

August 11, 1943.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Ray:

I am sending you the charts of the average daily pupil load in the V-12 program for each instructor, also showing the total teaching load for the University instructors per week in this program.

If you will refer to the key at the bottom of the page you will notice that we have the Chief Specialists listed as V-12 Navy instructors.

This chart should enable you to figure out the teaching load as regards your contract with the Navy. We have Shenk, Kanehl, Strait and Nesmith teaching in the V-12 program, with three of these men carrying most of the load. Strait handles the Naval Aviation Cadets, as well as other classes.

I trust that this information will give you what you want in negotiating settlement with the Navy. This chart, of course, does not include regular civilian classes. The figures are for classes of V-12 students only.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

V-12 PROGRAM

CHART SHOWING AVERAGE DAILY PUPIL LOAD FOR EACH INSTRUCTOR
and
TOTAL TEACHING LOAD FOR K.U. INSTRUCTORS PER WEEK

Hour		Mon.	Tues.	Wed.	Thurs.	Fri.	Total Instructors Hrs. per Wk.		Total Student Hrs. per Wk.
							V-12	K.U.	
8:30	K.U.	2	2	2	2	2		10	441
	V-12								
	N.	78	91	86	94	92			
9:30	K.U.	2	2	2	2	2		10	529
	V-12	2		2		3	7		
	N.	96	72	95	105	161			
10:30	K.U.	1	1	1	1	2		6	702
	V-12	2	2	2	2	3	11		
	N.	131	115	129	114	213			
11:30									
12:30									
1:30	K.U.	1	1	1	1	1		5	193
	V-12								
	N	31	51	25	58	28			
2:30	K.U.	1	2	1	2	1		7	332
	V-12	1		1		1	3		
	N	59	73	70	66	67			
3:30	K.U.	1	1	1	1	1		5	520
	V-12	3	1	3	1	3	11		
	N	137	54	127	67	135			
4:30	K.U.	3	2	2	2	2		11	622
	V-12	2		1		1	4		
	N	208	73	121	76	144			
Totals							36	54	3339

Key: K.U. - K.U. Instructors
V-12 - Navy Instructors
N - Enrollment each hour

Total Instructor Hours - 90
Ave. pupils per instr. - $\frac{3339}{90} = 37$ plus

Classes per K.U. Instructor - $\frac{54}{3} = 18$
(Instr. hrs. + no. of instr.)

August 3, 1943.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Ray:

We have a very artistic member on our staff, Ray Kanehl, who is doing a splendid job of allocating instructors to the various service programs. I am sending this copy to you for your inspection and your files. It is authentic at the present time, but may be changed.

I especially like the color scheme of the swimming pool master schedule, and I thought perhaps you might like the A-12 master class schedule "candy bars".

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

July 2, 1943.

Memorandum to Chancellor Malott:

Your remark yesterday suggesting that the front athletic office be turned into an exercise room for boxing and wrestling causes me to venture this observation.

You perhaps would not want a psychological laboratory placed in one of the front offices leading into Frank Strong Hall. Under the best of conditions a disordered appearance greets the visitors eye and gives an unsavory visual and olfactory reaction. So it would be in Robinson Gymnasium.

I have now moved back to more workable quarters. But before moving I spoke to Raymond Nichols, Dean Stouffer and you regarding the feasibility of our utilizing the more accessible location. I pointed out that the women's department, with a much smaller staff and much less personnel work, has always occupied the entire east front, while the men's department with an increasingly heavy load has not the necessary room to do its best work, due to unusual congestion. And with an Army quota soon coming in necessitating an increased physical education personnel, I do not see where we will put our men assistants.

It is necessary that each of our teachers have a desk to meet their students for appointments and necessary detail record work. Our records must of necessity be accurate. Already in our back "front" office we have Messrs. Shenk, Strait, Kanehl and Nesmith. There is not room for another single person. Yet we have others coming.

I still think that my early appeal for necessary working space was quite apropos.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

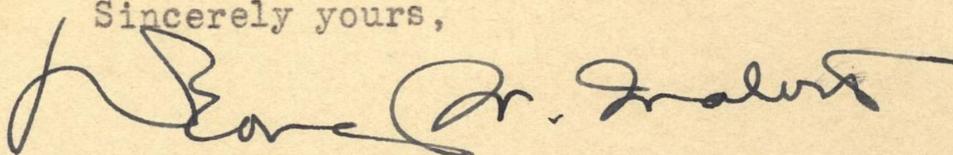
July 27, 1943

Dr. F. C. Allen
Robinson Gym
Campus

Dear Dr. Allen:

I have spoken to Hallie Harris about leaving
your man in the gym and I hope you will have no further
difficulty.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Deane W. Malott". The signature is fluid and cursive, with a long horizontal stroke at the end.

Deane W. Malott
Chancellor

DWM:s

August 9, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

Thank you for sending me the circular from
the Solvay Sales Corporation regarding the use of
Solvay Calcium Chloride.

Some time ago we ordered a ton of Calcium
Chloride and are now using it on the tennis courts.
We have used this before and think it is a very fine
product.

Sincerely yours,

FCA:AM

Director of Physical Education,
Varsity Basketball Coach.

July 26, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I am enclosing carbon copy of a second letter I have written to Mr. Bayles concerning our desire to keep the swimming pool in as sanitary condition as possible.

I hope that some arrangement may be made soon whereby Jackson can remain in the gymnasium. He does a fine job while he is here, but when Hallie Harris takes him out on other duties he does not have time to do the entire job here.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

July 28, 1943.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Ray:

I am filling out the appointment blank
for Elmer Schaake, as of August 1.

I have checked the schedule and find that
we will need a minimum of four men, including Porter,
Schaake and two others. We hope to obtain them very shortly.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

July 28, 1943.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Raymond:

I am signing the appointment blank for Vernon G. Hayes. Hayes is a brother of our football captain, Rutherford B. Hayes. He is married and has one child.

It was necessary that I go to some length in getting Hayes released from Wamego, Kansas, High School, where he was to coach this year. The board was very reticent in releasing him, but I obtained the cooperation of Mr. Robert Kaul, county attorney, who is a Law graduate here in 1935.

Hayes phoned me after lunch this afternoon that he had been released.

It is a short time now until we can fill our staff to be in readiness for this extra heavy load from the Army.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

Mrs H —

Pls note

~~Jca~~

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

July 22, 1943

PROCEDURE FOR REPORTING
VACATIONS, SICK LEAVES AND LEAVES WITHOUT PAY
FOR MEMBERS OF THE STAFF UNDER CIVIL SERVICE

Effective with July, the Civil Service Department has ordered us to show vacations, sick leaves and leaves without pay on the monthly payrolls. In order that these data may be recorded on the payroll forms, it will be necessary for department heads to report at the end of each month any leave taken by any member of his staff who is in the classified service. Until such time as a printed form is adopted for such reporting, your monthly report can be made by memorandum to the Business Office, following this style:

JOHN DOE - Janitor I

Vacation - 6 days (1 day for each month worked since January 1, 1943.)
Sick leave - 6 days
Overtime - 2 days (1 day each for New Year's and Memorial Day when he worked at request of University.)
Without pay - 3 days (additional time off beyond vacation and sick leave.)

MARY SMITH - Clerk-Steno I

Vacation - 13 days (7 days earned under University policy in operation until January 1, 1943; 6 days earned under Civil Service rules since January 1, 1943.)
Sick leave - 0
Overtime - 1 day (Memorial Day, when she worked at University request.)
Without pay - 0

Allowances are to be determined according to the rules of the Civil Service Department which were outlined in the letter of June 26, 1943, from this office.

I am sorry to impose this additional bookkeeping on your office, and trust that it will not prove to be burdensome.

If you have any question on application of the regulations to members of your staff, please feel free to call this office.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

TO MEMBERS OF THE STAFF:

Official notice of your appointment for the new academic year is enclosed. By order of the Board of Regents the appointment is contingent on enrollment. This is an annual contingency, but no readjustment ever has been necessary and we do not expect that one will be required this year. The salary indicated is gross salary, from which the new Federal Withholding Tax is to be deducted, starting in July.

The enclosed Information Card should be filled out and returned to the Chancellor's Office before the end of the first month of your service in the new fiscal year -- before August first, if you are teaching in the summer session; before October first, if you are not teaching in the summer session. The information requested is needed by the Chancellor's Office for compilation of the Staff Directory and by the Business Office for disposition of the monthly salary warrants.

DEANE W. MALOTT
Chancellor

July 7, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I am enclosing the Affidavit for Occupational Classification for Dean Nesmith. I talked with Mr. Cameron at the Selective Service Board, and he told me that you had called him, but he said of course this classification would not defer Mr. Nesmith. He told me there are five Army boards that have the power to make deferments.

However, I think it is well for us to have this on record, and I will appreciate it if you will sign the affidavit.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

UNIVERSITY OF KANSAS
Lawrence

Office of the Chancellor

June 26, 1943

VACATIONS AND SICK LEAVES
Under the Kansas Civil Service Law

1. Vacations

Each permanent employee is entitled to vacation with pay at the rate of one working day for each full month of service.

No vacation is granted during the probationary period, but upon completion of this period vacation time is allowed for the time served during such period.

The time at which vacation is to be taken is to be determined by the head of the department.

Vacations are computed on the state fiscal year basis and may be accumulated for not more than eighteen working days.

Official holidays occurring in the period of vacation do not count as one of the days allowed. Saturday counts as a whole day.

This regulation became effective January 1, 1943. Vacation allowance earned previous to this date should be determined on the policies of the University in existence before January 1. Thus, in the transition in the summer of 1943, old employees will have a somewhat more generous vacation allowance than will be allowed under the regulations next year and thereafter.

2. Sick Leave

Sick leave with pay is to be granted to all employees at the rate of one working day for each full month of service. Sick leave is computed on the state fiscal year basis and is to be accumulated for not more than 90 working days, but leave in excess of 12 working days will be granted only on the approval of the head of the department, the Chancellor, and the Director of the State Civil Service.

Sick leave will be granted only for absence from duty because of personal illness or legal quarantine. The Civil Service Director or the Chancellor has the right at any time to require that employees requesting pay for sick leave submit a medical certificate from the attending physician or from a designated physician. This regulation became effective January 1, 1943.

3. Legal Holidays

Employees are expected to report for work on legal holidays with the exception of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and such other days as may be designated by the Government as days on which state offices will be closed. When one of the legal holidays indicated above falls on Sunday, the following business day will be considered as a holiday for employees. The Chancellor, when it becomes necessary, may with the approval of the State Civil Service Director request some or all employees to report for work on any legal holiday, provided that equivalent time off is given.

RAYMOND NICHOLS
Executive Secretary

Dr. F. C. Allen
105 Robinson

UNIVERSITY OF KANSAS
Office of the Chancellor

IN RE: Civil Service Salaries

May 7, 1943

1. By action of the State Civil Service Board, the minimum rate of pay shall normally be paid upon appointment of an individual. A rate above the minimum shall not be paid except on approval by the State Director of written certification of the Chancellor that such action is justified by exceptional qualifications of the individual or by lack of available eligibles at the minimum rate.

2. By action of the Board, no salary increase shall be given to a probationary or provisional appointee during the first 90 days of his employment.

RAYMOND NICHOLS
Executive Secretary

July 1, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I want you to know how very much I enjoyed the invitation to the Philip Jordan luncheon. It was nice of you to invite me. I thought Philip Jordan certainly did a great job in his conversational interview.

Thanking you for including me, I am

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

July 2, 1943.

Memorandum to Chancellor Malott:

Mr. Bruce Cameron called this morning and stated that since Dean Nesmith has left the Olathe Naval Air Base he is now subject to draft and he may be called.

I am wondering if we could not do the same thing that we did for Reg Strait and Henry Shenk. They filled out a blank for Occupational Deferment, and you signed it. I will have Dean Nesmith get the blank and we will fill it out unless I hear from you otherwise.

Mr. Cameron is tough.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

July 1, 1943.

Memorandum to Chancellor Malott:

Regarding the paint on the floor of the gymnasium, I had a conference with Mr. C. G. Bayles this morning. He is of the opinion that if we could give him three days, so the paint will dry some week-end, he can paint the floor.

This will help tremendously in the elimination of athletes foot and the looks of the place. With 1800 men using that during the past year the floor looks pretty bad for wear.

But I wanted you to know that we are working feverishly to get this untenable location in the best possible condition. We will continue our unending efforts.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FGA:AH

July 2, 1943.

Memorandum to Chancellor Malott:

I endeavored to call you but you were busy this morning and in a conference this afternoon. You stated to me yesterday that Dr. Key refused to let the boys use the swimming pool. I wanted to check your source of information.

After failing to get you I talked to Commander Key who was here examining the boys, and he said, "No, not at all. It was the city swimming pool that I refused to let the boys use." He says he has no objection as our pool has been in good shape bacteriologically speaking.

I have just run over all of the reports from the Division of Sanitation and find that with but two exceptions they write as follows: "This sample was found to be in excellent condition from a bacteriological standpoint." We have Reginald Strait take samples of the water twice a week to the Division of Sanitation for examination. Commander Key has been getting a copy of these reports regularly twice a week. The report of the analysis is on the back of each letter.

We are asking that Captain Mickelman also be sent a copy of these reports each week. Captain Mickelman was over this morning inquiring as to when the pool would be ready. We took him back where you and I went yesterday, and we have assurances that everything will be running tip top Monday morning. He seemed to be quite happy.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

June 24, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I dislike to trouble you with details, but Wayne "Bill" Replogle is anxious to return to the campus. I am sending you his letter which he wrote me on June 18. He thinks doubtless we could have him return here. However, I am referring it to your judgment.

If after reading this communication you care to have me write to either Gene Tunney or Lt. (j.g.) John White regarding Replogle I believe we might get the job done.

Awaiting your communication, I am

Very truly yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

June 25, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

On the heels of the other letter from Bill Replogle came this one.

I had written endeavoring to explain to him if he could not return here it was from causes over which we have no control.

I dislike to pain you with these long communications, but I have no other recourse. I have always been under the notion that you like the influence that Wayne Replogle creates among the men with whom he associates and there is no vocation or activity that influences young men any more than the contacts made in the physical department.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

April 5, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

What I meant to infer by my letter regarding Wayne Replogle was that if you would be kind enough to take it up with Captain Buhl, I am sure that it would carry much more weight coming as it would from the head of the institution. Would you be willing to do this?

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

Wayne Replogle
If possible

previous records here -

Wayne Replogle - 2 more here
Bureau of Personnel
officer in charge V. 12
Wash D.C.

Transferred
Personal letter to
L. Con Frosythe

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

Mr. F. C. Allen

Go to Mr. Wayne

is O.K.

Sum

PLEASE RETURN

NEED NOT BE RETURNED

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

March 29, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

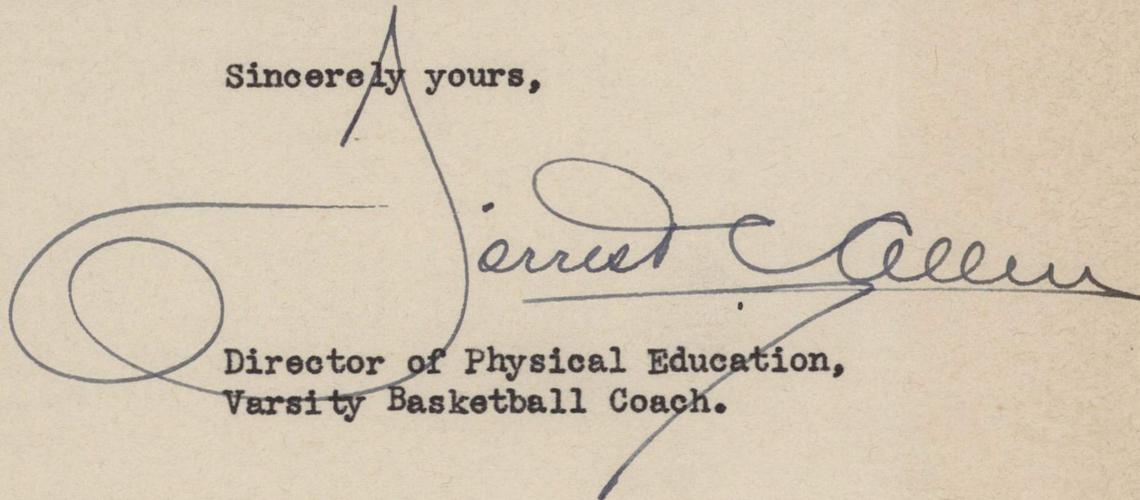
We had Wayne Replogle speak to our leaders corps last Thursday evening at 7:30. He did a grand job. I also had him this morning to speak to our Community Recreation group on another angle - a broader one, Welfare Recreation in the Navy. Then he finished off with the physical education, which is supervised by Tom Hamilton and Gene Tunney. That is in the Navy, of course. He gave the routine for students in physical training and also told of the training for the Chief Specialists.

Seeing him at Rotary at noon gave me an idea.

Why would it not be possible to get him returned here to the Navy unit as one of the Chief Specialists? They have a number of them here and if we get an additional number of students it might be an easy matter to obtain him here. Certainly it would be a ten-strike for the campus.

I thought once of speaking to Captain Buhl, but on second thought decided to speak only to my superior and let him evaluate this idea. If it does not appeal to you, forget it.

Sincerely yours,



Ernest Allen

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

April 22, 1943

Dr. Forrest C. Allen
105 Robinson

Dear Dr. Allen:

I have your note of April 14 in which you raise the question about the physical conditioning requirement for the summer semester. I am sorry I can not tell you what is to be done. That is a matter for the University Senate to decide. The Chancellor had hoped that the Senate would act on this at the April meeting, but they did not seem to be ready to do so. The matter will of course have to be decided at the May meeting which probably will be held on the 4th.

Sincerely yours,

Ray Nichols

Executive Secretary

295
RN:w