County, p. 86, funds 15A and 3A.

Adopted.

32-33 32. That the renewal of the memorandum of agreement between the American Cyanamid Company and the University of Wisconsin providing for the continuation of an industrial research fellowship be approved. (\$1800 for period January 1, 1932, to November 1, 1933.)

Adopted.

in Soils & Agronomy

Fellow

33. That \$1,045 be transferred from salaries and wages, staff (Bertha Miller) to clerical and labor, plant pathology department, p. 96, fund 1A.

Adopted.

34. That an appropriation of \$500 be made from 20.41(1)D for the purchase of additional scientific apparatus for orchard insect research at the Peninsular Branch Station.

Adopted.

Upon motion of Regent Ullsperger, seconded by Regent Callahan, it was

VOTED, That recommendations 1 to 34 under Agriculture and also No. 2 under Administration and General be adopted.

- Extension -

1. That the following resignations be accepted, each to take effect at the date indicated:

(Cont.)

R W. D. Bliss, lecturer in the Technical Institute, in Milwaukee, January 1, 1932.

R Mrs. Elsie P. Nettels, part-time assistant in history, January 1, 1932.  
Adopted.

2. That the following persons be appointed to conduct classes during the second semester of 1931-32, each to receive the amount indicated for the service rendered; charge to class instruction, additional instruction, p. 169, fund 2A:

Oscar Christianson, business law, Madison, 14 meetings, \$170.

J. J. McDonald, business law, Monroe, 14 meetings, \$170.  
Adopted.

3. That the salary of P. H. Phillipson, instructor in German, be reduced from \$1300 to \$650 for the academic year 1931-32, because of reduced teaching, p. 170, fund 2A.  
Adopted.

4. That the following persons be appointed to conduct classes for the second semester of 1931-32 at the Milwaukee center, each to receive the amount indicated for the service rendered; charge to additional instruction, p. 171, fund 2A:

- E. A. Abendroth, steel design, 34 meetings, \$340.
- G. Abendroth, structural theory, 17 meetings, \$170.
- Bertha Bender, Russian, 17 meetings, \$170.
- J. Browning, accounting, 17 meetings, \$170.
- C. C. Chapelle, advertising campaigns, 17 meetings, \$240.
- Russell Clark, real estate transfers, 15 meetings, \$225.
- Mrs. V. Ellwood, home planning, 17 meetings, \$170.
- A. E. Haydon, typical philosophies, 12 meetings, \$600 (includes travel).
- Phil P. Hayes, real estate selling, 15 meetings, \$150; and real estate fundamentals, 15 meetings, \$225, (total \$375).
- George Heimerl, mechanics, 17 meetings, \$90.
- C. A. Holmes, salesmanship, 17 meetings, \$204.
- F. E. Jenkins, business law (2 classes), 17 meetings each, \$204 each (total \$408).
- Carl Oestreich, estimating for builders, 17 meetings, \$170.
- W. E. Rilling, accounting, 17 meetings, \$170.
- W. J. Schenck, accounting, 17 meetings, \$315.
- Mrs. A. Schutt, foreign accent, 17 meetings, \$170; oral interpretation, 17 meetings, \$85; speech clinic (to receive fees not to exceed \$300; (total maximum salary \$555).

(Cont.)



W. A. Sheaffer, accounting, 17 meetings, \$170.  
Mrs. M. Sobota, secretary training (2 classes) 17 meetings  
each; \$170 each (total \$340).  
George Spinti, architectural design, 17 meetings, \$170.  
B. C. Straube, German, 34 meetings, \$340.  
W. Veenendaal, architectural drawing, 17 meetings, \$170.  
H. M. Zoerb, mathematics, 51 meetings, \$425.  
Adopted.

5. That Ralph S. Williams be appointed assistant in drawing at Milwaukee for the second semester of 1931-32; salary \$400 for the semester; charge to item for assistant in drawing, p. 170, fund 2A.  
Adopted.

Upon motion of Regent Callahan, seconded by Regent Drexler, recommendations 1 to 5 under Extension were adopted.

- Trust Funds -

*Entered*  
1. That the purchase of \$2,000 U.S. Treasury Bonds, 3%, on a \$3.67 basis, dated September 15, 1931, due September 15, 1955, callable at par after 1951, for the University Trust Funds, be approved. (Loan #260)  
Adopted.

2. That the purchase of \$5,000 City of Oshkosh, Wisconsin, School Bonds, 4%, on a \$4.30 basis, dated September 1, 1931, due September 1, 1939, for the University Trust Funds, be approved. (Loan #261)  
Adopted.

3. That the purchase of \$1,000 U.S. Treasury Bonds, 3%, on a \$3.67 basis, dated September 15, 1931, due September 15, 1955, callable at par after 1951, for the Tripp Estate, be approved. (Loan #262)  
Adopted.

4. That the purchase of \$2,500 U.S. Treasury Bonds, 3%, on a \$3.67 basis, dated September 15, 1931, due September 15, 1955, callable at par after 1951, for the National Teachers Seminary Fund, be approved. (Loan #263)  
Adopted.

5. ✓ That the purchase of \$5,000 City of Oshkosh, Wisconsin, School Bonds, 4%, on a \$4.30 basis, dated September 1, 1931, due September 1, 1939, for the National Teachers Seminary Fund, be approved. (Loan #264)  
Adopted.

6. ✓ That a loan of \$4,000 to Paul B. Turner from the University Trust Funds on his residence property at 4337 Waban Hill, Madison, with interest at the rate of  $5\frac{1}{2}\%$  semi-annually be approved. (Loan #265)  
Adopted.

7. ✓ That a loan of \$1,500 to Mathias Newel from the Summer Session Deposit Account on his residence property at 1419 Mound Street, Madison, with interest at the rate of 6% semi-annually ( $\frac{1}{2}\%$  to be rebated to L. L. Oeland) be approved. (Loan #266)  
Adopted.

8. ✓ That a loan of \$1,500 to Fred W. Karasek from the University Trust Funds on his residence property at 2154 Bashford Street, Madison, with interest at the rate of 6% semi-annually ( $\frac{1}{2}\%$  to be rebated to L. L. Oeland) be approved.  
Adopted.

9. ✓ That the Secretary of the Regents, in his capacity as Executor of the Wm. H. Kipp Estate, be authorized to temporarily reduce the price of gas taken under contract by the Oklahoma Natural Gas Corporation from the three wells located on the S.E.  $\frac{1}{4}$  of the N.W.  $\frac{1}{4}$  of Section 35, Township 5 North, Range 8 W., Grady County, Oklahoma, from ten cents to six cents per M cubic feet, this modification of the contract to be revocable on thirty days' notice.  
Adopted.

*sift*  
10. ✓ That a gift of \$185.35 from friends of John W. Logan, Ph.D. Wisconsin, who was killed by bandits on March 18, 1925, in Greece, when he was a student in the American School at Athens and holder of the Albert H. Markham Memorial Traveling Fellowship, be accepted; that this amount be placed in the University Trust Funds in an account to be known as The Logan Prize Fund; that the income each year be added to the principal until it reaches \$300.00; that thereafter the annual income be devoted to the purchase of a prize for excellent work in Greek.  
Adopted.

*sift*  
11. ✓ That the gift of the Student Loan Fund Committee of \$1,456.75, tendered by Walker B. Johnson, Chairman, representing the proceeds of the student drive for loan funds, be accepted and added to the Graduating Class Loan Fund.  
Adopted.

12. ✓ That the gift of \$400 from the Burr W. Jones Memorial Fund Committee as first payment toward the establishment of a fund to be known as "The Burr W. Jones <sup>Loan</sup> Fund for Law Students" be accepted and that authority be granted for the acceptance of further donations to the fund from time to time in the future, the fund to be administered as follows:

*gift*

1. That the fund be known as "The Burr W. Jones <sup>Loan</sup> Fund for Law Students".

2. That loans be made upon recommendation of the Dean of the Law School.

3. That each loan draw interest at the rate of 3% per annum for the first term and at the rate of 6% per annum upon renewals.

4. That no loan or renewal of a loan be made for a longer term than one year.

Adopted.

13. ✓ That the offer of \$4,000 for the first \$4,500 note and trust deed received by the Regents from Mary Campbell, on the residence property of Morris James Kennedy in Riverside, California, made by the holder of the second note and trust deed be accepted; that the \$4,000 when received be credited to the Mary Campbell Fund for the Department of Sociology and Anthropology; that the income on this amount together with the \$500 now in the fund be added to the principal each year until it amounts to \$5,000; that thereafter the income be used each year in accordance with the provision in Miss Campbell's will; that the President and Secretary of the Regents be authorized to sign the form of request for conveyance prepared by the Riverside Title Company.

Adopted.

*gift*

14. ✓ That the gift of \$132.08 from a group of students of Professor George Converse Fiske of the Classics Department, who died January 8, 1927, for the establishment of a loan fund to be known as "The George Converse Fiske Loan Fund" be accepted, the fund to be administered as follows:

1. That loans be made upon recommendation of the Committee on Loans and Undergraduate Scholarships.

2. That each loan draw interest at the rate of 3% per annum for the first term and at the rate of 6% per annum upon renewals.

3. That no loan or renewal of a loan be made for a longer term than one year.

4. That preference be given to students in the Classics Department.

Adopted.

✓ *H...*

15. ✓ That a payment of \$1,000 on principal on the loan of \$39,000 on the property of the Jewish Center, 1025 North Milwaukee Street, Milwaukee, Wisconsin (National Teachers Seminary Fund) be accepted; that when the loan matures on June 5, 1932, it may be renewed for a period of five years with the provision that \$1,000 be paid on principal at that time and that \$1,000 be paid on principal each six months thereafter on December 5 and June 5. (Note: Amended Ex. Com. Feb. 12/32.)  
Adopted.

Upon motion of Regent Clausen, seconded by Regent Callahan, recommendations 1 to 15 under Trust Funds were adopted.

- Education -

1. That Carl Matthusen be appointed part-time instructor in the department of physical education (men) for three months beginning March 1, 1932; salary \$125 for the period, to be paid as follows: \$25 for the month of March, and \$50 for each of the months April and May; charge to vice Allison, p. 63, fund 1A.  
Adopted.

- Geological Survey -

1. That Walter Ernest Militzer be appointed research assistant in limnology for the second semester of 1931-32; salary \$300 for the period; charge to Survey Budget, p. 68, fund 17A.  
Adopted.

- Graduate School -

1. That Alexander Hollaender be appointed temporary research assistant in botany for the month of December, 1931; salary \$100 for the month; charge to research allotment 31:13, research (9).  
Adopted.

2. That the following persons be granted legislative scholarships for the academic year 1931-32:

M. S. Hedley  
Benjamin Whiting  
Virginia Peaseley.

Adopted.

Scholars  
(Grad)

3. That Otto P. Kraus be appointed seminary endowment fellow for the second semester of 1931-32; salary \$220 for the semester; charge to fund 15-B.

Adopted.

*Fellow*

4. That John B. Mason be appointed honorary fellow in political science for the second semester of 1931-32.

Adopted.

*Fellow*

5. That Charles M. James be appointed honorary scholar in zoology for the second semester of 1931-32.

Adopted.

*Scholar*

- Fellows and Scholars -

1. That in accordance with the recommendation of the Committee on Loans and Undergraduate Scholarships legislative scholarships be granted for the second semester of 1931-32 as shown in EXHIBIT B, as follows:

Brennan, Margaret	S Ed 3	Iowa
Butterwick, John T.	SC 3	Illinois
Carruthers, B. Frederic	S Ed 4	Illinois
Cortwright, Harry M.	CE 4	Illinois
Eggler, Marilla J.	Phy Ed 3	Illinois
Ensmann, Bernard	EE 3	New York
Evans, Richard W.	Ch C 4	Illinois
Ferguson, Dorothy J.	LS 2	Minnesota
Finlay, David C.	LS 4	Pennsylvania
Fisher, Van A.	Exp. C	Ohio
Hayes, Margaret B.	LS 4	Wisconsin
Hillemeier, Dorothea J.	S Ed 3	Illinois
Hoover, Jane	LS 2	Illinois
Horton, Mary J.	LS 1	Michigan
Horwitz, Herbert	SC 3	Illinois
Isaacson, Dorothea D.	LS 1	Ohio
Keller, Edwin W.	LS 2	Illinois
Lathrop, Theodore G.	LS 1	Massachusetts
Lippens, Margaret A.	PE 4	Illinois
Moore, Albert	EE 1	Massachusetts
Moore, Alfred N.	LS 3	Illinois
Neroda, Edward K.	CE 1	New Jersey
Osborne, Elizabeth C.	LS 2	Tennessee
Pfeffer, Elanora K.	SJ 3	New York
Plain, Frances C.	LS 2	Illinois
Rabinowitz, Irving W.	LS 2	Massachusetts
<del>Reineking, Richard Victor</del>	<del>LS 2</del>	<del>Wisconsin</del>

*Scholar  
(Legis)  
(underg)*

(Cont.)

Schreiber, Aaron S.	LS 1	Ohio
Schwartz, Herbert J.	LS 4	Ohio
Silver, Henry	LS 2	New Jersey
Thomas, Dorothy J.	Phy Ed 3	Illinois
Weiner, Clarence M.	Exp C 2	New York
West, Elsie V.	LS 2	New Jersey
Adopted.		

(32)

- Degrees -

1. That in accordance with the certification of the Registrar degrees be granted as shown in EXHIBIT C, as follows:

DEGREES CONFERRED 1931 AS OF DATE INDICATED

BACHELOR OF ARTS

Walter Albert Stringfellow, Jr. (Dec. 16)  
 Mary Alice Wing (Dec. 16)

BACHELOR OF PHILOSOPHY  
 (General Course)

Gilbert Dunbar Williams (Dec. 16)

BACHELOR OF SCIENCE  
 (Medical Science)

Leonard Victor Bergstrom (Dec. 16)

MASTER OF ARTS

Ying Chou Chu (Dec. 2)

MASTER OF SCIENCE

Eugene Cecil Van Soelen (Dec. 2)

BACHELOR OF LAWS

Roger Colwell Buss (Dec. 26)  
 Earl Irwin Cooper (Dec. 17)

(Cont.)

*Degrees*

BACHELOR OF LAWS (Cont.)

Irving Hemphill Dawes (Dec. 26)  
Robert Harold Kasiska (Dec. 23)  
Aaron Levine (Dec. 17)  
Lyman Aaron Mullen (Dec. 23)  
Gerald Joseph Rice (Dec. 26)  
Edward Carl Schmidt, Jr. (Dec. 3)  
Bernard Soref (Dec. 23)  
Sidney Julian Thronson (Dec. 15)  
Cornelius Thomas Young (Dec. 3)

DEGREES CONFERRED JANUARY 20, 1932 (EXCEPT WHERE DATE INDICATED)

BACHELOR OF ARTS

Nola Vermelle Silver  
Harold Smedal  
Wilbur Ervin Wendt

BACHELOR OF PHILOSOPHY  
(General Course)

Elmer Albert Mitchell

BACHELOR OF PHILOSOPHY  
(Normal Course)

Victoria Marie McIlquham

DOCTOR OF MEDICINE

Clement Frederic Cheli

MASTER OF ARTS

George Lukens Collins  
Jeanie Maurine Cravens  
Margery Hayden  
Virginia B. Saffro

MASTER OF PHILOSOPHY

Raymond Arthur Nedden

(Cont.)

*Degrees*

*Degrees*

MASTER OF SCIENCE

Kenneth M. Gapen  
Arthur Glenn Hill

DOCTOR OF PHILOSOPHY

Henry Lee Ewbank  
Alexander Hollaender

BACHELOR OF LAWS

Edward John Cook	(Jan. 7)
Charles Harland Counsell	(Jan. 7)
Carl Alfred Flom	(Jan. 7)
William Bradley Goodsitt	(Jan. 7)
Robert Henry Hollander	(Jan. 7)
Lloyd Herman Lobel	
Thomas Frank McCaul	(Jan. 7)
Franklin Davis McDonald	(Jan. 7)
Richard William Orton	(Jan. 7)
Marvin Q. Silver	(Jan. 7)
Vernon Andrew Swanson	(Jan. 7)
Joseph Hyman Swerdloff	(Jan. 7)
Lewis Dominic Thill	(Jan. 7)
James Russell Wedlake	
Ervin James Youngerman	

*Degrees*

Adopted. (47)

- Administration and General -

1. That \$750 be transferred from the item for research assistants to the item for extra clerical help in the Bureau of Guidance and Records, p. 18, fund 1A.

Adopted.

2. That the following grants from the National Research Council be approved:

\$500 for research in agricultural bacteriology; to be expended under the direction of Elizabeth McCoy, assistant professor of agricultural bacteriology, in connection with her study of the diagenesis of the bottom sediments of Lake Mendota and other lakes in Wisconsin.

*ift*

(Cont.)



Gift  
\$1,000<sup>✓</sup> for research in geography; to be expended under the direction of Glenn T. Trewartha, associate professor of geography, in his field survey of the Japanese Archipelago.

Adopted under Agriculture.

3. ✓ That upon the recommendation of Director Holt, the following gifts be accepted and added to the budget of the Bureau of Guidance and Records to be used in connection with the testing program:

Gift

Beloit College	\$ 40.00
Carroll College	65.00
Lawrence College	75.00
Marquette University	160.00
Milwaukee-Downer College	40.00
Milton College	15.00
Northland College	25.00
Ripon College	<u>50.00</u>

\$470.00

Adopted.

4. ✓ That the compilation of current information on economic conditions in the State of Wisconsin (approved by the Executive Committee, November 10, 1931) be continued: and that an appropriation of \$2190 be requested from the Emergency Board for this purpose, to be expended under the direction of Professor John R. Commons, as indicated in the following budget:

December 1931 and January 1932

I. Incidental salaries \$ 135.00

II. New Data for Economic Survey

A. Salaries

a. Power Survey

W. E. Caine at the rate of \$200 per month (new appointment)

G. M. Keith at the rate of \$175 per month

b. Current Economic indices

C. A. Pearce at the rate of \$175 per month (new appointment)

c. Agricultural Credit

Richard E. Moody at the rate of \$175 per month (new appointment)

John Draxler at the rate of \$150 per month (new appointment)

d. Office Staff

Althea E. Johnson at the rate of \$125

Ben Whiting \$125

Total Salaries - about

\$1260.00

B. Total Expenses - about

795.00

Total Budget for Survey for December and January

\$2190.00

Adopted. (Confirming verbal approval)

5. That the following faculty actions be approved:

- a. ✓ That in accordance with the request of the Legislature, the faculty hereby instructs the Advanced Standing Committee to accept for credit toward all degrees, credits in Polish on the same basis as other college credits.
- b. ✓ That the following undergraduate degrees, formerly granted by the College of Letters and Science, be authorized in the School of Education:

Bachelor of Science (Physical Education)  
Bachelor of Science (Art Education)

Bachelor of Science (Industrial Education),  
to be discontinued February, 1933.

Adopted.

Upon motion of Regent Waters, seconded by Regent Callahan, the recommendations under School of Education, Geological Survey, Graduate School, Fellows and Scholars, Degrees, and Administration and General were adopted.

- Physical Education - Women -

- 34 ✓ 1. That the scholarship offered by the Physical Education Club; \$50 stipend a year, be accepted; scholarship to be awarded upon the recommendation of the department of physical education for women.  
Adopted.

Scholar

Upon motion of Regent Clausen, seconded by Regent Waters, the foregoing recommendation was adopted.

it was ✓ Upon motion of Regent Drexler, seconded by Regent Ullsperger,  
VOTED, That an additional \$555 be requested from the Emergency Board for the completion of the economic survey which is being made for the state under the direction of Professor John R. Commons, as indicated in the following budget:

(Cont.)

Statement of Economic Survey Account  
as estimated January 15, 1932

A. Excess of salaries over budget:

1. Power Survey	\$40.00
2. Current Indexes	135.00
3. Agricultural Credit	100.00
4. Office Staff	<u>440.00</u>

Total salary excess \$715.00

B. Balance from budget for expenses:

1. Power Survey	\$100.00
2. Business Indexes	20.00
3. Agricultural Credit	<u>40.00</u>

Total for December and January 160.00

Necessary Additional Grant \$555.00

The following matters were referred to the joint meeting of the finance committee and the executive committee:

*Ref to  
Joint Com.*

- ✓ Eligibility of athletes.
- ✓ Request for \$5000 for a road at the new Agronomy Building.
- ✓ Request for \$5000 for a vivarium.

Upon motion of Regent Callahan, seconded by Regent Grady, it was

✓ VOTED, That the 20.41(5)C Athletic Council budget be reduced to a total of \$202,087, in accordance with the revised estimate of receipts, and that if the receipts vary from the above estimate between now and the end of the current year, upon recommendation of the director of physical education, the business manager be authorized to make the necessary adjustments.

✓ Regent Clausen, chairman of the committee on physical education, discussed the financial situation in the athletic department and presented the following recommendations:

(Cont.)

1. That the following recommendation of the Athletic Council, which was approved by the faculty on January 18, 1932, be adopted: That beginning with the fiscal year 1932-33 Intercollegiate Athletics be administered as a separate department, distinct from the department of Physical Education as a whole; that there be a Director of Intercollegiate Athletics who shall be responsible to the University faculty, through the Athletic Council of the faculty.

Upon motion of Regent Clausen, seconded by Regent Sholts, this recommendation was adopted.

*R* 2. That upon recommendation of the Athletic Council the resignation of Glenn Thistlethwaite as head football coach be accepted, effective June 30, 1932. *Rundell*

Upon motion of Regent Clausen, seconded by Regent Drexler, this recommendation was adopted.

*R* 3. That upon recommendation of the Athletic Council the resignation of George Little as Director of Physical Education for Men be accepted, effective June 30, 1932. *Rundell*

Upon motion of Regent Clausen, seconded by Regent Drexler, this recommendation was adopted.

*137-33* 4. That upon recommendation of the Athletic Council, I. C. Uteritz be appointed Director of Intercollegiate Athletics for one year on the ten months' basis, effective July 1, 1932. *See Bd. Mch 9/32*

Upon motion of Regent Clausen, seconded by Regent Drexler, this recommendation was adopted. *p. 17*

5. That the Physical Education Committee confer with George Little to ascertain if he would accept the position of Director of Intramural Athletics, the program for which is now under consideration by the faculty.

*incl action postponed* ✓ Mr. Little asks that he be given time to consider the matter. The committee recommends that final action on this matter be postponed to the next meeting of the Board and until after the report of the Faculty on the program for intramural sports and required physical education.

Upon motion of Regent Clausen, seconded by Regent Drexler, this recommendation was adopted.

✓ Regent Grady presented the following resolution:

WHEREAS, it appears advisable that there be established an Athletic Board discharging the functions of the present Athletic Council and such others as may properly be assigned to it, and that fixed terms of office for the members thereof be provided,

THEREFORE, in compliance with the rules and regulations of the Intercollegiate Conference,

BE IT RESOLVED:

1. That there be created an Athletic Board of the University of Wisconsin consisting of seven members, one of whom shall be the Chairman of the Regents Committee on Physical Education, one the President of the Students Athletic Board, one a representative of the University of Wisconsin Alumni Association, and four members of the University Faculty.
2. That the members of the University Faculty and the member selected from the University of Wisconsin Alumni Association shall be appointed by the President of the University of Wisconsin, subject to the approval of the Board of Regents.
3. That the term of office for the members of the Board appointed hereunder by the President of the University of Wisconsin shall be for one year. The tenure of the Chairman of the Physical Education Committee and the President of the Students Athletic Board shall be during the term of their respective offices held by them. All vacancies on said Board shall be filled in the same manner as the original appointments.
4. That such appointments shall be made and reported to the Board of Regents at its next regular meeting.
5. That upon the completion of the organization of the Athletic Board created hereunder it shall enter upon the discharge of its functions, subject to the rules and regulations governing University athletics.
6. That any by-law, rule or regulation inconsistent with the provisions of this resolution is hereby repealed.
7. That in its actions said Athletic Board shall conform in all respects to the rules and regulations of the Intercollegiate Conference governing membership therein.
8. That upon the completion of the organization of such Athletic Board the present Athletic Council shall be deemed abolished.

(Continued)

*action deferred*

✓ Motion for its adoption was made by Regent Grady and seconded by Regent Drexler. The resolution was discussed at some length. An amendment was made, with the approval of Regent Grady, authorizing President Frank to confer with the faculty, and deferring action upon the resolution until the next meeting of the board.

*Degree*

✓ The Regents then went into executive session to consider honorary degrees. Upon motion of Regent Waters, seconded by Regent Grady, it was

VOTED, That the honorary degree of Doctor of Letters be conferred upon Camillo von Klentze, at the time of the Goethe Centenary. (Confidential).

*of to + Com.*

✓ Upon motion of Regent Grady, seconded by Regent Drexler, it was

VOTED, That the matter of continuing the radio station be referred to the executive committee with power to act.

✓ Upon motion of Regent Backus, seconded by Regent Grady, it was

VOTED, That it is the sense of the Board of Regents that the salary of the position of Dean of the Law School be fixed at \$10,000 per year.

*Doyd Garrison*

*degrees rescinded*

✓ Upon motion of Regent Grady, seconded by Regent Callahan, it was

VOTED, That any degrees or university honors rescinded during war time be hereby restored.

The meeting

A D J O U R N E D .

M. E. McCaffrey,

Secretary.

## UNIVERSITY OF WISCONSIN PHOTOGRAPHIC LABORATORY

1. A University of Wisconsin Photographic Laboratory shall be organized in conjunction with the Bureau of Visual Instruction of the Extension Division.
2. Subject to the usual Regent authority, the policies of the Laboratory shall be established by a committee appointed by the President.
3. The Laboratory shall be under the general direction and responsibility of the Dean of the Extension Division and the immediate supervision of the Chief of the Bureau of Visual Instruction.
4. An independent staff will be used except in special cases to be agreed upon by the committee appointed to determine policies.
5. The staff of the Laboratory shall serve in an advisory capacity without charge to University departments in the purchase of their photographic and projection equipment.
6. The staff shall cooperate in every way practicable with the various residence departments in the development of visual materials for use in residence teaching.
7. A separate accounting unit to be called the University of Wisconsin Photographic Laboratory shall be set up in the budget of the Extension Division.
8. To this unit shall be charged the cost of all supplies, personnel, and rent, and other overhead necessary to carry on the work.
9. All work shall be done at cost and all departments, including the Extension Division, shall be charged the same schedule of prices. The schedule of prices shall be raised or lowered from time to time by the Business Manager of the University in order to keep the prices on a cost basis.
10. All University photographic work other than that done in the University scientific laboratories shall be assigned by the Business Manager to the University of Wisconsin Photographic Laboratory unless in his judgment the work can be done better and at lower cost by commercial photographers.
11. The present photographic equipment of the Bureau of Visual Instruction, estimated to be worth more than \$2,000, shall be transferred to the University of Wisconsin Photographic Laboratory.

12. Photographic equipment, negatives, and negative files owned by the University shall be transferred to the Laboratory, where a properly classified and readily accessible file of all University negatives shall be kept. The conditions under which such transfer shall be made shall be determined by the committee appointed to determine policies.
13. Additional equipment needed for service to other colleges and divisions will be purchased from other than Extension Division funds, except such unexpended funds now in the Extension Division budget which were originally allocated for purchase of photographic equipment.
14. Pictures and negatives owned by the Bureau of Visual Instruction shall be made available for copying purposes without charge for the use of residence departments, and the Bureau of Visual Instruction shall have the privilege, subject to the approval of the University residence departments concerned, of reproducing pictures and negatives owned by such departments.
15. Whenever practicable, University photographic equipment shall be centralized in the Laboratory.
16. The work of the Laboratory shall be carried on in the present photographic quarters of the Extension Division, but as soon as possible the house at 1208 West Johnson Street now owned by the University Building Corporation shall be rented by the Laboratory, remodeled, and the necessary service connections for all branches of photographic work installed by the University.
17. The Laboratory will submit to the committee appointed to determine policies a list of services that the Laboratory is in a position to render.

January 18, 1932



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December 10, 1931

Mr. J. D. Phillips  
Administration Building

Dear Mr. Phillips:

The photographic department of the Bureau of Visual Instruction is prepared to do the following work:

1. Make negatives up to and including size 8 x 10 from live or still subjects or from copy. Pictures can be taken in or away from the studio at any time providing that the necessary arrangements have been made with the director of photographic work.
2. Make prints by contact or projection from negatives up to and including 11 x 14. Enlargements up to any size.
3. Make pictures in true colors on color plates.
4. Make pictures corrected for color value.
5. Make lantern slides by projection from negatives 11 x 14 or smaller.
6. Make lantern slides by contact.
7. Make new negatives from lantern slides.
8. Make hand painted or tinted lantern slides.
9. Make motion picture negative of interior or exterior subjects on standard width film.
10. Make positives from any film strip.
11. Make negative film strip from copy.

The Photographic Department can do any work that a commercial photographic establishment can do with the exception of photo micrographic work and motion picture film processing and printing. Some new equipment will be necessary in order to include this work.

Very truly yours,

(Sgd) Chester D. Snell

Dean

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