

DEPARTMENT OF PHYSICAL EDUCATION

Memo on Assistance items:

(The following are paid from Item #7 in the budget)--

| | |
|---|----------|
| R. W. Raugh - graduate of U. of Nebraska, former coach at Colby, Kansas; working on Master's degree | \$500.00 |
| Wm. Belt - also teaches in Spanish department | 75.00 |
| Gene Feaster - life guard at pool; also teaches in Physics department | 74.00 |
| Murray Brown - graduate of Warrensburg Teachers Col., freshman basketball coach | 100.00 |
| Carl Jessup - graduate of Friends University; was appoint- ed in September at \$200.00, but resigned in October so that he could take over work at Lawrence Junior High School (replacing Maurice Cannady who became a member of Lt. Comdr. Tunney's staff in Navy); is on irregular payroll for the few classes he now teaches in our department. | |

New tennis court on lot given by Mr. Geo. O. Foster:

| | |
|-----------------------------------|--------------|
| Labor | \$85.05 |
| Used pipe | 54.00 |
| Aluminum paint for pipe | 21.75 |
| 70 yards chat | <u>70.00</u> |
| Total spent to date | \$230.80 |
| (Posts, netting, addl. labor) | |

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 11, 1942

To Heads of Departments :

The budget conference schedule for 1942-'43 is enclosed.

Each departmental budget is to be considered by a committee composed of the central budget committee, the head of the department concerned, and the dean of the school or director of the division in which the department is budgeted. The central committee is composed of Dean Stouffer (Chairman), Dean Lawson, Dean Moreau, and Mr. Nichols.

Department heads are urged to consult members of their permanent staffs for suggestions, and to bring to the conference any information or material bearing on their budget problems. It is important that departmental needs be presented in order of their importance.

A smaller enrollment is in prospect again next year as a result of the war effort. Since we depend on student fees for one-fourth of our income, and since every drop of 100 students curtails our income some \$10,000, we are faced with further budget readjustments.

If each chairman faces squarely the opportunities to curtail expenses in his department, I am hopeful that we can successfully adjust ourselves to meet changing conditions.

The maintenance and assistance report forms which are attached should be filled in and brought to the conference. The conferences will be held in the Conference Room, 225 Frank Strong Hall.

Sincerely yours,

DEANE W. MALOTT,
Chancellor.

BUDGET CONFERENCE SCHEDULE
for 1942-'43

Tuesday, Feb. 24

10:30 - Registrar's Office
11:15 - Advanced Standing
2:00 - Tch. Appt. Bureau
2:30 - Military Science
3:15 - Psych. Tests
3:30 - Univ. Press
4:00 - Aids & Awards

Wednesday, Feb. 25

10:30 - Women's Adviser
11:15 - Men's Adviser
Food Lab.
2:30 - Libraries
4:00 - Alumni Assn.
4:30 - News Bureau

Thursday, Feb. 26

10:30 - Business Office
11:30 - Thayer Museum
2:00 - Extension Div.

Friday, Feb. 27

10:30 - Museum of Paleon.
11:30 - Museum of Mammals

Saturday, Feb. 28

10:30 - Corbin Hall
11:30 - Wilcox Museum

Monday, March 2

11:15 - Philosophy
2:30 - Economics
Business Statistics
Sec. Training
Business Research

Tuesday, March 3

10:30 - Pharmacy
Drug Lab.
2:00 - Bldg. & Grounds

Wednesday, March 4

10:30 - Journalism
11:30 - Endowment Assn.
2:30 - Botany
3:30 - Biochemistry

Thursday, March 5

10:30 - Sociology
11:30 - Latin & Greek
German
2:00 - History
3:00 - Political Science
Bur. Gov't Research
4:00 - English

Friday, March 6

10:30 - Chem. Engr.
2:30 - Architecture
3:15 - Appl. Mech.
4:00 - Engr. Drawing

Saturday, March 7

10:30 - Mech. Engr.
11:30 - Aero. Engr.

Monday, March 9

10:30 - Mining Engr.
Petr. Engr.
2:30 - Education

Tuesday, March 10

10:30 - Elec. Engr.
11:30 - Engr. Adm.
2:00 - Psychology
3:00 - Geology

Wednesday, March 11

10:30 - Physical Education
2:30 - Physics
3:30 - Anatomy

Thursday, March 12

10:30 - Zoology
2:00 - Chemistry
3:30 - Mathematics
4:30 - Home Economics

Friday, March 13

10:30 - Civil Engr.
11:30 - Machine Constr.
2:30 - Water Lab. &
Sanitary Engr.
3:30 - Weights & Measures

Saturday, March 14

10:30 - Voice
11:00 - Violin
Orchestra

Monday, March 16

10:30 - Public Sch. Music
11:30 - Photo. Bureau
2:30 - Piano
3:00 - Fine Arts Adm.
4:00 - Chancellor's Off.
N.Y.A. Office

Tuesday, March 17

10:30 - Draw. & Paint.
2:00 - Design
3:00 - Organ & Theory
4:00 - Band

Wednesday, March 18

10:30 - Athletics
11:00 - Soc. Sc. Series
11:30 - Humanistic Series
2:30 - Physiology
3:30 - Bacteriology
4:30 - Science Bulletin

Thursday, March 19

11:15 - Speech & Drama
2:00 - Entomology
Entom. Museum
Entom. Field Serv.
3:00 - Rom. Languages
4:00 - College Adm.
4:30 - Graduate Adm.

Friday, March 20

10:30 - Law
2:30 - Geol. Survey

Saturday, March 21

10:30 - Health Service

Wednesday, April 8

9:00 - Medicine, at
Kansas City

September 18, 1941.

Mr. H. E. Chandler,
Frank Strong Hall.

Dear Mr. Chandler:

I am sending you a carbon copy of the letter that I have written to Mr. Nichols.

You remember that each year previously Dean Swarthout paid for putting up the lights, but since our playground started to operate it seems as if we are paying the whole bill. I can see a reason why we should pay a part of it, but certainly not more than half, and since Dean Swarthout did not pay any last year or this year it seems fair to me that he should bear his share.

If this is fresh in your mind will you please transmit this information to Mr. Nichols? Thank you.

Very cordially yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

Dr. Allen:

Mr. Nichols tells me that I cannot draw on the summer session maintenance fund for more than the \$400⁰⁰ allotted by the budget committee.

I took a transfer check to your secretary on Wednesday to cover this amount. Am sorry that no more can be paid without action of the budget committee.

Chandler

UNIVERSITY OF KANSAS HOSPITAL SERVICE
SUMMER SESSION, 1932

The undersigned hereby agrees to pay at the University Business Office with the Summer Session fees the sum of \$1.50 to defray the cost of clinic service. It is expressly understood that the amount above stipulated does not include free hospitalization but does include office service, examinations, and such other dispensary service as may be needed to cover current needs of the subscriber.

(SIGNED)

(LAWRENCE ADDRESS)

N. B.—The fee will be refunded if less than 600 students subscribe for hospital service.

September 18, 1941.

Mr. Raymond Nichols,
Chancellor's Office,
University of Kansas.

Dear Raymond:

Mr. Chandler informs me that the bill for the electricians' work on the quadrangle has been denied, due to the fact that this would exceed the budgetary allowance which was made for the Summer Session.

Each year Dean Swarthout paid \$15.00 to have the lights put up for his stage where the "Sing" and the Band concerts were held on the quadrangle. I talked to Mr. Chandler about this two years ago and he said that he was sure some allowance would be made for this and that we should be credited with that amount. The estimate of this bill was \$30.00. For two years Dean Swarthout has not paid anything, and this would take care of the \$30.00 estimate. The bill ran to \$44.09.

Previously Dean Swarthout paid for putting up the lights, but since our playground started to operate it seems as if we are paying the whole bill.

Therefore, do you not believe that we are entitled to some credit on this bill, as we are shouldering the entire amount? I would appreciate your reaction.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

cc to Mr. Chandler.

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July 1940 to
March 1 1941

Repairs

*

2 0.0 5

9.3 4

5.1 5

8.9 8

2 2.7 7

6.7 3

5.8 8

1 5.2 8

5.9 5

3.2 7

2.9 5

5.2 9

5.0 0

7.2 5

.5 0

1.0 4

.5 0

5.1 9

1 1 4.9 0

2.5 0

2 4 8.5 2

*

Postage

*

6.00

6.00

1.80

6.00

6.00

1.50

5.00

6.00

.90

3.00

.45

6.00

1.30

.50

6.75

3.75

6.00

1.40

.18

1.75

7.00

4.00

1.60

.75

6.00

4.00

6.00

.54

6.75

1.00

1.25

3.00

1.00

1.25

6.00

1 2 0.42 *

Office Supplies

*

3.90

.65

6.50

3.45

1.15

.20

.84

3.46

.25

1.20

.80

.65

3.85

1.32

.30

.29

1.20

.20

1.30

.40

.20

2.14

1.00

.40

.80

.95

4.03

1.20

1.25

1.23

2.64

.80

2.85

1.10

.40

.80

1.00

.90

1.14

3.90

.25

.20

2.00

.50

4.05

1.20

.85

3.32

2.80

.65

1.80

3.40

.65

1.55

.27

1.80

.90

2.55

3.00

.66

.75

.60

.90

9 5.29 *

Lab

*

| | | | | |
|---|---|---|-----|---|
| | | | .75 | |
| 1 | 6 | 3 | .91 | |
| | 2 | 1 | .20 | |
| | 1 | 0 | .29 | |
| | 1 | 9 | .50 | |
| | | 5 | .88 | |
| | | 6 | .17 | |
| | | 7 | .84 | |
| | 1 | 4 | .11 | |
| | 1 | 0 | .88 | |
| | 1 | 2 | .60 | |
| | 2 | 2 | .77 | |
| | | 9 | .60 | |
| | 2 | 3 | .42 | |
| | 2 | 0 | .58 | |
| | | | .45 | |
| | | 4 | .12 | |
| | 1 | 1 | .66 | |
| | 1 | 6 | .17 | |
| 1 | 6 | 5 | .06 | |
| | | | .50 | |
| | | 2 | .77 | |
| 5 | 5 | 0 | .23 | * |

Per. Equip.

2 6.0 0

4.6 5

3 4.6 4

2 5.4 6

1 6.1 3

3 0.4 2

9.5 0

2 9.5 0

1 7 6.3 0 *

Laundry

*

1 0.4 9

.8 4

3 6.7 4

2 2.1 1

2 1.3 7

1 8.7 9

1 1 0.3 4 *

Phonetic Tel.

1 4 .6 5

.6 5

.6 5

5 .2 5

.6 5

1 2 .4 7

.6 5

6 .3 4

.6 5

1 4 .8 3

.6 5

9 .1 2

.6 5

8 .7 9

.6 5

4 .5 5

8 1 .2 0 *

Express

2 .7 6 *

.5 5

1 1 .4 4

.7 7

9 .5 0

2 .6 1

5 .3 0

.3 9

3 .0 3

.3 3

.7 5

3 7 .4 3 *