

UNIVERSITY OF KANSAS

Date June 7th, 1941

To the Chancellor:

I hereby recommend the [appointment/reappointment/promotion] of Miss Melba R. Schilling [Married/Single]

whose present address is 5427 West 64th Street, Chicago, Illinois

to the position of dance and physical education Instructor at a salary of \$ 1300.00 [per month/per year/per semester]

for 9 months' service. Service to begin September New position? No

Or to take the place of Miss Geraldine Ulm whose salary was \$ 1300.00 [per month/per year/per semester]

This salary is provided in Section Item No. Page of the budget.

The qualifications of the candidate are: 241

Graduate of University of Illinois; major in physical education; specialized in dance, and outstanding in her practice teaching as a student. She is highly recommended by the director and supervisor.

The duties of the candidate will be:

Instructor in social dance, modern, folk, tap, and dual activities. Advisor for Tau Sigma, dance sorority.

(Signed) [Signature] Head of the department of Physical Education

Approval or statements of deans concerned and chairman of budget committee:

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ (per month for months, beginning)

Title

Dated (Signed)

MAINTENANCE FUND REPORT

Expenditures for 1938-39, Estimates for 1939-40, Requests for 1940-41.

DEPARTMENT Physical Education

RESOURCES:

	1938-39	1939-40	Requested 1940-41
Regular budget allowance	1900.00	1900.00	
Balance from previous year	-135.91	-99.48	
Special budget allowance	450.00	450.00	
Fee income	1946.70	1976.55 <sup>x</sup>	
Other receipts	71.85	22.40 <sup>x</sup>	
<b>TOTAL.....</b>	<b>4232.64</b>	<b>4249.47</b>	

EXPENDITURES:

	Expended 1938-39	1939-40		Requested 1940-41
		Expended to Date	Estimated for Year	
<b>1. General Maintenance</b>				
Office supplies	250	194.66	250	
Postage	250	132.50	250	
Printing-mimeographing	-	-	-	
Travel expense	2.20	-	?	
Telephone-telegraph	50	31.86	50	
Freight-express	30	15.14	30	
Usable lab. supplies	500	406.43	600	
Repairs, etc.	550	431.36	600	
Permanent equip.*	1000	398.08	600	
Equip. service contracts	1000			
Laundry	250	200.35	300	
Memberships & Subscriptions	35	18.06	35.00	
<b>Total.....</b>	<b>2937</b>	<b>1827.44</b>	<b>2715</b>	<b>2800</b>

**2. Payroll** (paid from Fee Income or Maintenance funds).

Clerical assistance	329.55	330.23	410.23	
Maintenance of equipment				
Intramurals - Clerical	256.47	127.13	227.13	
Golf Course - Superint.	218.65			
Javel Room	532.88	254.81	874.81	
<b>Total.....</b>	<b>1337.55</b>	<b>712.17</b>	<b>1512.17</b>	<b>1500</b>

SUMMARY OF EXPENDITURES:

1. General Maintenance	1827.44	2715	
2. Payroll	712.17	1512.17	
<b>TOTAL.....</b>	<b>2539.61</b>	<b>4227.17</b>	<b>4300</b>

\* Iterate on reverse side.

x to Mar. 1.

PERMANENT EQUIPMENT - Itemized:

	1939-40			Requested 1940-41
	Expended 1938-39	Expended to Date	Estimated for Year	
2 Pianos (trade-in)		125.00	125.00	
2 Foot and Arch Normalizers		20.00	20.00	
2 Foot bath trays		17.54	17.54	
1 Wall lamp for office		1.49	1.49	
1 Mimeoscope		33.00	33.00	
Styli and Mimeo. Guides		22.65	22.65	
Ford axles for horseshoe stakes		4.00	4.00	
1 Slide Projector and case		32.53	32.53	
Rubber matting		11.67	11.67	
2 Timers' Gongs		4.20	4.20	
1 Mimeograph		96.50	96.50	
1 Goal-Hi Standard		29.50	29.50	
1 Stethoscope (Camman)				\$ 5.00
1 Anthropometric Tape				1.00
1 Tykus Sphygmometer				24.75
2 Foot bath trays for Pool				16.00
2 Climbing Ropes				20.00
6 sets Boxing Gloves				60.00
6 Skipping Ropes				9.00
3 Archery Targets				30.00
12 Finger Tabs for Archery				1.80
6 Badminton Rackets (steel)				27.00
1 doz. Badminton Practice Balls				4.25
1 Set Paddle Tennis				6.00
1 set Loop Tennis				22.50
9 Softball Bases				32.85
2 doz. Dart Birds				12.00
6 Hockey Clubs				21.90
6 Hockey Balls				15.00
Softballs, Masks & Bats				28.00
10 Basketballs				50.00
6 Volley Balls				24.00
2 Soccer Balls				16.00
TOTAL.....		\$398.08	\$398.08	\$427.05

REMARKS:

SUMMARY OF EXPENDITURES:  
I. General Maintenance  
S. Payroll

\* Itemize on reverse side.



The University of Kansas  
Lawrence

Office of  
The Chancellor

TO HEADS OF DEPARTMENTS:

The budget for the coming year for your department,  
as approved by the Board of Regents, is enclosed.

In order that our records may be complete and accurate  
will you please file in my office appointment blanks for each person  
on the regular pay roll in your department who is

- (1) Newly appointed for next year
- (2) Promoted in rank
- (3) Re-employed for service in office or laboratory,  
or on the faculty with the rank of instructor,  
assistant instructor, or assistant.

In addition, a duplicate blank for each member of the  
instructional staff should be filed with your dean.

In order that appointment notices may be mailed before  
Commencement, we shall greatly appreciate your prompt cooperation.  
Blanks for your use are enclosed.

Deane W. Malott,

Chancellor

P.S. For information of the Chancellor, the appointment blanks should  
state completely the "qualifications" and "duties."

C. Physical Education

1. F. C. Allen	9	Professor Inter. Ath. Ath. Assn.	2000 900 <u>2100</u> 5200 ✓
2. E. R. Elbel	9	Assoc. Prof. Ath. Assn.	2800 80 <u>2880</u> ✓
3. Ruth Hoover	9	Asst. Prof.	2350 ✓
4. Jole Stapleton	9	Asst. Prof. Education	1835 365 <u>2200</u> ✓
5. E. B. DeGroot	9	<i>Instr.</i> <del>Asst. Prof.</del> Education	2000 400 <u>2400</u> ✓
6. Vic Hurt	10	Asst. Prof. Inter. Ath. Ath. Assn.	300 1700 <u>4000</u> 6000 ✓
✓ 7. H. G. Allphin	9	Instructor ( $\frac{1}{2}$ time)	1060
✓ 8. Jim H. Report	9	Instructor Ath. Assn.	1550 100 <u>1650</u> ✓
✓ 9. Catherine Burkell	9	Asst. Instr.	1500 1400.
✓ 10.	9	Asst. Instr.	400
✓ 11. John Cress	8/9	Asst. Instr.	600 <sup>550</sup>
✓ 12. <i>Lauretta Gostenberger</i> Alberta Hulteen	12	Secretary	900
13. Towel room assistance			800
		Total Salaries	18,295
		Maintenance	2,100
		Spec. Maint.	450

UNIVERSITY OF KANSAS

Date May 28, 1940

To the Chancellor:

I hereby recommend the ~~appointment~~ ~~reappointment~~ ~~promotion~~ of James H. Rapart { Married  
Single

whose present address is 623 1/2 Missouri Street, Lawrence, Kansas

to the position of Instructor at a salary of \$ 1550. { per month  
per year  
per semester

for 9 months' service. Service to begin September, 1940 New position? .....

Or to take the place of ..... whose salary was \$ ..... { per month  
per year  
per semester

This salary is provided in Section ..... Item No. C-8 Page ..... of the budget.

\* \$100 additional from Athletic Association

The qualifications of the candidate are:

- A. B. 1936, K.U.
- A. M. 1938, K.U.
- Assisted in department, 1936-'37
- Full time teaching as instructor since 1937

The duties of the candidate will be:

To teach activity and theory courses

(Signed) *Ernest Allen*  
 Head of the department of Physical Education

Approval or statements of deans concerned  
 and chairman of budget committee:  
*Raymond A. Schwegler*

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ ..... (.....per month for..... months, beginning.....)

Title.....

Dated..... (Signed).....

Ruth Christianson  
1125 Vermont Street  
Lawrence, Kansas  
April 11th, 1941

Dr. Forrest C. Allen  
Director of Physical Education  
University of Kansas  
Lawrence, Kansas

Dear Sir:

I am informed there is to be a secretarial  
vacancy in the Physical Education Department.

*Bookkeeper + cashier Mont. Ward + Co.*  
I graduated from the Lawrence Business College  
in 1936. At present I am employed by Riling & Riling,  
Attorneys at Law, of this city, which position I have  
held for the past four years.

*Hawthorn  
high sch.*

Would appreciate your considering this letter  
as my formal application for the position.

Should my application receive consideration,  
I submit the following references:

Dean E. B. Stouffer, Dean of the Graduate School,  
University of Kansas,  
Lawrence, Kansas.

Dr. R. A. Schwegler, Jr.,  
2135 New Hampshire Street,  
Lawrence, Kansas.

Dr. Joseph F. King,  
1100 Ohio Street,  
Lawrence, Kansas.

Mr. A. E. Woestemeyer  
833 Missouri Street,  
Lawrence, Kansas.

If you desire further information concerning  
my experience pertaining to secretarial work, I shall be  
happy to comply.

Sincerely yours,

*Ruth Christianson*

Ruth Christianson

UNIVERSITY OF KANSAS

Date... May 28, 1940

To the Chancellor:

I hereby recommend the appointment  
reappointment  
promotion of Herbert G. Allphin Married  
Single

whose present address is 1426 Ohio Street, Lawrence, Kansas

to the position of Instructor (1/2 time) at a salary of \$ 1060 per month  
per year  
per semester

for 9 months' service. Service to begin September, 1940 New position?

Or to take the place of \_\_\_\_\_ whose salary was \$ \_\_\_\_\_ per month  
per year  
per semester

This salary is provided in Section \_\_\_\_\_ Item No. C-7 Page \_\_\_\_\_ of the budget.

The qualifications of the candidate are:

A. B.  
A. M.  
Several years experience in department

The duties of the candidate will be:

(Signed) Ernest Allen  
Head of the department of Physical Education

Approval or statements of deans concerned  
and chairman of budget committee:  
Raymond H. Schwepker

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ \_\_\_\_\_ (\_\_\_\_\_ per month for \_\_\_\_\_ months, beginning \_\_\_\_\_)

Title \_\_\_\_\_

Dated \_\_\_\_\_ (Signed) \_\_\_\_\_

UNIVERSITY OF KANSAS

Date June 5, 1940.

To the Chancellor:

I hereby recommend the [appointment, reappointment, promotion] of Alberta Miltson [Married, Single]

whose present address is 1703 Leariard Ave., Lawrence, Kansas

to the position of Secretary at a salary of \$ 900.00 [per month, per year, per semester]

for 12 months' service. Service to begin July 1, 1940 New position?

Or to take the place of whose salary was \$ [per month, per year, per semester]

This salary is provided in Section Item No. C-12 Page of the budget.

The qualifications of the candidate are:

Several years of experience.

The duties of the candidate will be:

Regular secretarial duties for the department.

(Signed)

Approval or statements of deans concerned and chairman of budget committee:

Head of the department of Physical Education

Raymond Schwepker

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ (per month for months, beginning)

Title

Dated (Signed)

UNIVERSITY OF KANSAS

June 26, 1940

Date June 26, 1940

To the Chancellor:

I hereby recommend the [appointment, reappointment, promotion] of E. B. DeGroot, Jr. [Married, Single]

whose present address is 847 Santa Barbara Ave., Pasadena, Calif.

to the position of Instructor at a salary of \$ 2,400\* [per month, per year, per semester]

for 9 months' service. Service to begin September, 1940 New position? No

Or to take the place of [ ] whose salary was \$ [ ] [per month, per year, per semester]

This salary is provided in Section [ ] Item No. C-5 Page [ ] of the budget.

The qualifications of the candidate are: \*\$2000 from Physical Education 400 from Education

(See last year's appointment blank.)

The duties of the candidate will be:

Supervision of men practice teachers; in charge of all equitation classes; classes in Hist. & Prin. of Phys. Ed., Track and Field, Badminton. In charge faculty men's recreation class.

(Signed) [Signature]

Head of the department of Physical Education

Approval or statements of deans concerned and chairman of budget committee:

[Signature: Raymond K. Schwesler]

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ [ ] (.....per month for.....months, beginning.....)

Title.....

Dated..... (Signed).....

UNIVERSITY OF KANSAS

Date June 12, 1940

To the Chancellor:

I hereby recommend the [appointment, reappointment, promotion] of Miss Catherine Dzialal [Married, Single]

whose present address is 418 Kendall Ave., Topeka, Kansas

to the position of Asst. Instructor at a salary of \$ 1400.00 [per month, per year, per semester]

for 9 months' service. Service to begin September, 1940 New position?

Or to take the place of Jane Ryan, resigned whose salary was \$ [per month, per year, per semester]

This salary is provided in Section Item No. C-9 Page of the budget.

The qualifications of the candidate are:

B. S. in Education (and University Teachers Diploma) University of Kansas, 1938. Two years' teaching experience in Coffeyville school system.

The duties of the candidate will be:

Teach all classes in modern, tap, social and folk dancing; also classes in tennis and badminton. Sponsor, Tau Sigma.

(Signed) [Signature] Head of the department of Physical Education

Approval or statements of deans concerned and chairman of budget committee: [Signature]

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ (per month for months, beginning)

Title

Dated (Signed)

UNIVERSITY OF KANSAS

Date Aug. 27, 1940

To the Chancellor:

I hereby recommend the <sup>appointment</sup> ~~reappointment~~ <sub>promotion</sub> of Lauretta Gerstenberger <sup>(Married)</sup> ~~(Single)~~

whose present address is.....

to the position of Secretary at a salary of \$ 75.00 <sup>(per month)</sup> ~~(per year)~~ ~~(per semester)~~

for 12 months' service. Service to begin September 1, 1940 New position? No

Or to take the place of Alberta Hulston whose salary was \$ 75.00 <sup>(per month)</sup> ~~(per year)~~ ~~(per semester)~~

This salary is provided in Section..... Item No..... Page..... of the budget.

The qualifications of the candidate are:

**Graduate Rudora Rural High School; completion of course in secretarial training at Lawrence Business College; three years of work at University of Kansas. Has been employed as stenographer and secretary at League of Kansas Municipalities, K.S.R.C., and Department of Sociology, K.U.**

The duties of the candidate will be:

**General duties of secretary of department.**

(Signed).....

Approval or statements of deans concerned and chairman of budget committee:

Head of the department of Physical Education

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$..... (.....per month for.....months, beginning.....)

Title.....

Dated..... (Signed).....

UNIVERSITY OF KANSAS

Date October 12, 1940

To the Chancellor:

I hereby recommend the <sup>appointment</sup> ~~reappointment~~ <sub>promotion</sub> of John Cross <sup>Married</sup> ~~Single~~

whose present address is 2710 N. Mildred, Chicago, Illinois

to the position of Assistant Instructor at a salary of \$ 550.00 <sup>per month</sup> ~~per year~~ <sub>per semester</sub>

for 8 months' service. Service to begin October, 1940 New position?

Or to take the place of Herbert G. Allphin whose salary was \$ 1080.00 <sup>per month</sup> ~~per year~~ <sub>per semester</sub>

This salary is provided in Section \_\_\_\_\_ Item No. \_\_\_\_\_ Page \_\_\_\_\_ of the budget.

The qualifications of the candidate are:

**B.S., University of Illinois  
5 years, American College of Physical Education, Chicago  
Seven years experience in gymnastics; member of National  
Championship team of University of Illinois for last two years.**

The duties of the candidate will be:

**To handle work previously handled by Herbert G. Allphin**

(Signed) Ernest Allen

Head of the department of Physical Education

Approved or statements of deans concerned and chairman of budget committee:

Approved for one year appt.  
Raymond W. Schryer

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ \_\_\_\_\_ <sup>per month</sup> ~~per year~~ <sub>per semester</sub>

Title \_\_\_\_\_

Dated \_\_\_\_\_ (Signed) \_\_\_\_\_

UNIVERSITY OF KANSAS

Date December 13, 1940

To the Chancellor:

I hereby recommend the <sup>{appointment</sup>~~{reappointment~~<sub>{promotion}</sub> of Scarldine Uln <sup>{Married</sup>~~{Single}~~

whose present address is 715 W. 5th Street, Lawrence, Kansas

to the position of Assistant Instructor at a salary of \$ 100 <sup>{per month</sup>~~{per year~~<sub>{per semester}</sub>

until further notice

~~for~~ ~~months~~ service. Service to begin December 1 New position?                     

Or to take the place of Catherine Dunkel whose salary was \$                      <sup>{per month</sup>~~{per year~~<sub>{per semester}</sub>

This salary is provided in Section                      Item No.                      Page                      of the budget.

The qualifications of the candidate are:

B.S. in Education, University of Kansas, 1940  
Worked on summer playground in Lawrence, 1940

The duties of the candidate will be:

Teach classes in modern, tap, social and folk dancing;  
also classes in tennis and badminton.

(Signed) *Edward Allen*  
Head of the department of                     

Approval or statements of deans concerned  
and chairman of budget committee:

Raymond A. Schwagerl  
Emergency appt only.

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$                      (                      per month for                      months, beginning                      )

Title                     

Dated                      (Signed)

UNIVERSITY OF KANSAS

Date April 15, 1941

To the Chancellor:

I hereby recommend the 

{	appointment	}
	reappointment	
	promotion	

 of Ruth Christianson

{	Marrried
	Single

whose present address is 1125 Vermont Street, Lawrence, Kansas

to the position of Secretary at a salary of \$ 75.00

{	per month
	per year
	per semester

for 12 months' service. Service to begin May 1, 1941 New positoin? No

Or to take the place of Lauretta Gerstenberger whose salary was \$ 75.00

{	per month
	per year
	per semester

This salary is provided in Section \_\_\_\_\_ Item No. \_\_\_\_\_ Page \_\_\_\_\_ of the budget.

The qualifications of the candidate are:

**Graduate of Hiawatha High school; secretarial training at Lawrence Business College; Bookkeeper and Cashier at Montgomery Ward and Co., Lawrence; four years secretarial experience with Riling & Riling, Attorneys at law, Lawrence.**

The duties of the candidate will be:

**General duties of secretary of department.**

(Signed) *James C. Allen*  
Head of the department of Physical Education

Approved or statements of deans concerned and chairman of budget committee:

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$ \_\_\_\_\_ 

{	per month
	per year
	per semester

Title \_\_\_\_\_

Dated \_\_\_\_\_ (Signed) \_\_\_\_\_

# BUDGET RECOMMENDATIONS FOR 1940-1941

DEPARTMENT OF VII. C. Physical Education

NAMES	Months of Service	DATA FOR CURRENT YEAR		RECOMMENDATIONS OF COMMITTEE		CHANCELLOR'S RECOMMENDATIONS	REMARKS
		Position	Salary	Position	Salary		
1. F. C. Allen	9	Prof.	2200				
		Inter.Ath.	900				
		Ath. Assn.	<u>2100</u>				
			5200				
2. E. R. Elbel	9	Assoc Prof.	2800				
		Ath. Assn.	<u>80</u>				
			2880				
3. Ruth Hoover	9	Asst. Prof.	2350				
4. Joie Stepleton	9	Asst. Prof.	1835				
		Education	<u>365</u>				
			2200				
5. E. B. DeGroot	9	<i>Instr</i> Asst. Prof.	2400				
6. Vic Hurt	10	Asst. Prof.	300				
		Inter. Ath.	1700				
		Ath. Assn.	<u>4000</u>				
			6000				
7. H. G. Allphin	9	Instr.	1755				
		Education	<u>365</u>				
			2120				
8. Jim H. Report	9	Instr.	1500				
		Ath. Assn.	<u>100</u>				
			1600				
9. Jane Byrn	9	Asst. Instr.	1200				
10.	9	Asst. Instr.	400				
11. Alberta Hulteen	12	Secy.	900				
12. Towel room assistance			800				
TOTAL SALARIES FOR DEPARTMENT			18,440				
MAINTENANCE	Regular		1,900				
	Special		450				

PERMANENT IMPROVEMENTS  
NECESSARY  
FOR PHYSICAL EDUCATION

Concrete Tennis Court (unit construction) . . . . .	\$1680
(A double court would cost approximately \$2500.)	
Concrete Handball Court (unit construction) . . . . .	\$1,000
Tennis Backstop, for practice tennis . . . . .	200
Grade, roll and seed women's hockey field . . . . .	500
Skating rink, using intramural field:	
Lighting . . . . .	108.02
Flooding . . . . .	
Replace gym mats . . . . .	200
Graduate Assistantship (for intramurals) . . . . .	500

PERMANENT EQUIPMENT REQUEST FOR 1940-41

1 Stethoscope (Cammann)	\$5.00
1 Anthropometric Tape (with Gulick spring)	1.00
1 "Tycoos" Sphygmometer	24.75
2 Foot bath Trays for Pool	16.00
2 Climbing Ropes	20.00

Classroom Equipment

6 sets Boxing Gloves, 12 oz.	60.00
6 Volleyballs	36.00
6 Basketballs (Men)	48.00
6 Skipping Ropes	9.00
3 Archery Targets	30.00
12 Finger Tabs	1.80
6 Badminton Rackets (steel)	27.00
1 doz. Badminton Practice Balls	4.25
1 Set Paddle Tennis	6.00
1 Set Loop Tennis	22.50
9 Softball Bases	32.85
3 Home Plates	
2 doz. Dart Birds	12.00
6 Hockey Clubs	21.90
6 Official Hockey Balls	15.00
1 doz. Softballs	18.00
3 Softball Masks	7.50
6 Softball Bats	7.50
4 Basketballs (Women)	32.00
2 Soccer Balls	16.00

Memorandum

Units: 1 Concrete  
 tennis court  
 1680  
 2500.  
 Date 1 Concrete  
 handball court  
 5 @ \$,000. ea.

Tennis Backstop 200.

Grade + seed women's hockey field 500.

Replace mats 200.

Grad. assistantship: 5  
intramurals - 500

Skating Rink  
 Lighting ————— 108.02  
 Hooding —————

from to

- 1. Stethoscope (Cammann) ~~\$~~ 5.00
- 2. Anthropometric Tape - \$1.00  
with Bullock Spring.
- 3. Sphygmometer "Iycoo" \$24.75
- \* 4. Surf sets @ \$10 — \$60  
12 oz boxing gloves  
for training in classes
- \* 5. Four volleyballs <sup>6.00</sup> 4.50 ~~\$~~ 18
- \* 6. Four basketballs 8.00 32.00
- \* 7. 1/2 doz. skipping ropes \$1.50 ea \$9.00

\* Classroom equipment

Sphygmo-manometer

Note:

The towel room is open from 8:15 in the morning, six days a week, to 11:30 at night during the winter months. This is to accommodate not only the regular physical education classes, but the intramural games, such as basketball, volley ball, etc., that necessarily have to be played late at night. During the day, at hours when the gym classes are particularly large (8:30, 9:30, 11:30, 1:30 and 4:30) it is necessary to have two persons in the towel room to take care of these students.

- - -

The maintenance and supervision of the golf course will cost more during the spring months than during the winter. For that reason the irregular payroll will be heavy.