November 10, 1944.

Chancellor Deane W. Malott, University of Kansas.

Dear Chancellor Malott:

Arrangements have been made for Mr. Quigley, Mr. Bayles, Mr. Kanehl and myself to meet with the State Architect in Topeka, and also to inspect the Topeka High School gymmasium, on Wednesday morning, November 15th.

I dislike to trouble you with this detail, but Mr. Bayles raised the question of transportation for this trip. Do you have any suggestions?

Sincerely yours,

FCA:AH

# UNIVERSITY OF KANSAS Lawrence

October 6, 1944

TO THE HEADS OF DEPARTMENTS:

You may have noted in the newspapers recently that Governor Schoeppel has appointed a committee on the distribution of surplus government property. Chancellor Malott has asked me to serve as the University representative of the sub-committee which has been appointed to work on the allocation of surplus property needed by colleges and universities. In order that a complete picture of the University needs may be presented by me to the committee, I should like to receive from each Department Head a forecast of his property needs for the next year or two.

Will you kindly send to my office at your early convenience (in any case not later than October 20th) a list of the needs of your department in the categories listed below, following the form on the attached sheet. You will note that there are five categories —

(1) equipment for laboratories in physical science; (2) equipment for laboratories in biological science; (3) shop equipment; (4) office equipment; (5) general maintenance equipment. We do not have any information at this time as to the range or quantity of equipment which will be available, so you should feel free to list every possible item which you consider as necessary to the conduct of the work of your department. Please be specific in your listing, giving the catalogue title, description and number wherever possible.

Please list your items in order of importance. This is essential since we do not know whether any of the items will be available without cost to the institution, or whether the state will make some provision for purchase, or whether the institution will have to put up the money and, if so, at what ratio of the original cost. You may make your list as long as you like.

Your prompt cooperation in this will be very greatly appreciated.

Sincerely yours,

RAYMOND NICHOLS

Executive Secretary

RN: IW Enc 1

### FORM TO BE FOLLOWED IN REPORTING EQUIPMENT NEEDS

		Estimated Retail Cost
I.	OFFICE EQUIPMENT	THE COLU
	1 60" x 48" Executive's desk - double pedestal - walnut 2 4-drawer standard filing cabinets - steel - Shaw Walker	90.00
	or equal	53.00
II.	LIGHTING EQUIPMENT	
	5 Flourescent lighting fixtures - 2 tube, 100 watt	75.00
III.	LABORATORY APPARATUS	
	1 Analytical balance - Ainsworth No. 16 or equal 1 Clinical centrifuge - No. 434 Central Sc. or equal	110.00 66.00
IV.	SHOP EQUIPMENT	
	1 Universal turret lathe - 12" x 10" - 6 speeds - Am. Mach or equal	560.00
	1 Tool grinder - 10 pedestal type - Bl & Decker or equal 1 Set hollow punches - 3/16 to 3/3-3/4 - Pexto or equal	40.00
V.	GENERAL MAINTENANCE EQUIPMENT	
	1 2-ton truck - Diamond or Chevrolet 1 Tractor with bulldozer equipment	2,000.00

Mr. Raymond Nichols, Chancellor's Office.

Dear Ray:

Confirming my telephone conversation with you this morning, I just want to present a resume of our maintenance fund situation.

It was not my thought that the cost of the chlorinator would be taken out of our maintenance fund. If it had not been, we would have ended the fiscal year with an unencumbered balance of \$211.98, instead of the overdraft.

On the ledger sheet received from the Business Office just last week we find that \$488.56 was paid from our maintenance fund in August to M. N. Penny. I presume this was paid on the Tennis Court Construction. This is doubtless a mistake which has further decreased our maintenance balance.

I appreciate your cooperative spirit, and assure you it is my desire always to keep within our budget.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

FCA: AH

Chancellor Deane W. Malott, University of Kansas.

Dear Chancellor Malott:

I will be very happy to meet with Mr. Quigley to represent the University faculty at the meeting on Saturday morning at eleven o'clock.

Sincerely yours,

FCA:AH

### THE UNIVERSITY OF KANSAS LAWRENCE

OFFICE OF THE CHANCELLOR

October 17, 1944

Dr. F. C. Allen 107 Robinson Gym Campus

My dear Dr. Allen:

I wonder if you would be willing to represent the University faculty at a meeting which Mr. Quigley is calling in connection with some of his future athletic plans at eleven o'clock on Saturday morning, October 21, in Robinson Gym.

I am also asking Mr. Montgomery, Mr. Keeler, and Mr. Buehler.

Sincerely yours,

Bone Or. Index-

Deane W. Malott Chancellor

DWM:h

Mr. Raymond Nichols, Chancellor's Office.

Dear Ray:

At the suggestion of Dean Lawson to add some afternoon classes to our civilian physical conditioning schedule for the November term. We have therefore added classes at 2:30 and 3:30. Our staff members are now loaded to the hilt.

Sincerely yours,

FCA:AH

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF THE CHANCELLOR

June 15, 1944

#### TO DEARS AND HEADS OF DEPARTURE:

Flease send to the Chancellor's Office, at your earliest convenience, the names of any students from your department who have been appointed to fellowships in other institutions for the coming year.

Since this information is for use in the Commencement program, your prompt cooperation will be of great help to the printing committee.

Sincerely yours.

DEARS W. MALOTT Chancellor

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

Dear Chancellor Malott:

I will be happy to contribute my small bit to Dean Lawson's committee on arrangements for the ministers' conference to be held on the campus this fall.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

FCA:AH

Dr. F. C. Allen 108 Robinson Gym Campus

My dear Dr. Allen:

I hope it will be possible for you to serve on the committee on arrangements for the ministers conference to be held on the campus this fall.

Dean Lawson is acting as chairman of the committee and will get in touch with you soon in regard to the time of the first meeting.

Sincerely yours,

Deane W. Malott

Chancellor

DWM:h

#### UNIVERSITY OF KANSAS

#### Office of the Chancellor

The 3-term plan of the 1943-44 school year, which began in September and will run through next June, will cover approximately ten months or one month more than the normal school year. You will recall that when the Senate authorized this calendar, it was stated that the faculty were to be paid the usual nine installments starting with September whether or not they taught the 5-weeks term, and that anyone who taught in this term would receive compensation in June, the amount to depend on the load in the short term. On the basis of records on file in the Chancellor's office, the Budget Committee has evaluated your load in the 5-weeks term as full time . Therefore, if you carry a full load in the spring semester, you will receive

time pay for June.

Sincerely yours,

RAYMOND NICHOLS

Executive Secretary

Mr. Raymond Nichols, Chancellor's Office.

Donr Rays

I am sending you a statement from Mr. Klooz for use of the west stadium for our civilian classes. You doubtless will want to adjudicate this.

Sincerely yours,

FOA:AH Bno.

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

Please read and pass along to the next person listed:

Dean Twente

Mr. Schwegler

Mr. Chandler

Dean Lawson

Dr. Allen

Mr. Ise

PLEASE RETURN .....

NEED NOT BE RETURNED

#### UNIVERSITY OF WICHITA

WICHITA, KANSAS

COLLEGE OF EDUCATION

OFFICE OF THE DEAN

April 26, 1944

Dr. Deane W. Malott, President University of Kansas Lawrence, Kansas

Dear President Malott:

The Committee on Recruiting Teachers of the Kansas State Teachers Association is very much interested in building up the enrollment of the teacher training work in the colleges of the state for next year.

In our discussions the thought has been expressed that personal contacts with seniors in the high schools may do some good in inducing some seniors to enroll for teacher training in the colleges next fall. To this end the committee is addressing this letter to all the college and university presidents in the state, suggesting that as faculty members from the various colleges go out to give commencement addresses during the month of May, that they have a meeting with the senior class of the high school and explain the need for teachers, and the increase in salaries now available, and urge those in the upper ten per cent of the graduating class to enroll in colleges this summer or fall for teachers training.

We feel that this is a service to the profession which we should render and also it will be increasing the enrollment of the several colleges of the state.

Will you take the necessary steps to bring this to the attention of those members of your faculty who will be giving commencement addresses this spring?

Sincerely yours

Leslie B. Sipple, Chairman Committee on Recruiting and Training Teachers, K.S.T.A. Memorandum to Chancellor Malott:

This is a progress report on the tennis courts.

I just came from the stadium after a conference with Mr. Penny. He has the first section of one court already to lay the cement. He has asked Mr. F. A. Russell to run the levels before they pour. They will pour tomorrow -- if it does not rain more.

Sincerely,

Director of Physical Education, Varsity Basketball Coach.

FCA:AH

Mr. Raymond Nichols, Chancellor's Office.

Dear Ray:

Vernon H. Johnson, who has been employed by this department as custodian of the basement since September, is resigning effective April 30, 1944, to take a job at the Heroules Powder Company.

Sincerely yours,

# THE UNIVERSITY OF KANSAS. LAWRENCE

Office of THE CHANCELIOR

March 27, 1944

TO HEADS OF DEPARTMENTS:

I am sending the copy for your department from the current issue of the bulletin on Description of Courses for your correction and revision.

Since this bulletin was not published last year a large number of changes may need to be made in your copy. The following suggestions are made concerning preparation of revised copy:

- 1. Condense and shorten course descriptions as much as possible. Please bear in mind that such changes may need approval of the Dean or the Administrative Committee.
- 2. In case of courses not to be offered for the duration of the war, eliminate description and leave only course number, title, credit hours and possibly the name of the instructor.
- 3. At end of University courses give courses offered for war training programs, listing Army and Navy courses separately. Give course number, title, credit hours, brief description, and name of instructor. Description might be limited to statement that the course covers essentially same ground as course (give number and title of University course).
- 4. If possible, shorten statements of major requirements and suggested curricula.

Please send your revised cony to the Chancellor's Office at your early convenience, by April 10 if at all possible.

Sincerely yours,

RAYMOND NICHOLS

Executive Secretary

RN;gg

### CHANGES IN BUDGET CONFERENCES

Department		New Date
Aero. Inginoering	9:30	Monday, April 3
Aids and Awards	3:00	Friday. April 14
Applied Mechanics	3:00	Tuesday, April 4
Appointment Bureau	11:00	Priday. March 31
Corbin Hall	3:00	Friday, April 21
Endowment Association	3:30	Friday, April 14
Engineering Administration	10:30	Monday, April 3
Geology	9:30	Friday. April 7
Graduate School	2:00	Friday, April 31
History	2:00	Friday. March 31
Chancellor's Office	2:30	Friday, April 21
Home Economics	3:30	Wednesday. April 5
Military Science	11:30	Priday. March 31
News Bureau and		
Alumni Association	10:00	Friday, March 31
Pharmacy	3:00	Monday, April 3
Physical Education	11:00	Frider, April 7
Photographic Bureau	2:30	Friday. April 14
Psychological Tests	9:30	Fridey. March 31
Research Foundation	10:00	Thursday, April 6
Speech	3:30	Thursday, March 30
Theyer Museum	3:00	Priday, April 14
University Press	10:30	Friday. March 31

Mr. Raymond Michols, Chancellor's Office.

Dear Ray:

I am sending you a letter from Mr. J. Gyulay, Jr., of the Wallace & Tiernan Sales Corporation. I talked with you over the phone the other day concerning the break down in our chlorinator equipment. His letter is self-explanatory, and my remarks to you suggested that we provide ourselves with this equipment.

This chlorinator can be used in a newer and improved plant should we see fit to either build a new pool or repair this one. There will not be a cent wasted. In fact, there will be money saved because they will allow the labor and material used for the patching of this old one against this new equipment. We have sufficient money to take care of this expenditure.

If we had time to go back over our expenditures on this old chlorinator for the past two years it would be something to think about. In my conversation with Mr. Gyulay, he told me that the Wallace-Tiernan people figure the life of any chlorinator is ten years. After that they compare it to an old man past eighty.

After studying the problem, will you kindly let me know your findings at your earliest convenience so that we may move forward?

Sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

FOA: AH
Imo.

November 29, 1943.

Chancellor Deane W. Malott, University of Kansas.

Dear Chancellor Malott:

We got the job done.

Mr. M. N. Penny received a communication from Mr. Roy Stockey, state architect, telling him that priorities had been approved, and so forth.

Have you been able to find the three bids on the swimming pool construction? I remember distinctly in giving them to you when you were in my little back office quite some time ago. You stated that you would study them and submit them to the Board.

Very sincerely yours,

FCA: AH

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

Dear Raymond:

I am writing you concerning the matter that we discussed the other day, namely the congestion in our offices. First, I want to make it plain that I was not seeking any additional room. I just wanted you to see the congestion under which we work. Unless you could see it in its overloaded capacity, you could not, of course, appreciate the situation.

I would not want to move any of our people from the locations we now have. It is most pleasant, and the most efficient setup that we have ever had. There was a time when we were in our cramped cubby-hole that we did need additional space and needed it badly. That was when we were unable even to get a hole cut through to the large and more spacious and practically unused office. At that time we were resting under charges of inefficiency, but I told you if you would give us the space we would do the job, and I believe we are doing a pretty good job because we now have the working space for our secretary and our clerical help that we did not have before. We also have all of our physical directors around us, so that it is now centrally organized and efficiently executed.

What I was endeavoring to obtain was some help from the Navy personnel, officers and chief specialists that caused us to be especially overcrowded, but I cannot see how we can improve the situation by moving north. So we will just forget it, as far as I am concerned. I repeat, I only wanted you to see the congestion.

Sincerely yours,

Momorandum to Raymond Nichols:

This slick floor presents a real hazard to the safety of our boys and the visitors. An elbow is shattered many times by such falls as occur commonly on a slick floor where insecure purchase and footing is required for the agility of basketball players.

Sincerely,

FCA:AH

Chancellor Deane W. Malott, University of Kansas.

Dear Chancellor Malott:

There have been so many requests to have the gymnasium open on Sunday that we decided to try it, but it just doesn't work without a responsible watchman. I have a note from the night watchman stating that the foot powder boxes were upset, the pool room door was not closed and that it looked as if someone had tried to get into the girls' equipment room in the basement.

There are so many parts of the building that cannot be properly supervised, and since we are unable to secure a mature, experienced supervisor we have decided not to attempt it again.

Sincerely yours,

FCA: AH

Director of Physical Education, Varsity Basketball Coach.

co - Mr. Herner

119/4 Dillen a found theere had been some one in the Gym

Chancellor Donne W. Malott, University of Kansas.

Dear Chancollor Halott:

There have been so many requests to have the gymnasium open on Sunday that we decided to try it, but it just doesn't work without a responsible watchman. I have a note from the night watchman stating that the foot powder boxes were upset, the pool room door was not closed and that it looked as if someone had tried to get into the girls' equipment room in the basement.

There are so many parts of the building that cannot be proporly supervised, and since we are unable to secure a mature, experienced supervisor we have decided not to attempt it again.

Sincerely yeurs,

PCA: AH

Director of Physical Education, Varsity Basketball Coach.

oc - Mr. Werner