Dr. F. C. Allen

105 R

To All Department Heads:

- 1. Notice has been received from the State Civil Service Office that examinations for the positions of Clerk I, Clerk II, Clerk II, Clerk-Typist I, Clerk-Typist II, Clerk-Stenographer I, and Clerk-Stenographer II, will be held in Lawrence on Saturday, November 28. Employees in these classifications are advised to be available all day the 28th for the examination. They are being notified under separate mail.
- 2. Vacancies in any of the above-mentioned positions occurring between now and the day the eligibility register is established are to be filled only from the persons who have applied for the examination. Therefore, when you interview a candidate for a vacancy, make sure that the individual whom you want to hire has applied for the examination.

RAYMOND NICHOLS

Executive Secretary

# Physical Education Staff on the Civil Service Classified List

Bultoen, Alberta S.

McElhinny, J. G.

Clerk-Steno I

Laborer

Positions contingent on Civil Service examinations.

### THE UNIVERSITY OF KANSAS Lawrence

Office of the Chancellor

November 26, 1942

To Chairmen of Departments:

Before the Budget Committee starts its detailed work for the coming summer, I should like to meet the Chairmen of Departments in a group to explain what we have in mind for the summer, at least unless and until the Government decides what it may require of us.

Will you, if you can possibly do so on such short notice, meet the Chairman of the Budget Committee and me at 11:30 a.m., Saturday, November 28, in room 103 Strong Hall, for a brief discussion?

Deane W. Malott Chancellor Office of The Chancellor December 1, 1942

## Schedule of Budget Conferences On the 1943 Summer Semester

All meetings will be in the office of the Graduate School, Room 227, Frank Strong Hall.

Wednesday, December 2
3:00 Bacteriology
3:30 Anatomy
4:00 Biochemistry
4:30 Physiology
Thursday, December 3
2:00 Chemistry
3:00 Physics
Friday, December 4
9:30 Zoology
10:30 Mathematics
2:00 Psychology
3:00 Philosophy

3:30		Physical	Education
Monday	, I	ecember 7	
9:30		English	
10:30		History	
2:00		Sociology	
3:00		Political	Science
4:00		Journalisi	n

Tuesda	ıy,	December 8	
10:30		Speech	
11:30		Law	
5:00		Business	
3:00		Secretarial	Training

2:00	Musi	C	
3:00	Publ	ic School	Music
Friday	, Decem	ber 11	
9:30	Home	Economic	s
10:30	Educ	ation	

2:00 -- Physical Education

RAYMOND NICHOLS

11:00 -- Design

Executive Secretary

#### Hemorandum to the Chancellor:

Thank you very much for the copy of the New York Times as of December 6th giving the war time training at Colgate. I was very much interested in their physical conditioning course.

I note with interest that they called Col. Robert Rossow, of Culver, back there for two months' instruction. Col. Rossow is now returning to Culver to take over his old duties. I was well acquainted with him since we had two sons under him at Culver.

F.C.A.

Chancellor Deane W. Malott, University of Mansas.

Dear Chancellor Malott:

Vie Hurt has informed me that he will be unable to take the conditioning courses, but will take Replogle's football class which is a two-hour course meeting on Tuesday and Thursday.

Mr. Replogle has been loyal, enthusiastic, punctual and personable in his classes. That is a decided contribution and with his going there is a definite loss that cannot be made up by student leaders. Since Mr. Replogle did such a splendid job, and since basketball is entailing heavier duties as the winter comes on, I feel definitely that we should have an additional instructor from the outside, the like of Mr. Strait. We have a fine group, but we are undermanned.

Will you give me permission to immediately look into the high school field and see if we cannot get another fine young man like Mr. Strait?

Very sincerely yours,

FGA:AH

Mr. Raymond Nichols, Chancellor's Office.

Doar Ray:

I am enclosing the Kiplinger Washington Letter of November 7th, which you may find interesting. I usually send these letters to Dean Ulmer after I receive them, and I am asking him to pass them on to you. You can send them back to me after you have read them.

I am glad for you to have access to these letters because I think they are very interesting and informative.

Sincerely yours,

FCA: AH

Memorandum to Chancellor's Office:

Marian Eisele, who assisted with enrollment, for 6 hours in the Department of Physical Education, is to be paid \$2.10 for her services.

This memorandum is sent since Miss Bisele is on the regular payroll of the University.

Sincerely yours,

#### TO DEPARTMENT HEADS:

In working out class schedules for the spring semester, it is suggested that departments follow closely the principles outlined below:

- 1. Fill one room to capacity before using a second room.
- 2. Schedule 40% of the work in the afternoon hours; and 10% (included in the 40%) at 3:30 or later, or at Tuesday-Thursday-Saturday morning hours.
- 3. Request a room from the Committee instead of using a department room of normal or large size, in case of a class which probably will have a small enrollment.

The problem of providing satisfactory rooms for classes of the University, the Navy, the CPT, and the Signal Corps can be met. I am confident, if we all cooperate in following the suggestions enumerated above.

Sincerely yours,

RAYMOND NICHOLS, Chairman Committee on Assignment of Quarters Committee on Assignment of Quarters

My dear Dr. Allen:	
Attached are the cards for planned by your department for next s	
Request for temporary assignments should be made on the form at the bot should accompany the report cards.	mment of additional rooms tom of this sheet, and
Please send your report to not later than <u>NOV 11 1542</u> . An ear greatly appreciated.	the Chancellor's Office lier return will be
	Sincerely yours,
	RAYMOND NICHOLS, Secretary.
To the Committee on Assignment of Quarters:	
The Department ofadditional classrooms for the next s	semester, as follows:

Course	Hour	Days Needed	Size Needed	Room Preferred	Remarks

Signature

Chancellor Deane W. Malott, University of Kansas.

Dear Chancellor Malott:

The Department of Physical Education sent to Dr. Mix approximately sixty names of boys who had out classes in physical conditioning three times or more.

When it is considered that there are nearly 1700 men taking physical conditioning, I do not think that this is an unreasonable number, especially when faculty members of schools organized against the p. c. course. I have endeavored to give Dr. Mix a history of our dilemma and I am passing it on to you so that you may be advised of the situation.

It is our fervent desire that we do the best job possible in what I consider a very difficult situating.

Sincerely yours,

FCA: AH Eno.

Mr. Raymond Nichols, Chancellor's Office.

Dear Ray:

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Sincerely yours,

FCA:AH

Chancellor Deane W. Malott, University of Kansas.

Dear Chancellor Malott:

I have been amazed that we have not run into more touble in our physical conditioning classes than we have. However, I find that the strain is excessively heavy on the faculty members carrying this load of training the leaders, doing their own jobs of teaching the academic courses, administrative work, and carrying on with the physical conditioning courses.

Do you not think it would be a fine and a fair thing to obtain an additional faculty member to carry on Mr. Replogle's classes and to relieve some of our overburdened workers? I will be happy to talk with you at your convenience. Replogle leaves the last of November and I am sure that the wear and tear on these faculty members should not last long.

Sinoerely yours,

Director of Physical Education, Varsity Basketball Coach.

FCA:AH

Mr. Raymond Nichols, Chancellor's Office.

Dear Ray:

We are having additional cases of athletes foot crop up among our physical conditioning classes. I spoke to you once before regarding the necessity of having the entire basement floor mopped daily with an antiseptic. I think this should receive attention immediately.

It will cost some extra money for janitor work and some extra money for antiseptic, but I believe we will be definitely criticized unless this receives prompt action.

Very sincerely yours,

Director of Physical Education, Varsity Basketball Coach.

FCA:AH

Mr. Raymond Nichols, Chancellor's Office.

Dear Rays

I am enclosing copies of our Conditioning class schedule for Menday, Wednesday, Friday, and for Tuesday, Thursday, Saturday, involving use of both floors of Kobinson Gymnasium and Hoch Auditorium. We will not use Hoch Auditorium on the afternoons of home football games.

You will note that we have added two sections of Conditioning - Sections L and M, and we have also added one Swimming Section - Section I, which meets at 7:30 Tuesday, Thursday, Friday mornings.

Sincerely yours,

FCA:AH Eno.

mwf 4-m 7:--9 Th 6:30-12 non 

### INSTRUCTIONS FOR MOF CLASSES

#### BEGINNING SEPT. 28

All men will report for class according to the following arrangement regardless of any previous instruction that may have been given. Meet according to the letter in your last name.

SECTION A. - 0:50 MMF.

A - F 102 Robinson Gym.

G - O 200 Robinson Gym.

P - Z Hoch Auditorium.

Swimming Section at Pool.

SECTION B. - 9:30 MAP.

A - G 101 Robinson Gym.

H - M 200 Robinson Gym.

N - Z Hoch Auditorium.

Swimming Section at Pool.

SECTION C. - 10:30 MMF.

A - K lol Robinson.

L - Z Hoch Auditorium.

Swimming Sootion at Pool.

SECTION D. - 11:30 MMF.

A - D 101 Robinson Gym.

E - L 200 Robinson Gym.

M - Z Hoch Auditorium.

1:30 P. E. CLASSES - Hoch Auditorium.

SECTION 2. - 2:50 MMF.

A - H 101 Robinson Gym.

I - P 200 Robinson Cym.

R - Z Hoch Auditorium.

SECTION F. - 3:30 MMF.

A - E 101 Robinson Gym.

L - P 200 Robinson Gym.

R - Z Hooh Auditorium.

Swimming Section at Pobl.

SECTION 6. 4:30 MMF.

A - H 101 Robinson Gym.

I - P 200 Robinson Gym.

R - Z Hooh Auditorium.

Swimming Section at Pool.

TRACK AND FIRED - 202 Robinson Cym.

SECTION L. - TTP 3:30. - Meet at Handball Courts.

SECTION M. - 3:30 MMT. - Meet at Handball Courts.

#### INSTRUCTIONS FOR TTS CLASSES

#### BEGINNING SEPT. 29

All men will report for class according to the following arrangement regardless of any previous instructions that may have been given. Meet according to the letter in your last name.

SECTION H. - 8:30 TTS

A - L 101 Robinson Gym.

M - Z 200 Robinson Gym.
P. E. Classes - Hoch Auditorium.

Swimming Section at Pool.

SECTION I. - 9:30 TTS

A - D 101 Robinson Gym.

E - M 200 Robinson Gym.

N - Z Hoch Auditorium.

Swimming Section at Pool.

SECTION J. - 10:30 TTS-

A - L 101 Robinson Gym.

M - Z 200 Robinson Gym. -

P. E. Classes - Hooh Auditorium.

Swimming Section at Pool.

SECTION K. - 11:30 TTS

A - L 101 Robinson Gym.

M - Z 200 Robinson Gym.

P. B. Classes - Hoch Auditorium.

1:30 - 5:30 TTS - Phys. Ed. and Versity Athletics.

OFFICE OF THE CHANCELLOR

August 31, 1942

Mr. F. C. Allen 103 Robinson Campus

Dear Phog:

I note that there is an over-run on your towel expenditures of approximately \$400. This was the sort of thing I was afraid would happen. The authorization for the \$5000 has already gone to the Board of Regents, however, so I hope we will keep within that total amount.

In regard to the men to take over the physical conditioning courses, I believe some of those you mentioned would be glad to do it. The only person I have talked to was Mr. Moreau and he seemed to think that he would enjoy doing it. Practically all of these men you list have specific class commitments anyway so I don't believe you would find them running out on you. Why don't you see how many of them would be willing to undertake the assignment? I would be perfectly happy to have you approach them, explaining it is at my suggestion, if you care to do so.

Sincerely yours,

Deane W. Malott, Chancellor.

DWM:h

Mr. Raymond Michols, Chancellor's Office.

Dear Ray:

We are expecting to pay 50% an hour to our student instructors who will assist us in the compulsory physical education program. As you will recall, this was the basis of Dean Smith's computations in figuring the budget for this program.

At the present time I am unable to give you the names of these students, but I trust this wage scale will be permitted for this type of assistance in our department.

Sincerely yours,

Director of Physical Education,

Warsity Basketball Coach.

FCA:AH

Mr. Raymond Nichols, Chancellor's Office.

Dear Ray:

The CPT officials came in my office this week asking for gymmasium facilities for their men. We naturally desired to cooperate, and these 50 men are now using our basket system and checking out towels. They started yesterday, and Mr. McElhinny is on the job.

This summer we cooperated with the officers of the CPT, and while the gymnasium facilities were not available we arranged it so that they could use the showers and dressing rooms at the stadium.

Suppose we have so many students who are required to take compulsory physical education that we rum out of baskets. What shall we do with these 50 CPT men? We have approximately 1500 baskets. Shall we go along this way as long as we can, or shall we let them stay and not take care of our students? Of course, the men out for football will relieve the situation for a while, but as soon as their sport is ended they are coming back into our program. Will you kindly discuss this with the Chancellor and give me your answer to this problem?

Chief Specialist Bain and Ensign Pederson have been asking for our full cooperation with their Navy program and we have been endeavoring to give them that. With the inclement weather months coming on they are expecting us to accommodate them at certain times. I presume this is what the administration wants done so far as possible without orippling our program too much. But the gymnasium, Hoch Auditorium and the athletic fields are receiving severe strain, especially the gymnasium.

Yesterday we suggested to Mr. Bain the west side of the campus for a possible playfield, across from the Sig Alph and Delta Chi houses and across from Karl Klooz's residence. There is ample space to conduct games for these Navy men. Of course, we will gladly cooperate with all of the service organizations in giving them space when our program does not require it. My thought is that four or five men, under the supervision of the boss, could fill all those chuck holes on the west campus side and make a highly available and desirable place. As far as utility is concerned, they could march the men around the campus road. It is quite accessible.

Will you please give me your reactions?

Sincerely yours,

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P.S. Concerning the compulsory physical education towel fee, would it not be possible to check with Lawrence Woodruff, the coordinator of all military affairs, and ascertain the names of the men liable for military service? This would be in addition to your age limit requirement.

是对了。 如果你们是我们是我们是我们,我们是我们,我们们们的,我们们的,他们们是我们的,我们们,我们们,我们们们的人们的人们的人们的人们的人们的人们的人们的人

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STREET STREET STREET, STREET,

F.C.A.

September 22, 1942. Memo to Chanceller Malett: Just wanted you to know that Harry O'Kane made a fine presentation at Rotary Club. We missed you at Rotary but we expected your absence after the stale bread pudding dissertation. Our committee also made contact with the Eldridge Hetel management and made a rigid Dutch uncle talk to them. We will get results in a week, or else. The mest emphatic is saved for the last paragraph. Dr. Laurence Morehouse just received his commission from Secretary of the Navy Knox. He is an ensign and is to report at Tucson, Arizona, on October 15th. His commission reads September 15th, but he will be given thirty days. He showed me a letter dated June 24th in which the Navy informed him there was no opening, and closed the door and he thought it was settled. The first notice that he received otherwise was his commission and shipping orders. Are we desolate!

Very cordially yours,

Director of Physical Education,

Varsity Basketball Coach.

FCA: AH

Chanceller Deane W. Malett, University of Kansas.

Deer Chanceller Malotts

I am enclosing a letter that Mr. Strait wrote on October 9th in regard to his connection with the Naval Reserve.

Sincerely yours,

FCA:AII

Sincerely yours,

FCA:AH

Dr. Allen

105 R.

#### UNIVERSITY OF KANSAS Chancellor's Office

Sept. 5, 1942

#### TO DEPARTMENT HEADS:

The payroll procedures recently established by the Civil Service office make it necessary that the University adopt a standard wage scale for student help. This will be done at the earliest possible date, following study of current rates, but in the meantime a scale of 30 to 40 cents an hour will be in effect, graduated according to type of work, skill, and length of service. In a case where this scale is in conflict with current practice or commitment, petition for exception can be made to Mr. Nichols.

Sincerely yours, DEANE W. MALOTT, Chancellor