

January 22, 1945.

Mr. J. O. Keller,
Department of Physical Education,
University of Missouri,
Columbia, Missouri.

Dear Mr. Keller:

Answering your questions as per number, will say (1) that we have a superintendent of the stadium and stadium grounds. I hired him 25 years ago when I was Director of Athletics. He has a house, and has been paid \$100 a month and his house rental free. A farmer is the best type of man for this type of job because he has been accustomed to work and doesn't watch the clock like some of the boys you get from town.

He hired a colored fellow who helps him in marking the courts, fields and play areas, and those two are always on the job.

(2) We have a very happy arrangement because until seven years ago I was Both Director of Athletics and head of the Department of Physical Education. Since my resignation as Director of Athletics, the set-up has not changed at all. When Gwinn Henry was here and now when Mr. Quigley is here, we have the same happy arrangement. The Department of Physical Education pays on the hour basis for the work done by these men. That makes it possible for the athletic people to keep their men busy the year-round, and it permits the Department of Physical Education the services of a splendid pair of men who know their job and there is no lost motion, overlapping, or failure to provide someone to do the work, as would be the case if we had a part-time man. This superintendent of stadium has authority to hire students for extra work when moving bleachers, or emergency jobs.

(3) I have one of the men in my department who is responsible for all equipment. I do not mean for the safekeeping of it because that is handled by the check room. We have a storeroom in the gymnasium above, which is under our office management, but this stuff is checked to the equipment room as needed. One of our physical instructors is responsible for the gymnasium, reporting the breakages, needs for repair on equipment, and so forth. He may also make our schedules for our physical education personnel, under the authority of the head of the Department of course. This same man, and all of our physical education men, of course, are responsible for reporting to the office any uncleanness.

We have a janitor under the Superintendent of Buildings and Grounds. But naturally I assume responsibility to see that these things are enforced and am ever vigilant to see that the building is kept clean. It