

Department of Physical Education

November 5, 1942.

Miss Ruth Hoover
Miss Joie Stapleton
Miss Jean Bliss

Dear Friends:

Chancellor Malett very kindly accompanied me for an inspection of the gymnasium Tuesday noon. We surveyed the first floor, the second floor, and the running balcony, going over possible improvements for more efficiency in our department. From the west side we walked over to the east side, and as we went out the Chancellor made the observation that the lights during the noon hour were on in the women's offices. I knocked on the door but no one answered. Apparently you people had gone to lunch.

The Chancellor also observed that the lights were on in the women's gymnasium - all of them. Mr. Ryther, at the suggestion of the Chancellor, had called our attention to the necessity of conserving kilowatt hours, especially during the war effort.

I am kindly urging each instructor, both men and women, to check up on this very necessary item at all hours. Regardless of who is at fault in leaving them on, please see that they are snapped off.

After Chancellor Malett left I came back through the women's department and snapped off the lights in the women's gym. I was rather congratulating myself that the lights in the men's gym were off because we had gone through the hall and I had not noticed the lights on, but as I came through the men's gym all the lights were burning there. Whoever had the 11:30 class on Tuesday morning did not snap those lights off. There are three switches in the men's gym that must be turned off.

I will appreciate your careful and hearty cooperation.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

cc - Mr. Shank
Mr. Strait
Mr. Replegle