

January 26, 1944.

Memorandum to Chancellor Malott:

I am sending you the letter which Price Brookfield, the all-American basketball player, wrote me from William Jewell College. My reply is herewith enclosed. After you have read it, please mail it back to me.

Sincerely,

Director of Physical Education,  
Varsity Basketball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

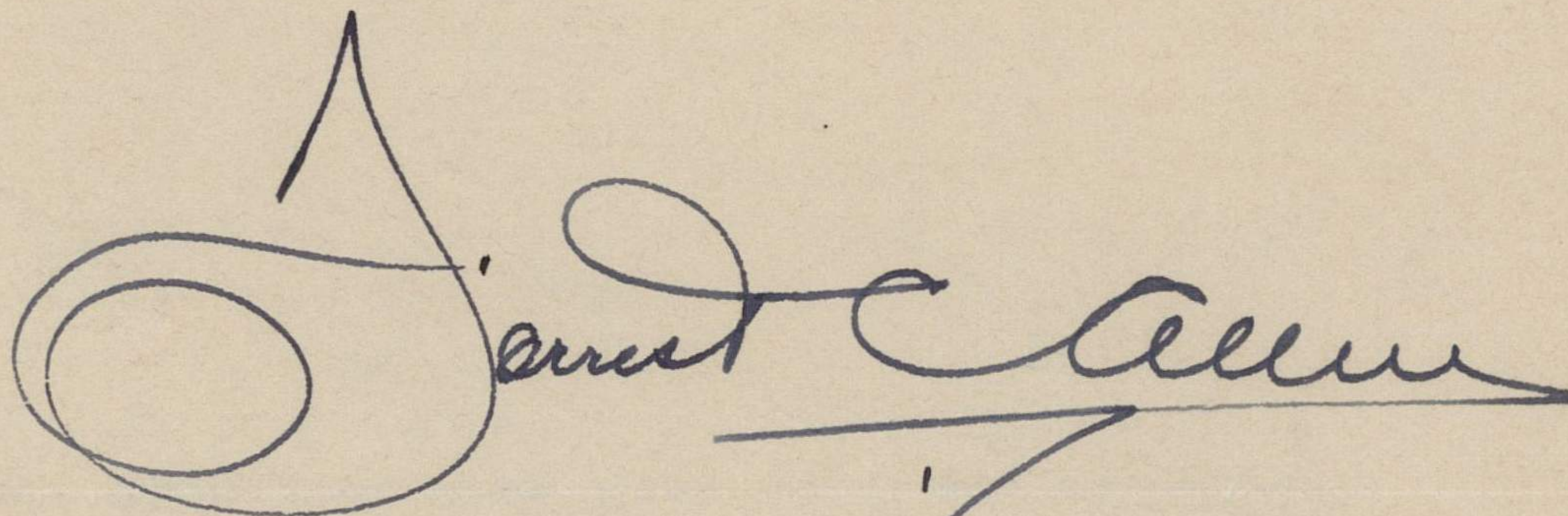
DEPARTMENT OF PHYSICAL EDUCATION

January 26, 1944.

Memorandum to Chancellor Malott:

I am sending you the letter which Price Brookfield, the all-American basketball player, wrote me from William Jewell College. My reply is herewith enclosed. After you have read it, please mail it back to me.

Sincerely,

A handwritten signature in black ink, appearing to read "David Allen". The signature is written in a cursive style with a large, looping initial "D".

Director of Physical Education,  
Varsity Basketball Coach.

*Thanks very much  
D.M.*



December 8, 1943.

Chancellor Deane W. Malott,  
University of Kansas.

Dear Chancellor Malott:

Thank you for sending me Colonel McMorris's letter regarding the broken reflector in the drill hall of the Military Science Building.

I was over there yesterday and inspected the damage and found that it had been repaired. I talked to Colonel McMorris regarding this and told him that as long as the Army requires rope climbing as one of the prime essentials of the physical efficiency tests that we were expected to give, I did not see how we could give all of this mass drill without an occasional accident here and there. The ropes are spaced as far away from this lighting as it is possible to place them. The physical education teachers have been instructed to use special care and diligence in handling this apparatus, and I am sure that we will keep these fractures to the minimum.

The government demands that we submit these tests regularly, and for us not to use such apparatus would be an abrogation of our agreement. I do not know what else to do, do you?

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



SENT FROM THE CHANCELLOR'S OFFICE  
AS OF POSSIBLE INTEREST TO

F. C. Allen

I am sure you can find some  
way to minimize damage &  
protect the building.

PLEASE RETURN

NEED NOT BE RETURNED



Allen



ARMY SERVICE FORCES  
UNIVERSITY OF KANSAS  
OFFICE OF THE COMMANDING OFFICER  
DIVISION OF MILITARY SCIENCE AND TACTICS

LAWRENCE, KANSAS  
6 December 1943.

Chancellor Dean W. Malott,  
University of Kansas,  
Lawrence, Kansas.

Dear Chancellor Malott:

On the third instant a reflector (value about \$15.00) of an electric light fixture in the drill hall, Military Science Building, was broken by Private Paul A. Henderson an ASTP trainee.

Private Henderson was swinging on a rope which was suspended from the ceiling. The rope had been placed there for training purposes by the Physical Education Department and apparently too near the light.

This matter is submitted for consideration as to whether or not you desire continuance of rope climbing or other Physical Education features in the drill hall which are certain to result in further depredations.

Very truly yours,

*W. L. McMorris*

W. L. McMORRIS,  
Lt. Colonel, CAG.,  
Commanding Officer.



REGULATIONS CONCERNING PROPOSED NEW COURSES  
OR CHANGES IN COURSES

Adopted by the University Senate on May 20, 1935

That the Senate Advisory Committee shall serve as a committee on new courses. No new course or change in the content of a course shall be offered or shall be announced in the University catalogue unless it has been authorized by the following procedure:

When any school has approved a new course, or a change in the content of a course, that school shall notify the Senate Advisory Committee. The Senate Advisory Committee shall notify ~~all~~ deans and chairmen of departments concerned of the proposed action, and of a date prior to which requests for conference may be filed. Any faculty member concerned with or opposed to such proposals may ask the Senate Advisory Committee for a conference on the proposed course or change. If no request is received, and the Senate Advisory Committee itself makes no adverse recommendations, such course or change shall be considered as approved by the committee on the date fixed. If any request for a conference is received the Senate Advisory Committee shall arrange a conference of all interested persons.

If, after conference, the Senate Advisory Committee considers the new course, or the change, unwarranted, and if the school initiating the action does not accept the committee's conclusions, the Senate Advisory Committee shall report its findings and recommendations to the Senate for Senate action.



November 22, 1943.

Mr. Raymond Nichols,  
Chancellor's Office.

Dear Ray:

I think somebody missed a bet when they failed to seat the stage for Friday Night's Homecoming celebration. People were packed in the back and sides, and even overflowed in the top balcony which removed them so far from the celebration that it seemed too bad that we could not have had the stage seated.

I know that you thought there wouldn't be that many people, but Fred was sure that the Army and their outfit were on the march and would be there.

But I do think that it was a wonderful Homecoming - especially the football victory over Missouri!

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



November 22, 1943.

Chancellor Deane W. Malott,  
University of Kansas.

Dear Chancellor Malott:

I am leaving today for Salina and Pratt,  
where I have speaking engagements, and regret that  
I will be unable to attend the Senate meeting on  
Tuesday afternoon. I will return on Wednesday morning.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

PCA:AH



November 13, 1943.

Chancellor Deane W. Malott,  
University of Kansas.

Dear Chancellor Malott:

Ray Kanehl in returning from a conference with Ray Nichols stated to me that you asked him regarding the progress on the swimming pool.

This is the notation that I have on the swimming pool files: "Chancellor has the three bids on pool tiling." I am very sure if you will look in your effects you will find them. We gave them to you so that you could present them to the Board of Regents.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:H



November 10, 1943.

Mr. Raymond Nichols,  
Chancellor's Office.

Dear Ray:

Confirming our telephone conversation regarding the use of Hoch Auditorium and the Military Science building for the A.S.T.P. physical training classes, I am enclosing the schedules for these two buildings. Colonel McMorris has approved the use of the Military Science building at the hours designated.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



October 28, 1943.

Chancellor Deane W. Malott,  
University of Kansas.

Dear Chancellor Malott:

Thank you very much for your good letter advising me that it is impractical at the present time to do anything about the Athletic Association's quarters. We are getting along very splendidly, with a happy but crowded family. I appreciate your interest.

By the way, we have heard nothing from Mr. Klooz on the old rubber wrestling mat, which, incidentally, is not even on the Athletic Association inventory because it is considered practically worthless.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

PGA:AH



F. C. Allen 107 R



NOTICE OF SENATE MEETING

The University Senate will meet on  
Tuesday, November 23, at 4:30 p.m. in Fraser  
Theater.

DEANE W. MALOTT  
Chancellor



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

October 27, 1943

Prof. F. C. Allen  
108 Robinson  
Campus

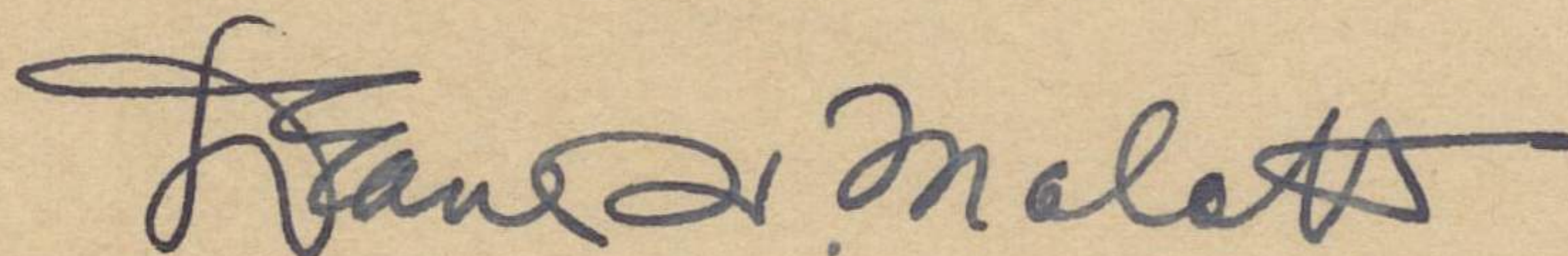
Dear Phog:

I have been very slow in getting an answer for you on the use of the Athletic Association's quarters for a dressing room.

The Athletic people seem to think it is impractical at the moment, not only because of the fact that all their records are stored there, but because in addition the ASTP have been given permission to store their athletic equipment in that room.

Sometime I'll try to get over and take a look if it might be possible to find a way around these difficulties.

Sincerely yours,



Deane W. Malott  
Chancellor

DWM:h



October 19, 1943.

Mr. Raymond Nichols,  
Chancellor's Office.

Dear Ray:

I am enclosing the appointment blank for Mrs. Dorothe C. Hunt, as instructor in Physical Education, replacing Miss Jean Bliss, who resigned. You will note that the salary for Mrs. Hunt is \$1600.00 for eight months, beginning November first. This was approved by Dean Stouffer at a conference with Miss Hoover.

When the Chancellor returns will you kindly bring this appointment to his attention so that when Mrs. Hunt arrives Miss Hoover may bring her over for the Chancellor to meet.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



October 20, 1943.

Mr. Raymond Nichols,  
Chancellor's Office.

Dear Ray:

Thank you for the memorandum to me regarding Miss Hoover's small salary increase. I think this is splendid that the University has recommended some of the more deserving who are in the lower brackets.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

October 18, 1943

Memo to Dr. Allen:

At the meeting of the Board of Regents on Saturday, October 9, the Regents approved the recommendation of the Chancellor for salary increases for a handful of the faculty in the lower brackets. I am glad to report that included in the list was Miss Ruth Hoover whose salary was increased from \$277.77 to \$283.33 per month effective November 1. I am sending a notice of the increase to Miss Hoover in the mail today but I thought you would be interested in hearing about it from this office.

Sincerely yours,

*Ray Nichols*  
Executive Secretary

RN:s

cc: J. W. Twente



October 20, 1943.

Miss Ruth Hoover,  
Dept. of Physical Education.

Dear Miss Hoover:

I received a memorandum from Raymond Nichols telling me of your slight increase in salary. I congratulate you on it. I take it that it is quite a compliment to receive any increase at all from the University because they have been hard pressed financially.

With best wishes, I am

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



UNIVERSITY OF KANSAS  
Lawrence

Office of the Chancellor

October 22, 1943

TO HEADS OF DEPARTMENTS:

Owing to the difficulty that national associations have had in arranging their annual meetings no definite out-of-state travel budget has been set up by the University for the fiscal year 1942-43. Any member of the staff desiring to attend an association meeting or make any other trip outside Kansas, the expense for which would be normally borne by the state, should make application in writing directly to the Chancellor somewhat in advance of the date of the proposed trip. Requests for travel to be made under the grants from the Graduate Research Committee should be submitted to the Graduate Office rather than to the Chancellor.

Under the state law, out-of-state travel for which reimbursement is expected must be approved by minute of the Board of Regents in advance of the date of the beginning of the trip, and receipts must be presented for every item of expenditure, except taxi and the like. Travel for the state is exempt from the Federal Transportation Tax if a transportation exemption certificate is filled out at the time the ticket is purchased. Copies of this certificate are available at the Chancellor's Office.

Sincerely yours,

RAYMOND NICHOLS

Executive Secretary



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

October 16, 1943

Memo to: Dr. Allen  
In re: Hoch Auditorium

Hoch Auditorium will be used for examination by  
the Army October 18 - 20, as follows:

a.m. - 8:30-11:30  
p.m. - 1:30-4:30

October 21

a.m. - 9:20-11:30  
p.m. - 2:30-4:20

On Tuesday, October 19, at 7:30 p.m. the V-12  
will use the Auditorium for an exam.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary

RN:s

cc: L. E. Anderson



October 4, 1943.

Chancellor Deane W. Malott,  
University of Kansas.

Dear Chancellor Malott:

I talked to Mr. Karl Klooz, the athletic director, concerning a rubber-treated mat cover which was bought by the Athletic Association when I was athletic director some fifteen or eighteen years ago.

In the physical conditioning program both the Army and the Navy teach wrestling. The felt mats here at the gymnasium are in various sizes and it is difficult to hold them together as one single mat surface large enough to wrestle upon. It is impossible to buy a cover the like of which the athletic association possesses. However, we have ordered three cotton flannel mat covers which require laundering when soiled. In the interim we desire to use this mat cover which is not used at all by the athletic association.

Mr. Klooz offered to sell the same to the Physical Education Department. I told him that since there had been so many interchanges between the Physical Education and Athletic Departments that I was not sure you wanted funds to pass from one to the other when it was not necessary. For instance, last fall Coach Henry desired to have mats that the football boys could lie on in the dressing room at the stadium between halves. We selected the more worn mats in the gymnasium and sent them to the stadium where they have been in use by the Athletic Association. We made no charge whatsoever, and this has consistently been our practice between the Physical Education Department and the Athletic Association from year to year - to cooperate as if it were one department.

As I view it, a rubber mat cover is improved by taking it out of storage and using it somewhat. I certainly would have no objection to paying a small rental - something like a dollar a month for the same, but where there has been such close cooperation existing between the two departments I could not agree with Mr. Klooz that we should purchase the same. What is your opinion?

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
cc - Mr. Karl Klooz



UNIVERSITY OF KANSAS  
Office of the Chancellor

To Heads of Departments:

October 29, 1943

Under a new plan of the Kansas Civil Service Department, examinations for Clerk I, Clerk-Typist I, and Clerk-Stenographer I are to be held on the fourth Saturday of each month. Applications, on formal application blanks, will be received by the Civil Service Department at any time in the future.

To be eligible for the examination at the end of any month, an interested person must file an application with the Civil Service Department by 5:00 pm on the fifteenth of the month. Application blanks may be secured either at the Chancellor's Office, or at the Civil Service Department, 801 Harrison Street, Topeka.

It would be appreciated if you keep this announcement on file, in order that you may be in a position to answer questions from interested persons concerning the dates of the next clerical examinations.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary



UNIVERSITY OF KANSAS  
Lawrence

Office of the  
Chancellor

September 29, 1943

HEADS OF DEPARTMENTS:

Effective immediately, the Board of Regents has ordered that all changes in the payroll be sent to them for consideration not later than the date they are to become effective. This covers both routine minutes that come within the budget, such as resignations and appointments and emergency items which require expansion of the budget, such as salary adjustments and new positions.

In order that this office may meet the requirements of the Board the following suggestions are made to departments:

- (1) Resignations should be reported promptly, as far in advance of the date they are to become effective as possible.
- (2) Appointments to positions provided in the budget should be made in advance of the effective date, as soon as the new employee has been secured.
- (3) Requests for positions not provided for in the budget should be submitted to the Chancellor as far in advance of the date of beginning of employment as possible.
- (4) Recommendations on adjustments in salaries should be submitted to the Chancellor considerably in advance of the date they are to be made effective.
- (5) Requests for any other expansions of the budget, such as Maintenance Allotment or Assistance Fund, should be submitted in advance.

Since the Board does not have regular meeting dates it is imperative that departments anticipate their needs and submit their requests to the Chancellor considerably in advance of the dates on which they would like to have changes made.

In case of real emergency, the Chancellor will attempt to secure special action of the Board. With the exceptions of these emergency cases it is believed that the new order of the Board will not seriously affect the procedures of appointment which have been followed up to now. With a little planning most of the budget problems in the University can, I am sure, be anticipated and presented to the Board for approval in advance of the dates we want them to become effective.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary

RN:s



September 21, 1943.

Mr. Raymond Nichols,  
Chancellor's Office.

Dear Ray:

I am enclosing a copy of our tentative Big Six basketball schedule, as worked out by the basketball coaches in Kansas City last Sunday.

The Kansas Aggies said they were not going to play, but they are having an athletic board meeting some time soon to determine whether or not they will play. Mike Ahearn was notified of the meeting in Kansas City and asked to send a representative, but did not send one. The five coaches who met, without the Kansas State representative, made up this schedule with the authority of their respective athletic directors.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



September 24, 1943.

Chancellor Deane W. Malott,  
University of Kansas.

Dear Chancellor Malott:

Immediately upon receipt of your telephonic communication this morning I got busy and engaged Robert Witt, a young man who is doing some extension work. He is not in school but will be at the opening of the fall term. However, I have the matter arranged so that he will police the building from dinner time on. We are working with the officer in the evening so that the best results will be obtained.

I have issued orders that no high school or intermediate boys or anyone else not connected with our physical conditioning program shall have access to this building. This is temporary over the week-end, but I assure you that it will not be necessary for you to give any concern to this matter hereafter as we will definitely take care of it.

There is another matter that I wish to speak to you about as soon as possible. I refer to a necessary place for the officers of the Navy to dress when they take their physical exercise. They are required to exercise three times a week. Our quarters are congested beyond description. Why couldn't the athletic office be fitted up for these men to dress in? There are ten or twelve of them and we simply have no place. This morning I invited them in to our private dressing room, which is already congested with our staff. These men have been exercising out of doors, but now with cooler weather coming on they will necessarily have to use the gym. This will be true of the Army and the Air Corps officers.

There is a further matter that I spoke to you about over the phone, and I want to speak to you personally about it. The manpower could be benefitted somewhat in a combat way if some men could be sent to fight. I wish to discuss this personally. We would be much better off.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



September 4, 1943.

Mr. Raymond Nichols,  
Chancellor's Office.

Dear Ray:

I am enclosing the intramural basketball schedule for the V-12 students, beginning Monday, September 13, and going through the 21st.

We will avoid using Hoch Auditorium at 4:30 on Wednesdays after the beginning of the fall term, since this period has been reserved for Band rehearsal. Our schedules will be made up for two weeks at a time, and a copy sent to you so that you may keep your records clear.

I have discussed with the Army officers the intramural program for the A-12 students, and since the boys have such a heavy schedule they are not ready to begin their intramurals at this time. They, of course, got a much later start than the V-12 students.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.