

January 7, 1941

Chancellor Deane W. Malott  
223 Frank Strong Hall  
University of Kansas

Dear Chancellor Malott:

Thank you for your letter of the 3rd instant suggesting that we look into the bill presented in October before the House of Representatives to promote national preparedness and the national welfare through appropriation of funds to assist the several States and Territories in making adequate provisions for health education, physical education, and recreation in schools and school camps.

May I say that I was called to Chicago at the request of the Hedart Manufacturing Company, the Narragansett Machine Company and the Porter Equipment Company to consult with them and other physical education leaders on this bill.

Doubtless you realize as I do that when anything like this starts all the corporations immediately get busy and try to shape a bill to the liking of their own situation. This is always the tough part of any war. Instead of going into it from a strictly patriotic motive, most of these individuals have an axe to grind and immediately begin singing "God Bless America" but bless me first with patronage.

The corporations paid my railroad fare and expenses, but I said some things to them that perhaps caused them to believe that I was thinking more of the youth and manhood of our country than I was of their manufactured product. Of course, they wanted to shape legislation so they would be in on the kill.

You are exactly right to my way of thinking. We would much rather save our ammunition with Congressmen for legislation of vital consequence to us.

However, I do want to thank you for calling my attention to this because many times I miss the boat unless someone gives me warning, but in this case I had already reserved passage.

Sincerely yours,

FCA:lg

Director of Physical Education and Recreation  
Varsity Basketball Coach



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

January 3, 1941

Dr. F. C. Allen  
University of Kansas

Dear Phog:

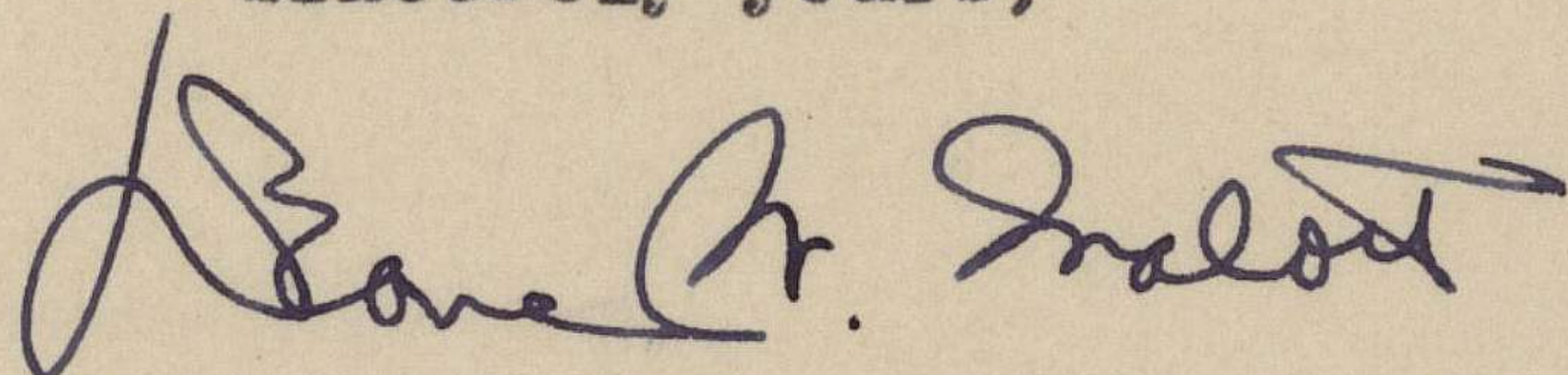
I wonder if you shouldn't look into a bill presented in October before the House of Representatives to promote national preparedness and the national welfare through appropriation of funds to assist the several States and Territories in making adequate provisions for health education, physical education, and recreation in schools and school camps.

It is not clear to me whether universities as training places for such people could draw on such Federal funds if the bill is passed, or not. If so, we probably should have our foot in the trough.

This bill was called to my attention by Miss Tissue of our Department of Home Economics, who has a copy of the bill. I think we should read it and be prepared with any program which might place the University in line of support should the bill be passed.

It does not seem to me, however, the sort of bill we want to attempt to put pressure on our Congressmen for, because it is probably not important enough; and we should save our ammunition with them for legislation of vital consequence to us.

Sincerely yours,



Deane W. Malott,  
Chancellor

DWM:R

H. R. 10606



May 23rd, 1941

Chancellor Dean Malott

University of Kansas

Dear Chancellor Malott:

In reply to your communication of the 20th instant asking for our selection of five men that you listed for the position of deanship in the School of Education, I am very frank in saying that Mr. Emens was my first choice.

Since it is impossible to get Mr. Emens or Mr. Newburn, my first choice of the three is Mr. George B. Smith; secondly, Mr. Bell, and thirdly, Mr. Northby.

Very cordially yours,

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

FCA:rc

P.S. : Dr. Allen had to leave with the baseball team to Manhattan before this letter was written. He asked that I sign the same for him.

May 23rd, 1941

Secretary.



UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

May 20, 1941

To Members of the Faculty of Education:

In connection with the deanship of the School, this office has investigated the records of many individuals. I have interviewed about twenty-five candidates, and we have brought the following persons to Lawrence:

- (1) John R. Emens, Director of Personnel, Detroit Public Schools.

Age: 40

Degrees: A.B., Michigan State Normal College, 1920;  
A.M., Michigan, 1926.

Experience: Public school teaching and administration, 1920-27, 1928-30; instructor, Michigan State Normal College, 1927-28; assistant principal of high school and director of vocational and educational guidance, Jackson, Michigan, 1930-39; director of personnel, Detroit Public Schools, 1939 to date.

- (2) Harry K. Newburn, Director of University High School and Associate Professor of Education, State University of Iowa.

Age: About 35

Degrees: B.Ed., Western Illinois Teachers College, 1928;  
M.A., Iowa, 1931; Ph.D., 1933.

Experience: On faculty at State University of Iowa, since 1931.

- (3) Arwood S. Northby, Assistant to the President, University of New Hampshire.

Age: 40

Degrees: B.S., Minnesota, 1924; M.A., 1930; Ph.D., 1935.

Experience: Public school teaching and administration, Grand Rapids and Baudette, Minnesota, 1924-31; high school inspector (U. of Minn.), 1931-34; instructor, Minnesota public schools, 1934-35; instructor in education and assistant to the dean, University of Minnesota, 1935-36; assistant professor of education, University of Buffalo, 1936-39; assistant to the president, University of New Hampshire, 1939 to date.

- (4) Reginald Bell, Associate Professor of Education, Stanford University.

Age: 47

Degrees: A.B., Oberlin, 1916; A.M., Stanford, 1928; Ph.D.

Experience: Public school teaching, Hudson, Wisconsin, 1916-17; Y.M.C.A. work, Chicago, Jamestown, N.D., Sioux Falls, and Aberdeen, S.D., 1917-25; on faculty at Stanford since 1925.



- (5) George B. Smith, Associate Professor of Education, State University of Iowa.

Age: About 36.

Degrees: B.Sc., Minnesota, 1929; M.A., 1930;  
Ph.D., Columbia, 1935.

Experience: Public school teaching, Woodstock, Illinois, 1930-34; specialist in teacher training for adult education, Kentucky and Rhode Island, summer of 1935; on faculty at University of Buffalo, 1935-39; visiting lecturer, University of Minnesota, summer of 1936; associate professor of education, State University of Iowa, 1939 to date.

I do not believe we can get either Mr. Emens or Mr. Newburn. I should, however, like to have you give me, at your earliest convenience, your personal and individual estimate of the strong and weak points of the five men whom you have seen, in regard to the fitness of each as a possible Dean of our School of Education.

It would be helpful to have this information in the next day or two.

DEANE W. MALOTT



June 25th, 1941

Mr. Raymond Nichols

Chancellor's Office

Campus

Dear Raymond:

Thank you for your good letter of the 23rd instant, clearing my parking violation. I parked on Saturday east of the Administration building thinking of course that there were no regulations obtaining on Saturday since there is no school.

Do the summer regulations still prohibit parking on the main drive on Saturday? I always park behind the Gymnasium building during school days but did not know that the rule obtained on Saturday.

Sincerely yours,

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

FBA:rc



DATE

LICENSE No.

11-1-83

OFFENSE

REMARKS

FC Allen



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

June 23, 1941

Dr. F. C. Allen  
University of Kansas

Dear Dr. Allen:

This letter will clear your record of the parking violation indicated by the attached stub of notice left on your car by the traffic officer.

The summer regulations abolish the zone system in effect during the regular term, and open all zones to parking without assignment. Late comers to the campus may occasionally find their favorite parking places already filled, but I hope that the inconvenience of walking a block will be offset by our appreciation of cooperation in keeping the main street clear.

Sincerely yours,

*Raymond Nichols*

Executive Secretary

B



UNIVERSITY OF KANSAS

Lawrence

Office of  
The Chancellor

July 1, 1941

TO MEMBERS OF THE STAFF:

Enclosed is the official notification of your appointment for the year 1941-'42. By order of the Board of Regents the salary is contingent on enrollment. This contingency has applied annually for a number of years, but no adjustment has ever had to be made and we are confident that none will be necessary this year.

The appointment is contingent also on the application of the civil service law enacted by the 1941 legislature in the case of all personnel except administrative officers, members of the instructional staff, and student employees on less than half-time. Full information concerning the new law will be sent to you as soon as any regulations or instructions are received from the state civil service board. Due to the problems of organization and procedure facing the board it is considered unlikely that the law as it affects the University will be put into operation during this fiscal year.

The enclosed Information Card should be filled out and returned to the Chancellor's Office before the 25th of the month in which your appointment becomes effective. The information requested is needed for disposition of the monthly salary warrants and for compilation of the Faculty Directory.

Sincerely yours,

DEANE W. MALOTT,  
Chancellor.



April 16, 1941

Mr. Raymond Nichols  
Executive Secretary  
Chancellor's Office  
University of Kansas

Dear Mr. Nichols:

Just before Dr. Allen left for Norman, Oklahoma with the baseball team, the enclosed photograph came in a letter from Mr. Henry Shenk, of Junction City.

Dr. Allen asked that I send the photograph to you.

Sincerely,

Secretary to Dr. Allen

Enc.



April 4, 1941

Miss Elizabeth Rupp  
Secretary to Chancellor Malott  
University of Kansas

Dear Miss Rupp:

Confirming our telephone conversation of today, I am sending you herewith the Big-Six Conference Basketball schedule for Kansas for the year 1941-42.

Jan. 6 - Oklahoma at Lawrence  
Jan. 14 - Missouri at Columbia  
Jan. 17 - Nebraska at Lincoln  
Jan. 19 - Iowa State at Ames  
Jan. 24 - Kansas State at Lawrence  
Feb. 14 - Nebraska at Lawrence  
Feb. 16 - Iowa State at Lawrence  
Feb. 27 - Oklahoma at Norman  
Mar. 3 - Kansas State at Manhattan  
Mar. 6 - Missouri at Lawrence

Sincerely yours,

Secretary to Dr. Forrest C. Allen



March 29, 1941

Chancellor Deane W. Malott  
Frank Strong Hall  
University of Kansas

Dear Chancellor Malott:

I feel honored in being asked to serve under the chairmanship of Mr. Henry Werner and in collaboration with Dean Lawson, Professor Russell and Mr. Nichols when they meet to select the Honor Man for the Class of 1940.

I will be happy to serve on the committee.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball and Baseball Coach

FCA:lg



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

March 28, 1941

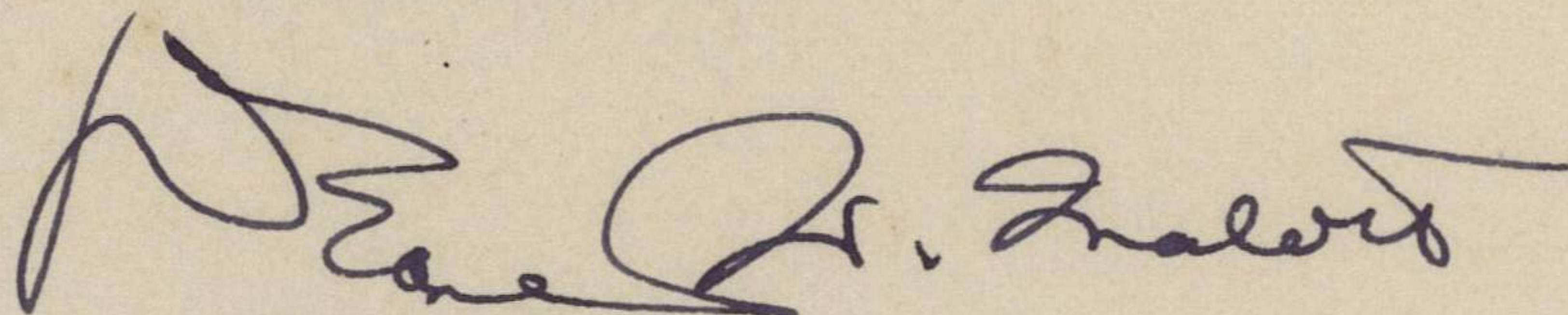
Dr. F. C. Allen  
University of Kansas

Dear Phog:

I should appreciate it very much if you would be willing to serve on a committee, under the chairmanship of Mr. Werner, to select the Honor Man for the Class of 1940.

Other members of the committee are Mr. Lawson, F. A. Russell, and Mr. Nichols.

Sincerely yours,



Deane W. Malott,  
Chancellor

R



March 13, 1941

Chancellor Deane W. Malott  
University of Kansas

Dear Chancellor Malott:

Concerning the Baker situation, I have every confidence that we will land him for the University of Kansas.

I merely send you the information to show you that if we do land a boy like this over unfair competition that it is necessary for us to allocate about a fourth of our waking hours to satisfy alumni and friends of the University who emphatically feel that if we do spend less time than that above mentioned we are selling them short.

But did not our forefathers who coined the Kansas motto promise us nothing but sweat and toil? We are living up to our heritage, I imagine.

Sincerely yours,

FCA:lg:mln

Director of Physical Education and Recreation  
Varsity Basketball Coach



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

March 11, 1941

Dr. F. C. Allen  
University of Kansas

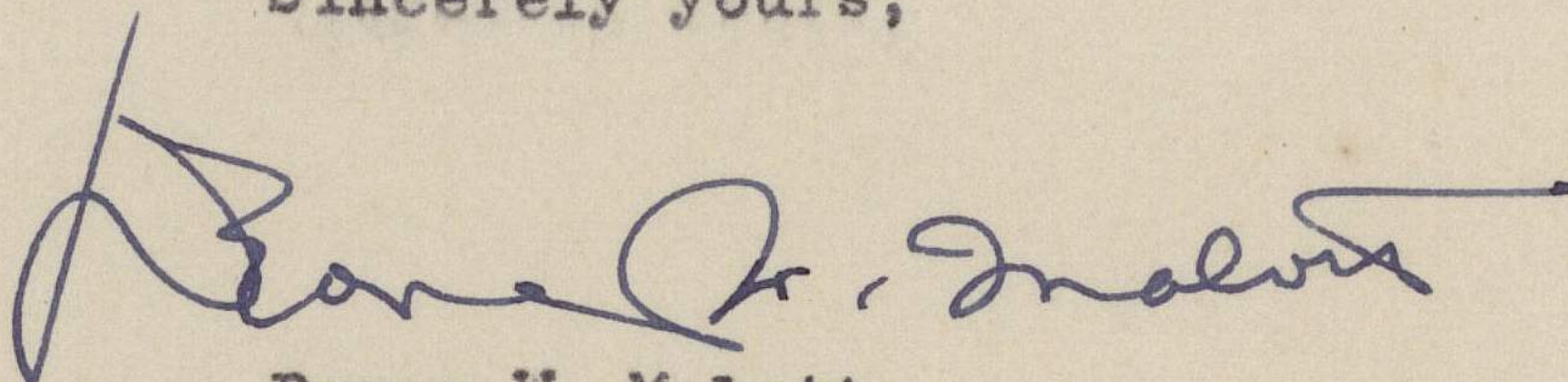
Dear Phog:

I was much interested in your correspondence regarding Hoyt Baker, which I am returning.

We are up against a commercial industry which seems to me entirely vicious, but somehow we must continue to keep our foot in the trough.

I should be glad to know how you come out on the Baker situation. If there is ever anything I can do, please do not hesitate to call upon me.

Sincerely yours,



Deane W. Malott,  
Chancellor

DWM:R

Enc.



February 26, 1941

Mr. Raymond Nichols  
223 Frank Strong Hall  
University of Kansas

Dear Mr. Nichols:

I am very happy to have your letter of the 24th instant regarding our cooperation in avoiding conflicts in dates for use of the auditorium.

I assure you we will be happy to submit our tentative dates to you immediately after our conference meets, with the hope that we can avoid as many of these unfortunate conflicts as possible. Prior to this meeting we will check our calendar with your office before commitments of any sort are made.

As soon as we have any suggested possible dates we will communicate with your office so that they may be held tentatively.

I pledge you my full cooperation.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

February 24, 1941

Dr. F. C. Allen  
University of Kansas

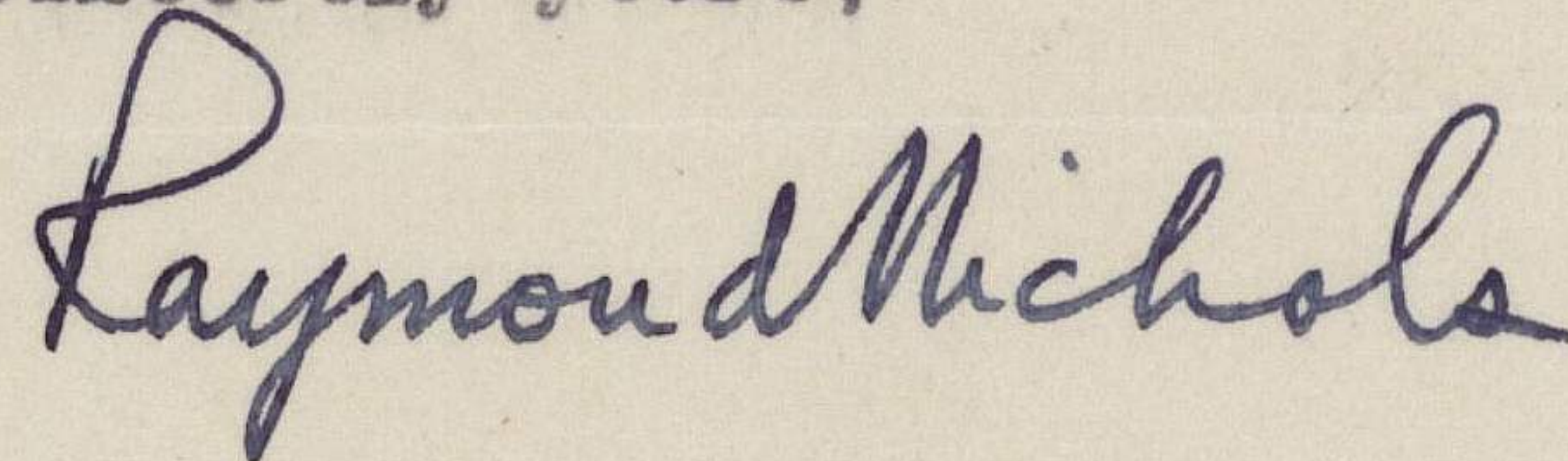
Dear Dr. Allen:

As we approach the time when contracts for next season's entertainments are made, I want to ask your cooperation in making every possible effort to avoid conflict in dates. We have endeavored to maintain a central place of booking in this office, and if you will check with our calendar before commitments of any sort are made as to dates, I am sure that we can avoid conflicts.

If you find it necessary to suggest possible dates in negotiations, we should be glad to hold them tentatively if you will call us in advance. Any date finally agreed upon should be checked with us, of course.

The making up of a calendar that will avoid congestion in the more popular seasons is difficult, but with the cooperation of all persons concerned I am sure that we can achieve this goal.

Sincerely yours,



Executive Secretary

RN:R



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

February 25, 1941

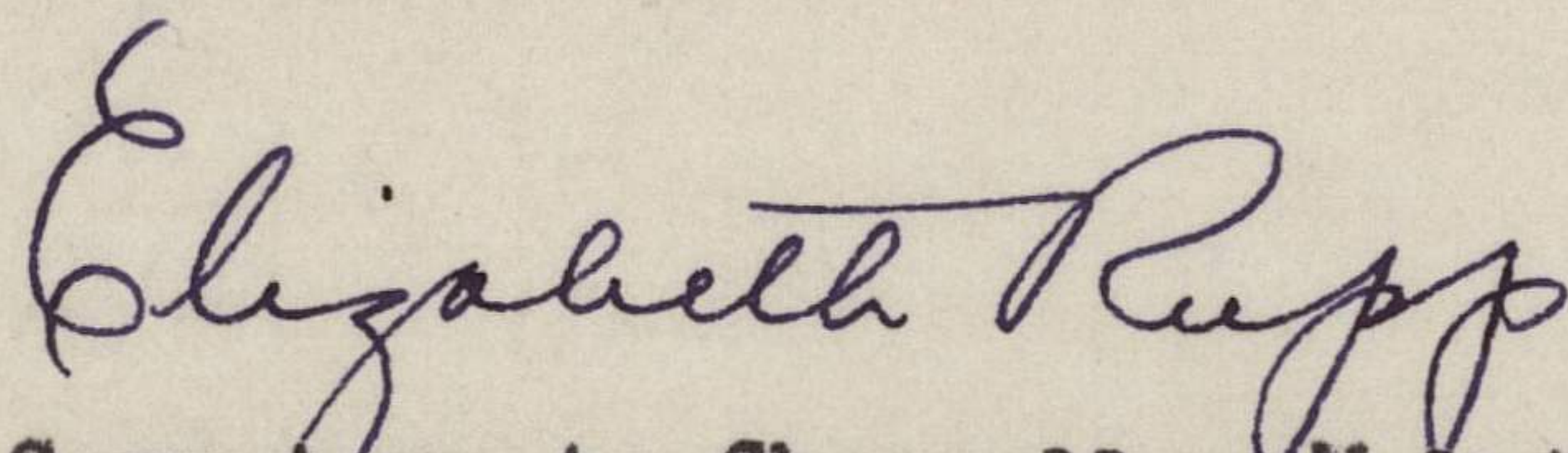
Dr. F. C. Allen  
University of Kansas

Dear Dr. Allen:

Your letter of February 22 enclosing a copy of "News" from the National Council of the Y. M. C. A. reached the office in Chancellor Malott's absence.

I shall be glad to bring the letter to his attention on his return and to see that the enclosure is returned to you after he has had an opportunity to read it.

Sincerely yours,



Secretary to Chancellor Malott

R



February 22, 1941

Chancellor Deane W. Malott  
Frank Strong Hall  
University of Kansas

Dear Chancellor Malott:

I am sending you my file on Dr. Jessen and Hoyt Baker.

Hoyt Baker, it seems is a very capable athlete and a fine student and comes from a very fine family in Peabody.

I know you are too busy to be bothered with much of this, but I want you to see what they are doing in other communities. I think it was the bantam rooster that made this statement to his hen family when he walked out of his cage into the ostrich pen and discovered an ostrich egg, "Come over here. I want to show you what they are doing in other communities."

Apparently those Notre Dame boys have a big nest egg.

It is not necessary for you to reply to this correspondence, but this gives you a pretty definite idea of why boys leave our State and go to Colorado, Oklahoma and Notre Dame.

We would appreciate your returning this correspondence for our files after you have finished reading it.

Very cordially yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



The University of Kansas  
Lawrence

Office of  
The Chancellor

December 21, 1940

TO HEADS OF ADMINISTRATIVE OFFICES:

In the interest of members of the staff who would like to spend Christmas Day out of town, the Chancellor has authorized the closing of all administrative offices at noon on Tuesday, December 24th, until Thursday morning, December 26.

RAYMOND NICHOLS  
Executive Secretary



December 19, 1940

Chancellor Deane W. Malott  
Frank Strong Hall  
University of Kansas

Dear Chancellor Malott:

Enclosed herewith is a copy of a letter from Kenneth "Boots" Adams which should have been enclosed in a letter sent to you the early part of this week.

This information is in regard to the Phillips dinner in New York, and my first letter included letters from Mr. Frank Phillips and Mr. Kenneth Adams.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
Enc.



PHILLIPS PETROLEUM COMPANY

Bartlesville, Oklahoma

December 13, 1940

Dr. Forrest C. Allen  
University of Kansas  
Lawrence, Kansas

Dear "Phog:"

Thanks so much for your nice letter of the 12th, enclosing copy of one you had written to Mr. Phillips, and your basketball schedule for this winter. I hope it will be so that I can see some of your games.

I just returned from New York this morning. Have been commuting back and forth for the last month, and am leaving again next Wednesday but will have some of my work well lined up soon after the first of the year and expect to be able to spend more time our here in the country.

I had a most delightful visit with Charlie Driscoll at our party. He certainly is a grand fellow. He told me all about his early days in Kansas and also sent me a copy of his article.

We really did have a grand party. I am sending you one of the menus and a basketball folder under separate cover. We had 298 guests at the dinner, all the newspaper men, etc., and had approximately 9,000 at the game, which we felt was exceptionally good in view of the game being so far in advance of the opening of the season.

It was awfully nice to hear from you, and I want to take this opportunity of extending the Season's Greetings to you and your charming family.

Sincerely yours,

KSA:EK



November 13, 1940

Mr. Raymond Nichols  
Executive Secretary  
Chancellor's Office  
University of Kansas

Dear Mr. Nichols:

I acknowledge receipt of your letter of the 8th instant in regard to the improper handling of purchase request numbers 15761 and 15762.

I know full well the ruling of the University and the law of the State regarding these purchases. Without desiring to pass responsibility to anyone else, I might say that when Mrs. Alberta Hulteen was our secretary I believe there was no infraction of this rule. Miss Laretta Gerstenberger came in last August after Mrs. Hulteen resigned, and although Mrs. Hulteen and I made every endeavor to acquaint our new secretary with the multiplicity of details in this office, there was one slight thing that apparently we failed to get across. Miss Gerstenberger did not know that for repairs the same law held as for purchase of new equipment.

In case of the stopwatch crystal, Miss Hoover took the watch to Marks & Son and then told Miss Gerstenberger about it. She waited until the bill came in and then wrote out the request. In case of tuning the pianos, Miss Gerstenberger called Bells Music Company after the Women's Department notified her of the need, and she again waited for the bill and then made out the purchase request. I signed these as a matter of procedure without checking on them, as most any administrator would do.

Upon receipt of your letter Miss Gerstenberger immediately got in touch with Mr. Craig in the Business Office, and found out that she was to make bid sheets on repairs and cleaning jobs just as if we were purchasing new equipment. I am sorry that the error was made but I am sure that after this there will be no repetition.

I have been very insistent and I have had full cooperation from our Department faculty. I know the inflexibility of this new law and I promise 100% cooperation.

We make very few requests for emergency purchases because our Department members are appraised of the fact that if they do not notify us in time, they will have to wait until the usual process of the law can function.

Thank you for calling this matter to our attention.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
cc: Mr. Klooz



November 13, 1940

Mr. Raymond Nichols  
Executive Secretary  
Chancellor's Office  
University of Kansas

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Thank you for calling this matter to our attention.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
cc: Mr. Kloos



Dr. Allen:

Attached are the purchase requests referred to in Mr. Nichols' letter.

In the case of the stopwatch crystal. Miss Hoover took the watch to Marks & Son and then told me about it. I waited until the bill came in and then wrote out the purchase request.

In the case of the tuning of the pianos. I called Bells myself and asked them to come up and tune the pianos. Then again I waited for their bill and made out a purchase request.

I have just called Mr. Carig at the Business Office and found out I am to make out bid sheets on repair and cleaning jobs such as those on the attached forms, just as if we were purchasing new equipment.

I'm sorry I made the mistake, but after this I'll know better. Mr. Craig says the bills will be paid.

lg



THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE CHANCELLOR

November 8, 1940

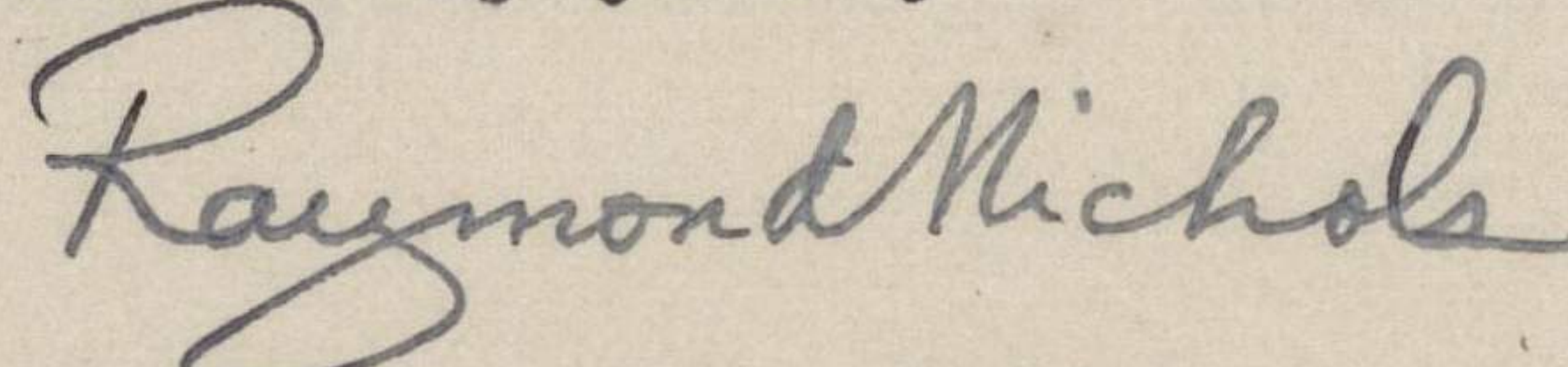
Dr. F. C. Allen  
University of Kansas

Dear Dr. Allen:

Purchase request numbers 15761 and 15762 have come to the office for approval. In each case I note that the purchase has already been made, and without authorization. Will you kindly call to the attention of the members of your staff, the state law which provides that purchases can be made only by the State Business Manager, or in case of emergency by the University Business Office. Anyone who feels that he has reason for an emergency purchase should see Mr. Klooz. The alternative, which we do not like to enforce, is to ask the individual making the purchase assume the responsibility for paying it.

The new purchasing law does not allow the flexibility which we had in the old law, but our experience has shown that the departments make responsible efforts at anticipating the regular needs, and the University Business Office will generally cooperate whenever the emergencies occur.

Sincerely yours,



Executive Secretary

RN:B