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Minutes of the regular meeting of the Executive Committee of the Board of Regents of the University of Wisconsin: September 25, 1931. 1931

Madison, Wisconsin: Board of Regents of the University of
Wisconsin System, 1931

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To regents Oct 1 1931

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REGULAR MEETING OF THE EXECUTIVE COMMITTEE

Madison, Wisconsin

Friday, September 25, 1931, 2 P.M.

PRESENT: Regents Callahan, Richardson, Wilkie; President Frank, Business Manager Phillips, Secretary McCaffrey.

RECOMMENDATIONS OF THE PRESIDENT

- Administration and General -

1. That Ruth K. Byrns, senior clerk, registrar's office, be appointed part-time research assistant in the bureau of guidance and records for the academic year 1931-32; salary for the year to be distributed as follows: \$1140 registrar's office, p. 17, \$375 to item for research assistants bureau of guidance and records, p. 18, fund 1A, (total \$1,515).

Adopted.

2. ✓ That \$375 be transferred from the item for research assistants to extra clerical help, bureau of guidance and records, p. 18.

Adopted.

- Physical Education - Men -

1. That Peter Arne be reappointed assistant in physical education (track), for ten months, beginning September 1, 1931; salary \$550 for the period; charge to item for track assistants, p. 31, fund 1A.

Adopted.

- Physical Education - Women -

3. 1. That Agatha Powell be appointed assistant in physical education (hockey) from September 28 to November 21, 1931; salary \$500 for the period; and that \$500 from an anonymous donor be accepted for this purpose; charge to 20.41 (15) gifts.

Adopted.

and

2. That Florence Burns be appointed assistant musician in physical education for the academic year 1931-32; to be paid at the rate of \$1.00 per hour (total not to exceed \$325); charge to item for musician, p. 35, fund 1A.
Adopted.

3. That Mrs. Mary Trumpf be appointed assistant and musician in physical education for the academic year 1931-32; to be paid at the rate of \$1.50 per hour (total not to exceed \$700); charge to item for musician, p. 35, fund 1A.
Adopted.

- Letters and Science -

1. That Fritz Jochem be appointed research assistant in art history for the academic year 1931-32; salary \$750 per annum; charge to Regents' Unassigned, fund 1A.
Adopted.

2. That Mary E. Fountain be appointed Martha Gunhild Week scholar in chemistry for the academic year 1931-32; stipend \$250.
Adopted.

3. That Katharine Jackson Theobald be appointed one-third time assistant in comparative literature for the academic year 1931-32; salary \$500 per annum; provided in the budget, p. 43, fund 1A.
Adopted.

4. That F. K. Hardy be appointed assistant in commerce for the academic year 1931-32; to receive \$375 for the first semester, \$62.50 for the second semester (total \$437.50); charge to item for assistants in commerce, p. 43, fund 1A. (See recommendation No. 10)
Adopted.

5. That D. D. Lescohier, professor of economics, be placed on full time basis for the academic year 1931-32; salary \$4,750 per annum; additional \$1,750 to be charged to Regents' Unassigned.
Adopted.

6. That W. A. Scott be made emeritus professor of economics, to take effect at the close of the first semester of 1931-32; that during the second semester of 1931-32 he be assigned part-time service in economics and be paid \$1,250 for the service.
Adopted.

Scholar

7. ✓ That the following transfers be made:

\$300 - to physics from the unexpended balance on salary of W. A. Scott

1,450 - to Regents' Unassigned from the unexpended balance on salary of W. A. Scott

Adopted.

- R* 8. That the resignation of Russell Baugh, instructor in economics, be accepted; to take effect June 30, 1931. *Rundell*
Adopted.

9. ✓ That the following transfers be made:

\$1,350 - from balance on salary of Russell Baugh to assistants in economics

750 - from balance on salary of Russell Baugh to Regents' Unassigned.

Adopted.

- R* *See No. 4* 10. That the resignation of F. K. Hardy, assistant in economics, be accepted; to take effect June 30, 1931. (See recommendation No. 4)
Adopted.

- R* 11. That the resignation of Theodore E. Whiting, assistant in economics, be accepted; to take effect June 30, 1931.
Adopted.

12. That Irving Swerdlow be appointed assistant in economics for the academic year 1931-32; to receive \$500 for the first semester, \$250 for the second semester (total \$750); charge to assistants, p.44, fund 1A.

Adopted.

13. That Nathan L. Silverstein be appointed assistant in economics for the academic year 1931-32; to receive \$250 for the first semester, \$125 for the second semester (total \$375); charge to assistants, p. 44, fund 1A.

Adopted.

14. ✓ That the allotment of \$15,100 for assistants in economics be divided as follows: \$14,000 for assistants in economics; \$1,100 for readers in economics.

Adopted.

15. That the salaries of the following assistants be distributed as follows:

E. E. Schwartztrauber, assistant in economics,
\$562.50 for the first semester, \$375 for
the second semester; total \$937.50.

Arthur Mangus, assistant in sociology, \$375 for
the first semester, \$437.50 for the second
semester; total \$812.50.

Adopted.

16. That the salary of George Keith, assistant in economics, be increased because of additional teaching from \$1,125 to \$1,375 for the academic year 1931-32; to receive \$750 for the first semester, \$625 for the second semester; increase, \$250, to be charged to assistants, p. 44, fund 1A.

Adopted.

17. That the salary of Henry Peel, assistant in economics, be increased because of additional teaching from \$750 to \$1,250 for the academic year 1931-32; increase, \$500, to be charged to assistants, p. 44, fund 1A.

Adopted.

18. That the salary of Edward C. Burris, assistant in economics, be increased because of additional teaching from \$750 to \$1,000 for the academic year 1931-32; to receive \$625 for the first semester, \$375 for the second semester; increase, \$250, to be charged to assistants, p. 44, fund 1A.

Adopted.

19. That the salary of Daniel S. Gerig, assistant in economics, be increased because of additional teaching from \$1,250 to \$1,500 for the academic year 1931-32; increase, \$250, to be charged to assistants, p. 44, fund 1A.

Adopted.

20. That Genevieve Townsend be appointed research assistant in economics for the first semester of 1931-32; salary \$200 per month; to be paid by the Consumers Credit Institute of America, Inc., under a subvention granted to Professor Commons by the Institute, 15-B.

Adopted.

R 21. That the resignation of Helen Hinn, assistant in geography, be accepted; to take effect June 30, 1931, p. 47.

Adopted.

22. That the salary of Effie Doering, assistant in geography, be increased, because of additional teaching, from \$400 to \$800 for the academic year 1931-32; increase, \$400, to be charged to assistants in geography, p. 47, fund 1A.

Adopted.

23. That the rank of Olive Thomas be changed from assistant to instructor in geography for the academic year 1931-32; no change in salary.

Adopted.

Rundell

24. That Andrew Leith be appointed half-time instructor in geology for the academic year 1931-32; salary \$1,000 per annum; charge to Regents' Unassigned, fund 1A.

Adopted.

Rundell

25. That Stella Hinz be appointed secretary of the German Service Bureau for the academic year 1931-32; salary \$200 per annum; charge to Milwaukee Seminary fund.

Adopted.

26. That Paula Kittel be appointed head of the German house for the academic year 1931-32; salary \$400 per annum; charge to Milwaukee Seminary fund.

Adopted.

27. That the salaries of the following assistants in mathematics be distributed for the academic year 1931-32 as follows:

	<u>1st</u> <u>Semester</u>	<u>2nd</u> <u>Semester</u>	<u>Total</u>
H. H. Evinger	\$500	\$250	\$750
J. Harold Rose	500	250	750
H. L. Turritin	600	300	900
Charles H. West	450	225	675
Louise A. Wolf	450	225	675.

Adopted.

R 28. That the resignation of Alice May Austin, instructor in mathematics, be accepted; to take effect June 30, 1931, p. 50.

Adopted.

Rundell

29. That Mrs. Ivan S. Sokolnikoff be appointed instructor in mathematics for the first semester of 1931-32; salary \$900 for the semester; in place of Alice May Austin, resigned, p. 50, fund 1A.

Adopted.

Rundell

30. That the salary of Henry Scheffe, assistant in mathematics, be increased because of additional teaching from \$750 to \$1,000 for the academic year 1931-32; increase, \$250, to be charged to item for assistants, p. 50, fund 1A.

Adopted.

31. That Harold W. Munroe be appointed garden assistant, pharmaceutical experiment station, for the academic year 1931-32; salary \$250 per annum; provided in the budget, p. 51, fund 4A.

Adopted.

32. That Sam Chechik be appointed assistant chemist, pharmaceutical experiment station, for the academic year 1931-32; salary \$600 per annum; charge to revolving fund 20.41 (4B).

Adopted.

33. That Katherine Graham be appointed assistant in the pharmaceutical experiment station from September 1 to September 19, 1931; salary at the rate of \$50 a month (total for the period \$32.00); charge to revolving fund 20.41 (4B).

Adopted.

R 34. That the resignation of Wilfred G. Payne, instructor in philosophy, be accepted; to take effect June 30, 1931, p. 52.

Adopted.

Rundell

35. That the balance on salary of Wilfred G. Payne, \$600, be transferred to Regents' Unassigned.

Adopted.

36. That Stephen Lee Ely be appointed instructor in philosophy for the academic year 1931-32; salary \$1,600 per annum; in place of Wilfred G. Payne, resigned, p. 52, fund 1A.

Adopted.

Rundell

37. That Mrs. Laura Nelson Baernstein be appointed part-time assistant in animal psychology for the academic year 1931-32; salary \$250 per annum; charge to item for animal caretaker, p. 52, fund 1A.

Adopted.

38. That the salary of Glenn G. Havens, assistant in physics, be increased by \$150 for the month of October, 1931, on account of additional laboratory supervision in connection with the Experimental College; provided in the budget by transfer from economics.

Adopted.

39. That the salary of Morris Ostrofsky, assistant in physics, be increased by \$150 for the month of October, 1931, on account of additional laboratory supervision in connection with the Experimental College; provided in the budget by transfer from economics.

Adopted.

40. That John Gaus, professor of political science, be placed on two-thirds time for the first semester of 1931-32; to receive two-thirds of his salary, \$2,000 for the semester, p. 53.

Adopted.

41. ✓ That the \$1,000 released by the change in the salary of John Gaus, professor of political science, be transferred to Regents' Unassigned, fund 1A.

Adopted.

R 42. That the resignation of Winslow Davies, assistant in French, be accepted; to take effect June 30, 1931, p. 46.

Adopted.

43. That Susanne Burdick be appointed assistant in French for the first semester of 1931-32; salary \$300 for the semester; charge to staff, p. 46, fund 1A.

Adopted. *here*

44. That the appointment of Fred Buerki, assistant in speech, be changed from the academic year 1931-32 to the first semester; no change in salary. (To correct an error).

Adopted.

R 45. That the resignation of Kathleen McKittrick, instructor in music, be accepted; to take effect June 30, 1931, p. 57.

Adopted.

46. That Anita M. Hankwitz be appointed instructor in music for the academic year 1931-32; salary \$1,800 per annum; in place of Kathleen McKittrick, resigned, p. 57, fund 1A.

Adopted.

47. ✓ That the \$200 balance on salary of Kathleen McKittrick, instructor in music, be transferred to Regents' Unassigned, fund 1A.

Adopted.

48. That Mr. Vito Intravaia be appointed student assistant in music for the academic year 1931-32; salary \$500 per annum; charge to item for assistants, p. 57, fund 1A.

Adopted.

49. That the appointment of Robert Ludolph be changed from assistant clerk to assistant clerk and student assistant in music for the academic year 1931-32; salary \$600 per annum; to be charged as follows: \$350 to clerical help, \$250 to assistant to Major Morphy, p. 57, fund 1A.

Adopted.

✓
50. That an appropriation of \$500 be made for a testing program to be conducted by Professor F. D. Cheydleur. Charge to Regents' Unassigned.

Adopted.

- Education -

1. That John L. Rue be appointed industrial scholar in industrial education for the academic year 1931-32; salary \$200 per annum; charge to fellows and scholars, p. 58, fund 1A.

Adopted.

Scholar

2. That Glenn H. Nelson be appointed lecturer in education for the academic year 1931-32, without salary.

Adopted.

- Agriculture -

1. That the following persons be granted regent scholarships in agriculture for the academic year 1931-32; stipend \$100 each; charge to fellows and scholars, p. 69, fund 1A:

Leo A. Dick	Marshfield, Rt. 4, Box 4
Niemen Hoveland	Cottage Grove
Hugh R. Stewart	Mazomanie
Duane A. Hyer	Prairie du Sac
Lyle Molstad	Sparta

Scholar

NOT TO BE MADE PUBLIC

Alternates

Donald Hardie	Galesville
John G. Thomas	Dodgeville
Garret Backes	New London, Rt. 3.
Herman Dettwiler	Verona.

Adopted.

R 2. That the resignation of H. F. Maturen, assistant in forestry, be accepted; to take effect September 30, 1931, p. 78.
Adopted.

R 3. That the resignation of Ray Osborne, assistant in forestry, be accepted; to take effect September 15, 1931, p. 78.
Adopted.

R 4. That the resignation of Robert Anderson, assistant in forestry, be accepted; to take effect September 30, 1931, p. 78.
Adopted.

5. That Arthur A. Erekson be appointed assistant ($\frac{1}{2}$) in agricultural bacteriology for the academic year 1931-32; salary \$600 per annum; to be charged as follows: \$300 to vice Thauer, p. 79, \$300 to legumes, p. 80, funds 1A and 3K.
Adopted.

6. That Richard E. Moody be appointed assistant ($\frac{1}{2}$) in agricultural economics for the academic year 1931-32; salary \$600 per annum; charge to assistant (farm management), p. 81, fund 1A.
Adopted.

7. That Herbert H. Erdmann be appointed assistant ($\frac{1}{2}$) in agricultural economics for the academic year 1931-32; salary \$600 per annum; charge to assistant (general & taxation), p. 81, fund 1A.
Adopted.

8. That Robert F. Spilman be appointed assistant ($\frac{1}{2}$) in agricultural economics for the academic year 1931-32; salary \$600 per annum; charge to item for instructor (\$1,500) marketing, p. 81, fund 1A.
Adopted.

9. That V. Webster Johnson be appointed research assistant in agricultural economics for the month of September, 1931; salary \$150 for the month; charge to item for labor (land), p. 82, fund 15-A.
Adopted.

R 10. That the resignation of George Mickey, assistant ($\frac{1}{2}$) genetics, be accepted; to take effect at the beginning of the academic year 1931-32, p. 92.
Adopted.

11. That Herbert Richard Albrecht, Jr., be appointed student assistant ($\frac{1}{2}$) in genetics for the academic year 1931-32; salary \$600 per annum; in place of George Mickey, resigned, p. 92, fund 1A.
Adopted.

12. That Mary Purcell, instructor in home economics (extension specialist) be granted leave of absence without pay for the academic year 1931-32, p. 94.
Adopted.

13. That R. A. Kolb, special worker, be paid \$12.50 for services rendered during the month of September, 1931; charge to farmers' institutes budget, p. 100.
Adopted.

Gift 14. That the memorandum of agreement between the Ruhm Phosphate and Chemical Company and the University of Wisconsin, relative to the establishment of an industrial fellowship in soils, be accepted. (\$3000 for period October 1, 1931 to July 1, 1932)
Adopted.

15. That Ernst Morgenroth be appointed industrial fellow in soils from September 1, 1931 to June 30, 1932; salary at the rate of \$200 per month (total \$2,000); charge to Ruhm Phosphate and Chemical Company fellowship, 15-B.
Adopted.

16. That William W. Hill be appointed industrial fellow in soils from October 1, 1931 to January 31, 1932; salary at the rate of \$50 per month (total \$200); charge to Ruhm Phosphate and Chemical Company fellowship, 15-B.
Adopted.

17. That Arthur H. Walker be appointed industrial fellow in animal husbandry from September 15, 1931 to June 30, 1932, (vice Sell); salary \$792.64 for the period; charge to Quaker Oats Industrial Fellowship fund, 15-B.
Adopted.

18. That Spas S. Ivanoff be appointed industrial fellow in plant pathology from September 1, 1931 to January 31, 1932; salary \$350 for the period; charge to Crop Protection Institute Fund, 15-B.
Adopted.

19. That Benjamin C. Wormeli be appointed industrial fellow in agricultural chemistry and poultry from September 1, 1931 to June 30, 1932; salary \$1,000 for the period; charge to Kelco Company fund, 15-B.

Adopted.

Fellow

20. That B. A. Beach, associate professor of veterinary science, be assigned to part-time service on abortion experiments beginning October 9, 1931; no change in salary; \$1,575 to be charged to State Emergency Board Fund of \$10,000 for the continuation of the contagious cattle abortion experiment at the South Hill Farm, \$2,325 to budget of veterinary science.

Adopted.

21. That C. A. Herrick, assistant professor of zoology, be appointed assistant professor of zoology and veterinary science beginning October 9, 1931; salary changed from the rate of \$3,400 per annum, ten months' basis, to the rate of \$4,200 per annum, twelve months' basis---\$350 a month, charged as follows: \$175 zoology (L. & S.), \$175 veterinary science (Ag.) vice Beach.

Adopted.

- Engineering -

1. That Franklin T. Matthias be promoted from assistant to instructor in topographic engineering; and that his salary be increased from \$1,400 to \$1,600 for the academic year 1931-32; increase, \$200, to be charged as follows: \$100 to saving on salary of P. G. Ellis in chemical engineering, p. 111, fund 1A, and \$100 to saving on salary of J. G. Van Vleet in mechanics, p. 115, fund 1A.

Adopted.

Randall

2. That the salary of William Whitney, research fellow in mining and metallurgy, be charged as follows: \$600 to Research 1A, engineering, and \$600 to Wisconsin Clay Products Association fund, 15-B. (To correct error in action taken June 30, 1931.)

Adopted.

Fellow

3. That Roger J. Altpeter be appointed fellow in chemical engineering for the academic year 1931-32; salary \$750 per annum; charge to fellowship, gas section, Wisconsin Utilities, fund 15-B.

Adopted.

Fellow

- Graduate School -

1. That Helen Hart be appointed research assistant in education for the academic year 1931-32; salary \$200 per annum; charge to research allotment 31:10, p. 142.

Adopted.

2. That Lucern Gould Livingston be appointed research assistant in botany for the academic year 1931-32; salary \$750 per annum; charge to research (9), p. 142, allotment 31:13.

Adopted.

3. That Paul Lemmon be appointed research assistant in botany for the academic year 1931-32; salary \$700 per annum; charge to research (9), p. 142, allotment 31:13.

Adopted.

4. That Robert B. Janes be appointed research assistant in physics for the academic year 1931-32; salary \$600 per annum; charge to research (9), allotment 31:43.

Adopted.

5. That research allotment 31:51 to H. H. Sommer for \$265 be cancelled.

Adopted.

6. That the following research allotment for the year 1931-32 be approved:

31:51 - Emmons, R. C. - Geology \$100
Synthesis of Numerals
\$100 for purchase of steel bombs.

Adopted.

7. That Benjamin Wood be appointed research assistant in sociology for the academic year 1931-32, without salary.

Adopted.

- Fellows and Scholars -

1. That the resignation of Leland Collins DeVinney, scholar in sociology and anthropology, be accepted; to take effect at the beginning of the academic year 1931-32.

Adopted.

Scholar

2. That Joseph Lohman be appointed scholar in sociology and anthropology for the academic year 1931-32; salary \$250 per annum; charge to fellows and scholars, p. 143, fund 1A.
Adopted.

Scholar

3. That Edward J. Ireland be appointed Hollister fellow in pharmacy for the academic year 1931-32; salary \$516.42 for the year; charge to trust fund.
Adopted.

Fellow

4. That Leon Van Akkeren be appointed Carroll College scholar for the academic year 1931-32; salary \$250 per annum; in place of Hilda Winger, resigned, p. 142, fund 1A.
Adopted.

Scholar

5. That in accordance with the recommendation of the Committee on Loans and Undergraduate Scholarships legislative scholarships for the academic year 1931-32 be granted as shown in EXHIBIT A, as follows:

Undergraduate

Billing, Betty
Chu, Hung Ti (1st semester)
Critchett, Helen
Dodd, Dolores
Steinman, Samuel
Wettig, Marie
Wilson, Laird

Scholar

Adopted.

(7)

- Extension -

1. That C. M. Chapman be appointed to conduct an evening class in accounting at Madison during the first semester of 1931-32, fourteen meetings; salary \$175 for the course; charge to class instruction, additional instruction, p. 169, fund 2AR.
Adopted.

2. That Ruth Boughton be appointed part-time assistant in vocational guidance for the academic year 1931-32; salary \$600 per annum; to be charged as follows: \$500 to savings on salary of J. P. Currie, p. 169, and \$100 to savings on salary of Vanessa Orloff, p. 170, fund 2A.
Adopted.

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

4. That Hans Sauer be appointed assistant in radio in Milwaukee for the month of September, 1931; salary \$120 for the month; charge to item for assistant in radio, p. 170, fund 2AR.
Adopted.

5. That Mrs. Aline Ziebell Schutt be appointed to conduct an evening class in foreign accent correction at Milwaukee during the first semester of 1931-32, seventeen meetings; salary \$170 for the course, to be paid in four installments; charge to additional instruction, p. 171, fund 2AR.
Adopted.

- Degrees -

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

BACHELOR OF LAWS

August Charles Backus
John Richard Brown
William Henry Bundy
Ormond Wendell Capener
Joseph E. Cohn
Hollis Gundy Davison
William R. Foley
Edward Frank Kaerwer Gansen
David Owen Jones
Blaine Mark Linke
Herman Elmer McKaskle
Mitchell Melnik
Lamont Naden Reynolds
Julius Edward Richter
Lloyd Clark Schuette
Bernard George Wozniak

Adopted. (16)

The form of agreement relative to the establishment of industrial fellowships was discussed and a new standard form approved.

Fellow
✓

Degrees

✓ Upon recommendation of the President it was
VOTED, That November 8, at 3 P.M. be approved as the time
for the dedication of the Orthopedic Hospital.

RECOMMENDATIONS OF THE BUSINESS MANAGER

1. ✓ That upon the recommendation of Messrs. Butts and Halverson,
the following transfers be made in the 20.41 (5)(D) Union Budget:

From:

Salaries and Wages	\$1,575	
(Contingent \$1,291.00; Unspecified \$284.00)		
New Construction	<u>595</u>	\$2,170

To:

Heat and Water	\$ 945	
Light and Power	175	
Building Repairs	975	
Insurance	<u>75</u>	2,170
Adopted.		

2. That upon the recommendation of President Frank, \$2,200 be
transferred from Regents' Unassigned 1A to the College of Agriculture,
Rent, for the rental of the Rieder farm.
Adopted.

3. ✓ That authority be requested of the Governor to purchase a
used Dodge roadster, 1922 model, in good condition, for the Marshfield
Experiment Station for the sum of \$75.00, chargeable to 20.41 (3)(D)
Experiment Stations.
Adopted.

4. That upon the recommendation of Dean Goodnight, Miss F.
Louise Nardin be permitted to withdraw cash in the amount of \$1,200 in
lieu of Summer Session leave of absence credit for teaching in the
1925 and 1928 summer sessions, chargeable to Summer Session Trust
Funds.

Adopted.

S S.
Cash

5. ✓ That upon the recommendation of Dean Snell, the Bureau of Visual Instruction of the University Extension Division be designated as the official University photographic laboratory. All University photographic work other than that done in University laboratories shall be assigned by the Business Manager to the Bureau of Visual Instruction unless in his judgment the work can be done better and at lower cost by commercial photographers. The work shall be done at cost, the cost to cover supplies, personnel, and time involved, and the necessary overhead. Photographic equipment, negatives, and negative files owned by the University shall be transferred to the Bureau of Visual Instruction. The Bureau of Visual Instruction shall maintain a properly classified file of all University negatives entrusted to its care and shall see that they are conveniently available at all times. ✓

The Chief of the Bureau of Visual Instruction shall serve in an advisory capacity, when requested, to other university departments in the purchase of their photographic equipment. The Bureau of Visual Instruction shall co-operate in every way practicable with the various residence departments in the development of visual materials for use in residence teaching. Wherever practicable, University photographic equipment is to be centralized in the Bureau of Visual Instruction.

Adopted. *Rescinded*

6. ✓ That upon the recommendation of Mr. Peabody and Mr. Gallistel, the following schedule of costs for the Marine Biology Laboratory and Boathouse be approved, preliminary plans approved, and authority be granted to advertise for bids: *ical*

Appropriation \$7,500.00

Detail of Costs

Architects' Office Expense	\$	300.00
Blueprints, mimeographing	\$50	
Advertisements	20	
Testing Materials	<u>10</u>	80.00
General construction, including all trades		5,100.00
Work done by owner (apron and pier)		150.00
Connections to Utilities including heat conduit		708.00
Electric cable		35.00
Electric fixtures and bulbs		50.00

(Cont.)

Water supply	206.00
Sewer main	53.00
Gas supply	82.00
Finished grading, walks and drives	50.00
Contingent fund	<u>200.00</u>
Subtotals	7,014.00
Equipments	<u>486.00</u>
	\$7,500.00
Adopted.	

✓ The Business Manager submitted his quarterly report of routine budget transfers between accounting classifications for the period July 1, 1931, to September 1, 1931. It was *unfiled* VOTED, That the report be approved. (Copy attached).

✓ The Business Manager presented the following recommendations relating to the business office reorganization:

1. That the offices of Bursar and Assistant Bursar be discontinued.
2. That the office of University Cashier be created.
3. That Mr. Warren Morgan be appointed University Cashier, effective September 28, 1931, salary \$1,500 per annum, twelve months' basis, chargeable to the budget of the Cashier's Office. *See duties with papers*
4. That the budgets of the Cashier's Office and the Comptroller's Office be revised as follows:

1931-32 Budgets

Cashier's Office		Present	Revised
G. L. Gilbert	Bursar (629.99)	3,500	
Warren Morgan	Cashier		1,500
M. A. Bliese	Asst. Bursar (373.68)	2,076	
	Jr. Clk. Sten.		1,200
	Part time help	<u>700</u>	<u>700</u>
	(Cont.)	6,276	3,400

<u>Comptroller's Office</u>		<u>Present</u>	<u>Revised</u>
H. A. Bork	Comptroller	4,000	4,000
Wm. Campbell	Jr. Acct. (630.00)	2,520	
Vice Campbell	Jr. Acct.		1,800
Robt. Hammes	Jr. Acct.	2,100	2,100
R. L. Hilsenhoff	" " (part)	1,500	1,500
(Also 700 from General Univ. Service)			
	Acctg. Clk. (part)		500
Rexford Watson	Acctg. Clk.	1,500	1,500
Cecil Horswill	Acctg. Clk.	1,500	1,500
	Part time help	350	320
		13,470	13,220

LA: 5. ✓ That the following transfers be made to Regents' Unassigned

Bursar's Office Staff Savings	\$2,532.33
Comptroller's Office Staff Savings	<u>70.00</u>
Total	\$2,602.33

Adopted.

Out- The question was raised as to whether assistants to the junior dean in the College of Letters and Science would, under the university regulations, be exempt from the payment of non-resident tuition. It was VOTED, That the regulation of exemption does not apply to these positions.

Summary of cash disbursements for the month of August, 1931, attached.

The meeting

A D J O U R N E D.

M. E. McCaffrey,

Secretary.

To the Executive Committee:

At the June 20, 1931 meeting of the Board of Regents, the Business Manager was authorized to make routine budget transfers between accounting classifications and instructed to report such transfers quarterly to the Executive Committee.

In accordance with that action the following transfers have been made in the period from July 1, 1931 to September 1, 1931, inclusive:

Specific Funds

	<u>Date</u>	<u>Division</u>	<u>Fund</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
1.	7/ 9/31	L & S	1-D	Appar.	Photos & Slides	\$300.00
2.	"	L & S	1-D	Appar.	Books	300.00
3.	7/16/31	Agr.	3-P	Gen.Sup.	H & W	52.50
4.	"	Phys.Educ.Men	1-A	Gen.Sup.	Rent	9.00
5.	"	State Geologist	17-A	" "	Chem.& Glass-ware	29.00
6.	7/29/31	S.S.	1-A	Gen.Sup.	Rent	17.00
7.	7/29/31	Education	1-A	Gen.Sup.	Laundry	25.00
8.	"	Engineering	1-D	M & T		
				Addl.	Books	100.00
9.	"	Hyg.Lab.	14	Furn.	Appar.	100.00
10.	"	Agr.	3-A	Gen.Sup.	Rent	55.00
11.	"	Univ.Ext.	2-B	Appar.	Furn.	300.00
12.	9/14/31	Univ.Ext.	2-B	Books	Appar.	5.00
13.	9/15/31	Phys.Ed.Women	1-D	Furn.	Books	15.00
14.	"	" " "	1-A	Off.Sup.	Eq.Rep.	5.00
15.	9/22/31	Univ.Ext.	2-A	Gen.Sup.	Laundry	7.80
16.	"	L & S	1-D	Appar.	Lant.Sl.	500.00
17.	"	Med.School	1-D	Appar.	Photos & Slides	7.50
18.	"	Educ.Admin.	1-A	Gen.Sup.	Laundry	5.00

Revolving Funds

1.	7/20/31	Agr.	3-K	Prtg.	M & T	550.00
2.	8/24/31	Infirmary	10-A	Gen.Sup.	P & P	300.00
3.	9/ 9/31	Hospital	10-A	" "	N.C.Cur.	585.00
4.	9/22/31	P.P.	3-K	Bldg.Rep.	N.C.Cur.	377.39

CASH DISBURSEMENTS

AUGUST 1931

Shops Pay Roll July 1-31.....	\$34,737.42
Student Pay Roll July 1-31.....	5,832.28
Semi-Monthly Pay Roll July 16-31.....	15,974.33
Summer Session Pay Roll.....	12,153.96
Semi-Monthly Pay Roll Aug. 1-15.....	9,268.20
Monthly Pay Roll Aug. 1-31.....	201,073.08
Fuel.....	91.25
University Creamery - Milk and Cream.....	9,782.08
Lecture Bureau Weekly Payments.....	112.06
Refunds.....	434.88
New Construction - Dairy Bldg. Equipment.....	40.00
" " - Chemistry Bldg. Ventilators.....	28.38
" " - Released Space.....	319.58
" " - Moving Engineering Equipment.....	14,791.07
" " - Central Heating Stat. Boilers.....	143.83
" " - Safety Devices.....	563.46
" " - Agronomy Wing to Hort. Bldg.....	27,465.99
" " - Electric Distributing System.....	9,027.38
" " - Land Purchase.....	9,000.00
" " - Student Infirmary.....	13,120.48
" " - Animal Research Bldg.....	6,272.41
" " - Mechanical Engineering Bldg. Air Lines.....	45.57
" " - Orthopedic Hospital.....	4,209.24
Miscellaneous disbursements, travel, food, etc.....	<u>235,364.98</u>
Total.....	\$609,851.91