

1942

Report of the Board of Control: 1942.

Florida Board of Control, report

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"Florida First"



GENERAL EXTENSION DIVISION

OF

FLORIDA

OFFICE: GAINESVILLE

REG 16:
1942

FLORIDA DOCUMENT

Florida State Board of Control

Report of the Board of Control of the
State Institutions - - -

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1940/42

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Letter of Transmittal

Jacksonville, Florida
March 15, 1943

To His Excellency, SPENCER L. HOLLAND,
Governor of Florida

Sir:

In compliance with the provisions of Chapter 5384, Laws of Florida of 1905, there is submitted herewith the Biennial Report of the Board of Control, for the period beginning July 1, 1940, and ending June 30, 1942, for transmittal by you to the Legislature.

Respectfully submitted,

BOARD OF CONTROL,
STATE OF FLORIDA

By H. P. ADAIR, *Chairman*

17187

STATE BOARD OF CONTROL
INSTITUTIONS OF HIGHER LEARNING

H. P. ADAIR, Chairman	Jacksonville
R. H. GORE	Fort Lauderdale
N. B. JORDAN	Quincy
T. T. SCOTT	Live Oak
THOMAS W. BRYANT	Lakeland

STATE BOARD OF EDUCATION

SPENCER L. HOLLAND, Chairman	Governor
H. A. GRAY	Secretary of State
J. EDWIN LARSON	Treasurer
J. TOM WATSON	Attorney General
COLIN ENGLISH, Secretary	State Superintendent of Public Instruction

Report of Chairman of Board

We submit herewith the report for the biennium ending June 30th, 1942, for the Institutions under the Board's management, namely:

The University of Florida, Gainesville

The Florida State College for Women, Tallahassee

The Florida School for the Deaf and the Blind, St. Augustine

The Florida Agricultural and Mechanical College for Negroes,
Tallahassee

The reports of the Board's Secretary and of the Presidents of the several Institutions above mentioned for the biennium are published separately but are included in this volume as a part of this report. The reports of the Institutions are full and complete, and we respectfully refer to them for a detailed statement of their activities.

Each of the colleges, schools and departments under the Board's management is performing well its appropriate function, and with due regard to the facilities and resources at hand it is believed that the character and quality of the work performed compare favorably with other institutions of like character.

ENROLLMENT

The enrollment at the several Institutions from the 1905-06 term to November 1st in the 1942-43 term, and the enrollment at the Demonstration Schools conducted by each of the three Institutions of Higher Learning, and of the General Extension Division for the past eight bienniums, is shown on the following statement.

While the enrollment figures as of November 1, 1942, do not show an increase over the 1940 figures, any falling off of the enrollments in the regular courses at the institutions of higher learning because of the war emergency is more than made up by the additional numbers enrolled for special courses in connection with the war effort. The entire plant of each institution is being used to its fullest capacity, and in every institution there is need for additional buildings and facilities. In many instances the need is critical. It is not possible, of course, to provide for new construction or even extensive repairs, except the most urgent, during the period of the war emergency, and request is being made only for the most urgent needs. But the needs of the institutions are accumulating, and the demands upon them are increasing from year to year. Until funds and materials are available for new buildings and equipment, none of our Institutions will be able adequately to care for the steadily increasing enrollments which must be expected, both during the war and the period following the war.

ENROLLMENT
IN REGULAR COLLEGE WORK

	REGULAR SESSION				SUMMER SESSION			
	U. F.	F. A. C. W.	D. A. R.	A. A. M.	U. F.	F. A. C. W.	D. A. R.	A. A. M.
1905-06....	136	204	86	280
1906-07....	102	220	90	294
1907-08....	103	240	97	307
1908-09....	103	237	90	289
1909-10....	186	273	105	271
1910-11....	241	280	103	314
1911-12....	302	315	111	364
1912-13....	321	413	119	379
1913-14....	354	417	135	433
1914-15....	385	473	137	423
1915-16....	436	551	146	554
1916-17....	620	619	150	536
1917-18....	418	635	157	516
1918-19....	372	776	171	512
1919-20....	672	717	186	539
1920-21....	835	731	191	516	743	423	248
1921-22....	1018	784	206	539	783	539	187
1922-23....	1118	731	224	539	895	512	225
1923-24....	1347	964	231	561	1028	585	192
1924-25....	1481	1218	252	504	928	526	200
1925-26....	1857	1397	280	434	987	529	250
1926-27....	1909	1361	285	510	1289	692	323
1927-28....	2168	1434	300	434	1686	786	363
1928-29....	2142	1593	300	557	1613	766	358
1929-30....	2233	1728	315	562	1480	876	498
1930-31....	2435	1695	313	525	1520	913	715
1931-32....	2486	1743	306	524	1699	955	1026
1932-33....	2628	1794	325	574	1086	572	842
1933-34....	2371	1561	330	607	1310	712	1027
1934-35....	2848	1630	339	797	1602	873	1015
1935-36....	2983	1741	350	826	1706	828	1055
1936-37....	3069	1823	347	819	2136	942	867
1937-38....	3278	1850	344	822	2631	872	724
1938-39....	3438	1871	348	822	2591	872	724
1939-40....	3456	2048	343	876	2805	1085	784
1940-41....	3438	2030	352	927	2445	1189	1013
1941-42....	3239	2036	367	907	2463	1017	1180
1942-Nov. 1	2604	1846	360	990

ENROLLMENT
DEMONSTRATION SCHOOLS

	REGULAR SESSION				SUMMER SESSION			
	U.F.	F.S.C.W.	D. A. B.	A. A. M.	U.F.	F.S.C.W.	D. A. B.	A. A. M.
1934-35.....	448	423	222	51	212	148
1935-36.....	487	373	200	49	202	160
1936-37.....	469	346	316	102	259	341
1937-38.....	451	351	276	114	253	241
1938-39.....	459	364	239	106	257	241
1939-40.....	451	314	249	136	134	225
1940-41.....	472	350	275	177	134	169
1941-42.....	485	337	328	217	108	210
1942-Nov. 1	464	366	366

GENERAL EXTENSION DIVISION

1934-35.....	6269	482
1935-36.....	5680	425
1936-37.....	8418	693
1937-38.....	8003	733
1938-39.....	6123	635
1939-40.....	7294	450
1940-41.....	5376	625
1941-42.....	7674	498
1942-Nov. 1	2303	450

GRADUATIONS

The following table shows the number of graduates at each of the Institutions during the past biennium.

UNIVERSITY OF FLORIDA

YEAR	Bachelor's Degrees	Ph.D. Degrees	Master's Degrees	Bachelor Degrees	Professional Degrees	Two-Year Certificate	High School Diploma
1940-41.....	2	5	74	585	2	539	45
1941-42.....	2	6	39	525	1	497	48

FLORIDA STATE COLLEGE FOR WOMEN

1940-41.....	12	345	83	29
1941-42.....	5	380	24	11

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

1940-41.....	10
1941-42.....	6

FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

1940-41.....	154	3
1941-42.....	143	12

For the past several bienniums it has been the custom of the Board to include in its report a series of graphs showing the instructional cost per student at each of the Institutions, appropriated from State funds. These charts have been carried forward for the biennium covered by this Report and are attached hereto in Schedule A.

While educational experts differ as to the most appropriate system of accounting to be used in determining per student costs, the same system of accounting has been used in each of the several charts that has been used heretofore, and the graphs are interesting for a comparison of the costs during the periods shown.

THE NATIONAL WAR EFFORT

Each of the several Institutions has felt the impact of the nation's war effort, particularly in the last year of the biennium. Each has been called upon to release to the armed services of the nation or to other war activities many members of the administrative, teaching, and maintenance staffs. Replacements have become more and more difficult and in some instances, impossible.

The facilities of the University of Florida and of the Florida Agricultural and Mechanical College are being used by the Government for the training of the personnel of its armed forces and defense workers. The curricula of all the institutions have been changed and adapted to the needs of the war effort and will be further changed and modified as the need develops. To this end the curriculum of each Institution is being kept as elastic as is consistent with the maintenance of proper academic standards.

AGRICULTURAL EXPERIMENT STATION

Throughout the biennium the activities of the Main Agricultural Experiment Station, the Branch Stations and the Field Laboratories have been directed toward devising and discovering methods and means of protecting, improving and increasing the State's varied agricultural output, in order to meet the urgent demand for agricultural products made by a world at war. New varieties of vegetables and field plants have been developed and released; plant pest control methods have been simplified and improved; deficiencies in fruit, vegetable and field crops have been identified and remedied; and vital plants having possibilities in the production of rubber, fiber and other critical materials are being tested for their adaptability in Florida.

The Experiment Station in cooperation with the United States Department of Agriculture has undertaken and is carrying out a state-wide soil survey. The field work has been completed in Alachua and Collier Counties, and progress has been made in this undertaking in many other parts of the State.

In June, 1940, the citizens of Hardee County deeded 1,000 acres to the State Board of Education for a Range Cattle Station, and that Board later donated an adjoining 1,180 acres to this Station. During the last year of the biennium work on the physical improvements at the Station was begun and projects have

now been started there dealing with pasturage, management, breeding and other problems relating to the range industry.

The special frost forecasting service continued during the biennium, with the cooperation of the United States Weather Bureau, and proved of great value in the protection of citrus and early vegetable crops. Considerable research in frost protection was conducted at the meteorological laboratory near Lakeland. Three hundred sixty-nine (369) survey stations were in operation during the biennium, and the results of the temperature were published in ten mimeographed volumes, one for each of the ten districts into which the State is subdivided for the temperature survey work. At many of the stations there are now complete records available for seven consecutive seasons. Specialized frost broadcasts were issued for a net work of eighty-three (83) forecast stations, each so located that the forecast could easily be adapted to individual farms. During the summer seasons research in forecasting was carried on at Lakeland and the field men were assigned to assist in the special hurricane weather service.

AGRICULTURAL EXTENSION SERVICE

Since the beginning of the first World War the Agricultural Extension Service has worked for the improvement of farm economic conditions. Its projects include administration, publication and printing, county agent programs and home demonstration programs. In the present emergency the obligation for the production, conservation and distribution of a vastly increased farm output falls upon the Agricultural Extension Service through its program of guidance and education of farm people. It has cooperated in programs relating to vocational agriculture, rural electrification, the Federal Surplus Commodity Corporation, Federal feed and seed loans, the Crop Reporting Board, State Department of Agriculture, State Live Stock Sanitary Board, State Marketing Board, State Board of Health and commodity and production organizations, in addition to its close cooperation and collaboration with the Agricultural Adjustment Agency and soil conservation agencies. But while the war emergency has multiplied the duties of the Agricultural Extension Service, the usual benefits to the farms and rural homes in sixty-one (61) counties have been provided throughout the biennium.

The Service is supported by three sources of Revenue, the United States Department of Agriculture, State appropriations, and County Board appropriations. The County appropriations in support of the work vary between counties. In 1939 the Legislature passed an Act appropriating \$80,400 to apply on the salaries and expenses of County Extension Agents, in order that the salaries might be more nearly equalized. But to date this annual appropriation has not been available.

NEW BUILDINGS AND PERMANENT IMPROVEMENTS

A statement of such buildings and permanent improvements as have been completed at each of the several Institutions during the past biennium is shown on Schedule B attached to this report. Such construction as has been completed

during the biennium has been done with comparatively little outlay by the State. Because of the exigencies of war, many of the much needed improvements which had been authorized and for which appropriations had been made before the emergency, have not been undertaken.

UNIVERSITY OF FLORIDA

During the biennium the rehabilitation of the Agricultural Experiment Station was begun. The Law Library, which had been begun in the preceding biennium, was completed and in the fall of 1941 was dedicated with appropriate exercises to the memory of Nathan Philemon Bryan, one of the State's most distinguished men and the first chairman of the State Board of Control. Additional sections of Buckman Hall have been remodeled. But it will be noted from the attached exhibit that a large portion of the total cost of the buildings and plant improvements came from Federal funds, gifts, earnings, and other sources. Much of the appropriation made by the last Legislature for capital improvements remains unexpended.

FLORIDA STATE COLLEGE FOR WOMEN

The attached report will show that very little has been done in the way of construction and permanent improvements at the Florida State College for Women during the past biennium. The total of expenditures for such construction and improvements was a trifle more than \$30,000, and of this more than \$20,000 came from sources other than State funds.

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

The crowded conditions and inadequate facilities of this Institution have long been a source of grave concern to the Board of Control. As soon as the condition of the State and of the Nation make it possible for the Colored Department of this Institution to be removed to the school's farm at Casa Cola, we recommend that the executive and legislative departments give serious and favorable consideration to providing funds for this essential work.

FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

At this Institution the enrollment has increased progressively from year to year, and this increase in enrollment has been further speeded up by the war emergency. Besides the increase in numbers, the emergency has also brought about an increase in the duties and responsibilities of the Institution. As soon as conditions warrant, it is hoped that consideration may be given and steps taken to supplement the facilities at this Institution in order that it may more efficiently perform its functions.

BUDGETS

In recommending budgets for the several Institutions under its management, which recommendations are included in this report, a policy of severe economy has been followed, limiting the proposed expenditures to necessities for promoting the war effort, maintaining existing services and preserving the various

plants. Each of the Institutions has not only kept within its budget during the past biennium, but has refrained from claiming sums appropriated for specific services, and, by practice of the strictest economy, in many instances unexpended balances have been reported. The Board has continued this course in its recommendations; but these economies in every instance represent immense sacrifices upon the part of the various Institutions, and it is hoped that with the termination of the war, the needs of each Institution may be considered and provision made to enable them to operate on an efficient basis and to carry out their obligations in the development of the resources of the State and the training of its youth.

In conclusion, the Board acknowledges and commends the fine loyalty and work of the presidents, the faculties, and the employees of the several institutions and departments under its management. It also expresses its gratitude and appreciation for the cooperation of the Governor and the members of his Cabinet, who have been helpful in every way in the performance of its work.

Respectfully submitted,

BOARD OF CONTROL,
STATE OF FLORIDA

By H. P. ADAIR, Chairman.

SCHEDULE "B"
BUILDINGS AND IMPROVEMENTS COSTS AND
SOURCES OF FUNDS, 1940-42

UNIVERSITY OF FLORIDA

	From State	From Federal Government	From Gifts	Earnings or Other	Total
Law Library	\$36,127.94	\$31,351.00	\$	\$ 4,529.94	\$72,008.90
Remodeling Section "D" Bookman Hall				19,987.13	19,987.13
Remodeling Section "E" Bookman Hall				15,418.38	15,418.38
Florida Union Building Addition	5,577.20			21,066.36	26,643.56
Underground Heating Lines (Expansion to Law Building and Language Hall)	7,000.00				7,000.00
Fluorescent Lights for Library	6,600.00				6,600.00
Miscellaneous Improvements under \$1500 such as Partitions, Roof Repairs, etc.	7,733.43				7,733.43
Miscellaneous Improvements such as In- stalling Linoleum, Tile Floors, Abra- sives, etc.	7,377.88				7,377.88
Engineering Building Annex	178.58	1,801.52	1,620.28		3,700.38
Horticulture Greenhouse, College of Agriculture	7,930.54				7,930.54
Wood Products Laboratory	7,043.29		3,230.00		10,273.29
Remodeling Experiment Station Building Agricultural Engineering Vocational Shop	44,881.06				44,881.06
Shop Building and Residence, Lake Washington	1,000.00				1,000.00
Temporary Buildings for Civilian Pro- tection School, Chemical Warfare Di- vision		1,973.83			1,973.83
Permanent Improvements to Grounds, Walks, Roads, Plantings, and Sprinkler System	3,000.00				3,000.00
Main Experiment Station—					
Insulation Barn and Sile	2,300.00				2,300.00
Soils Storage and Laboratory	** 730.00				730.00
Agronomy Laboratory	**2,500.00				2,500.00
Storage Warehouse	**2,000.00				2,000.00
Addition to Dairy Products Laboratory				2,000.00	2,000.00
Citrus Laboratory, Sealed					
Pump House	75.00				75.00
Laboratory and Greenhouse			3,000.00		3,000.00
Garage and Storehouse			1,000.00		1,000.00
Citrus Station, Lake Alfred					
Deep Well and Irrigation System	4,000.00				4,000.00
Everglades Station, Belle Glade					
Water Mains and Fire Hydrants	5,000.00				5,000.00
Range Cattle Station Hardee County					
Superintendent's House	**4,000.00				4,000.00
Foreman's House	**2,500.00				2,500.00
Sheds, Garage, Feed Room, Cornish, Pens, etc.	**2,530.00				2,530.00

* Building Funds—Other Amounts from Operating Funds.

** Special State Appropriations.

SCHEDULE "B"—Continued
UNIVERSITY OF FLORIDA—Continued

	From State	From Federal Government	From Gifts	Earnings or Other	Total
Sub-Tropical Station, Homestead Greenhouse.....	2,000 00				2,000 00
Sheds for Plants, Machinery, Tools, etc.....	1,300 00				1,300 00
Vegetable Crops Laboratory, Bradenton Greenhouse and Laboratory.....	**6,400 00				6,400 00
Watermelon Laboratory, Leesburg Pits and Implement Shed.....	1,000 00				1,000 00
Total 1945-47.....	\$178,744 94	\$35,114 37	\$ 4,480 24	\$79,522 03	\$300,262 72

* Building Funds—Other amounts from Operating Funds.

** Special State Appropriations.

NEW BUILDINGS AND PERMANENT IMPROVEMENTS
DURING THE BIENNIUM

FLORIDA STATE COLLEGE FOR WOMEN

Name of Building	Fund or Funds from Which Paid	Amount Paid
Room added to Gymnasium for Receiving Laundry.....	State Funds (current).....	\$ 1,292.48
Cottage No. 44 Mechanics Cottage, New Room added.....	State Funds (current).....	768.50
Cottage No. 52 Truck Driver's Cottage, New Room added.....	State Funds (current).....	671.11
Cottage No. 55 Fireman's Cottage, New Room added and New Roof..	State Funds (current).....	823.95
Roads and Sidewalks.....	State Funds (current).....	171.54
Connecting Practice House and Dietitians' Cottage with Heating Mains.....	State Funds (current).....	2,055.68
New Building for Dairyman's Assistant.....	Dairy Funds (current).....	2,398.01

SCHEDULE "B"—Continued
NEW BUILDINGS AND PERMANENT IMPROVEMENTS
DURING THE BIENNIUM

FLORIDA STATE COLLEGE FOR WOMEN—Continued

Name of Building	Fund or Funds from Which Paid	Amount Paid
Student-Alumnae Building Furniture and Equipment	Current Building Operating Funds . \$1,850.72 Student Activity Fund for Improvements 15,735.09 Donations from Alumnae 4,362.60 State Funds 1,073.15	23,022.16
	Total	\$ 31,243.43

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Name of Building	Fund or Funds from Which Paid	Amount Paid
New Boiler for Central Heating Plant	State Appropriation \$8,291.81 Incidental Funds 6,956.70	\$ 15,248.51
New Baths in Bloxham Cottage and Walker Hall	State Appropriation	10,475.00
Fire Escapes on Colored School Building	State Appropriation	870.00
New Roof on Colored School, Service Building, Industrial Building and part of Walker Hall	State Appropriation	5,210.23
New Underground Steam Lines	State Appropriation	2,445.36
	Total	\$ 34,249.10

SCHEDULE "B"—Continued
 PERMANENT IMPROVEMENTS DURING THE BIENNIUM
 FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

Name of Building	Fund or Funds from Which Paid	Amount Paid
Grading Campus and Building Athletic Field.....	W.P.A. Funds.....	\$ 23,444.00
Constructed Emergency De- fense Shed for War Training Program.....	State Appropriation.....	5,198.95
Constructed Bleachers on Athletic Field.....	State Appropriation.....	1,200.00
Constructed Greenhouse.....	State Appropriation.....	8,853.50
Refloored and Painted Interior of Tucker Hall.....	State Appropriation.....	576.80
Reconstructed Fire Damages at Clark Hall.....	Fire Insurance.....	1,455.88
Reconstructed Fire Damages at Laundry and Replaced Window Frames.....	Fire Insurance.....	383.00
Remodeled Foods Department in Home Economics Building	State Appropriation.....	475.00
Reinforced Foundation, Re- paired Window Frames and Flooring at Science Hall....	State Appropriation.....	625.00
Rebuilt Wall in West Wing of Mechanic Arts Building....	State Appropriation.....	658.00
Installed Locks and Repaired Doors in N. B. Young and E. B. Jones Hall.....	State Appropriation.....	315.00
Repaired Sills, Walls, Roof and Painted Gibbs Cottage.....	State Appropriation.....	311.00
Made Concrete Fence Post for Athletic Field.....	State Appropriation.....	1,061.07
Painted Exterior of Teachers Cottage, Dairy Barn, Hospi- tial and Gwynn Cottage...	State Appropriation.....	1,604.63
Painted Interior of Teachers Cottage and Melvin Lodge...	State Appropriation.....	520.00
Remodeled, Rewired and Painted Interior of Gwynn Cottage.....	State Appropriation.....	1,275.00
Constructed New Chimney and Overhauled Heating System at Library Annex.....	State Appropriation.....	950.00

SCHEDULE "B"—Continued

FLORIDA AGRICULTURAL & MECHANICAL COLLEGE FOR NEGROES—Continued

Name of Building	Fund or Funds from Which Paid	Amount Paid
Installed Underground Cable and Replaced Power Transformer in Electric System Near Library.....	State Appropriation.....	1,050.00
Installed Heating System and Painted Nurses Cottage....	State Appropriation.....	670.00
Installed Heating System and Made Door and Window Replacements in Agricultural Building.....	State Appropriation.....	1,150.00
Installed Boiler and Overhauled Heating System at Administration Building....	State Appropriation.....	1,220.00
	Total.....	\$ 52,996.83

DATA

Year	* Enrollment	State Appropriation University Proper
1928-29.....	2,461	\$ 749,152.00
1929-30.....	2,411	801,419.50
1930-31.....	2,543	851,884.50
1931-32.....	2,721	714,048.44
1932-33.....	2,861	714,048.44
1933-34.....	2,430	561,600.00
1934-35.....	2,503	561,600.00
1935-36.....	3,339	625,000.00
1936-37.....	3,538	625,000.00
1937-38.....	3,811	810,000.00
1938-39.....	4,090	810,000.00
1939-40.....	4,158	945,000.00
1940-41.....	4,101	945,000.00
1941-42.....	3,649	992,250.00

* The number enrolled each year is the sum of one-half the number enrolled the first semester plus one-half the number enrolled the second semester plus one-fourth the number enrolled each summer term. This is a very conservative method of computing enrollment, and gives a smaller figure than obtained by the usual method of counting the aggregate number of individuals registered.

SCHEDULE "A"
INSTRUCTIONAL COST PER STUDENT AT THE UNIVERSITY OF FLORIDA
1927-28 THRU 1941-42

Year	Total Student Units	Total Instructional Cost	Cost per Student Unit
1927-28.....	2,317	\$ 844,028.19	\$ 364.28
1928-29.....	2,461	777,136.34	315.78
1929-30.....	2,411	827,285.49	343.13
1930-31.....	2,543	936,166.35	368.13
1931-32.....	2,721	800,498.04	294.19
1932-33.....	2,861	793,895.21	277.49
1933-34.....	2,430	651,959.80	268.30
1934-35.....	2,933	665,054.53	226.75
1935-36.....	3,339	763,174.96	228.56
1936-37.....	3,538	784,238.30	221.66
1937-38.....	3,811	994,764.63	261.02
1938-39.....	4,000	1,039,192.55	254.08
1939-40.....	4,158	1,042,482.23	250.72
1940-41.....	4,101	1,124,855.89	274.29
1941-42.....	3,649	1,198,001.44	328.31

The following procedure was used in determining the above figures:

1. **STUDENT UNITS**—We have counted the registrants for the first term only, each as one-half of a student unit; the registrants for the second term only, each as one-half of a student unit; and each registrant each term in the summer session as one-fourth of a student unit. The summer term units have been combined with the units for the regular session following it to give the total student units for each year.

2. **AMOUNT OF MONEY EXPENDED FOR INSTRUCTIONAL PURPOSES**—The following items have been included or excluded, as indicated, in determining the amount of money appropriated for residence instruction:

A. Included amounts appropriated for the University proper, the Chair of American History, the American Legion Fund, the Agricultural College Fund, Seminary Interest, the Morrill-Nelson Fund, and the Rankhead-Jones Fund.

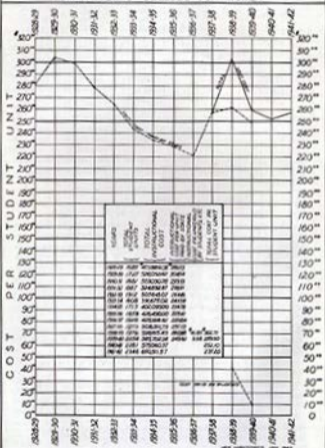
B. Included all incidental collection in connection with residence instruction.

C. Excluded appropriations for, and overhead chargeable to, the Agricultural Experiment Stations and Agricultural Extension Service, the General Extension Division, the Radio Station, the Florida State Museum, the P. K. Yonge Laboratory School, and all building funds.

D. Excluded all incidental collections not in connection with residence instruction, such as for room, board, bookstores, et cetera.

3. **COST PER STUDENT UNIT**—The cost per student unit was found by dividing the amount of money expended for instructional purposes by the total number of student units.

INSTRUCTIONAL COST PER STUDENT UNIT
FLORIDA STATE COLLEGE FOR WOMEN

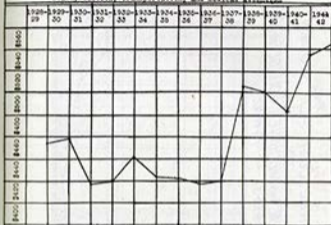


PER STUDENT UNIT COST

at the

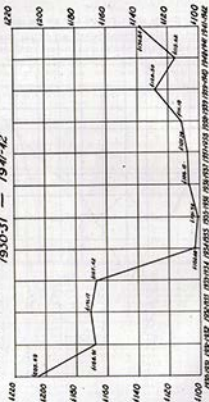
FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Board, tuition, transportation, and medical attention

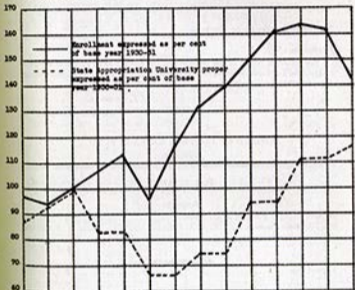


Year	Total Student Unit	Total Transportation, Board, etc.	Cost Per Student Unit
1928-1929	294	\$ 138,974.00	\$ 470
1929-1930	319	136,474.00	470
1930-1931	300	140,000.00	424
1931-1932	300	140,000.00	440
1932-1933	300	140,000.00	441
1933-1934	300	126,000.00	412
1934-1935	339	136,002.00	404
1935-1936	300	126,640.00	426
1936-1937	347	150,640.00	429
1937-1938	344	191,000.00	550
1938-1939	346	181,000.00	526
1939-1940	343	170,071.00	500
(Actually spent during 1939-1940)		174,618.00	500
1940-1941	302	190,409.36	550.14
1941-1942	307	206,167.00	581.76

INSTRUCTIONAL COST PER STUDENT
AT THE
FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES
1930-31 — 1941-42



1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942
 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942



Report of Board's Secretary

FINANCIAL REPORT OF THE BOARD'S SECRETARY COVERING RECEIPTS AND DISBURSEMENTS DURING THE FISCAL YEAR BEGINNING JULY 1, 1940, AND ENDING JUNE 30, 1941

TALLAHASSEE, FLORIDA, OCTOBER 1, 1941

TO THE STATE BOARD OF CONTROL.

Gentlemen:

The following report of the receipts and disbursements of all funds handled by the Board of Control during the fiscal year beginning July 1, 1940, and ending June 30, 1941, is herewith respectfully submitted.

J. T. DIAMOND,

Executive Secretary.

BOARD OF CONTROL EXPENSE FUND 1940-1941

FOR SALARIES

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 438.25
State Appropriations.....	5,850.00
	<u>\$ 6,288.25</u>

DISBURSEMENTS

For Salaries.....	\$ 5,400.00
	<u>\$ 888.25</u>

FOR NECESSARY AND REGULAR EXPENSES

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 1,151.89
State Appropriation.....	3,000.00
	<u>\$ 4,151.89</u>

DISBURSEMENTS

For Travel and Office Expenses.....	\$ 4,001.27
	<u> </u>
	* \$ 150.62

* The balances in these funds reverted to the General Revenue Fund.

ANNUAL REPORT OF SCHOLARSHIPS HANDLED BY
THE BOARD OF CONTROL

UNIVERSITY OF FLORIDA

ARTHUR E. HAMM SCHOLARSHIP FUND

PRINCIPAL

Five Florida Ship Canal Bonds, \$1,000 each.....	\$ 5,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 100.69
Receipts during year.....	300.99
	<u> </u>
Total.....	\$ 401.68
Disbursements.....	152.00
	<u> </u>
Balance Carried Forward July 1, 1941.....	\$ 249.68

GENERAL WILLIAM LORING MEMORIAL SCHOLARSHIP FUND

PRINCIPAL

U. S. Steel Corporation Stock.....	\$ 400.00
Florida Ship Canal Bond.....	1,000.00
First Federal Savings and Loan Association of Jacksonville.....	500.00
First Federal Savings and Loan Association of Tallahassee.....	1,500.00
	<u> </u>
Total.....	\$ 3,400.00

INCOME
RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 126.79
Receipts during year.....	156.05
	<hr/>
Total.....	\$ 282.84
Disbursements.....	101.25
	<hr/>
Balance carried forward July 1, 1941.....	\$ 181.59

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

First Federal Savings and Loan Association of Jacksonville stock.....	\$ 500.00
Nine Florida Ship Canal Bonds.....	9,000.00
First Federal Savings and Loan Association of Jacksonville stock.....	500.00
	<hr/>
Total.....	\$10,000.00

INCOME
RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 207.18
Receipts During Year.....	\$ 1,078.25
	<hr/>
Total.....	\$ 1,285.43
Disbursements.....	812.44
	<hr/>
Balance Carried Forward July 1, 1941.....	\$ 472.99

DAVID YULEE SCHOLARSHIP FUND

PRINCIPAL

First Federal Savings and Loan Association of Jacksonville Stock.	\$ 5,000.00
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INCOME
RECEIPTS

Balance Brought Forward July 1, 1940.....	\$.....
Receipts During Year.....	5,371.02
Disbursements.....	5,102.00
	<hr/>
Balance Carried Forward July 1, 1941.....	\$ 269.02

DAVID YULKE LECTURESHIP

PRINCIPAL

Tallahassee Federal Savings and Loan Association Stock.....	\$ 3,000.00
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INCOME

Balance Brought Forward July 1, 1940.....	\$ 48.71
Receipts During Year.....	67.54
Total.....	\$ 116.25
Disbursements.....	40.00
Balance Carried Forward July 1, 1941.....	\$ 76.25

FRANK H. WADE ESTATE

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 3,519.28
Receipts During Year.....	303.21
Total.....	\$ 3,852.49
Purchase of First Federal Savings and Loan Association of Tallahassee stock.....	3,000.00
Balance Carried Forward July 1, 1941.....	\$ 852.49

FLORIDA STATE COLLEGE FOR WOMEN

MRS. SARA LEVY SCHOLARSHIP FUND

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 7.17
Received Check from Mrs. Sara Levy.....	300.00
Interest on Bank Deposits.....	2.32
Total.....	\$ 309.49

DISBURSEMENTS

For Scholarships.....	\$ 299.95
Balance Carried Forward July 1, 1941.....	\$ 9.54

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

1 U. S. 3½% Treasury Bond.....	\$ 500.00	
5 Paid-Up Shares, Federal Savings and Loan Association of Jacksonville.....	500.00	
9 Florida Ship Canal Bonds 4%.....	9,000.00	
Total.....		\$10,000.00

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 341.23	
Receipts During Year.....	1,081.87	
Total.....		\$ 1,423.10

DISBURSEMENTS

For Scholarships.....	\$ 862.44	
Balance Carried Forward July 1, 1941.....	\$ 560.66	

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

City of Jacksonville 5% Bond.....	\$ 1,000.00	
First Federal Savings and Loan Association of Jacksonville stock.....	1,000.00	
4 Florida Ship Canal 4% Bonds.....	4,000.00	
Tallahassee First Federal Savings and Loan Association stock.....	1,000.00	
Total.....		\$ 7,000.00

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 1,234.46	
Receipts During Year.....	373.84	
Total.....		\$ 1,608.30
Disbursements During Year.....	1,032.00	
Balance Carried Forward July 1, 1941.....	\$ 556.30	

 FLORIDA A. & M. COLLEGE FOR NEGROES

J. C. McMULLEN SCHOLARSHIP FUND

PRINCIPAL

1, 3% Hernando County Refunding Bond	\$ 1,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 165.16
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Receipts During Year.....	47.45
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Total.....	\$ 212.61
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Disbursements for Scholarships.....	50.00
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Balance Carried Forward July 1, 1941.....	\$ 162.61
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MRS. SARA LEVY SCHOLARSHIP FUND

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 8.24
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Received Check from Mrs. Sara Levy.....	150.00
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Interest on Bank Deposits.....	1.17
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Total.....	\$ 159.41
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Disbursements for Scholarships.....	150.00
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Balance Carried Forward July 1, 1941.....	\$ 9.41
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FLORIDA A. & M. COLLEGE HART HOSPITAL BUILDING FUND

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 1,028.52
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Interest on Bank Deposits.....	15.32
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Total.....	\$ 1,043.84
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Disbursements.....
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Balance Carried Forward July 1, 1941.....	\$ 1,043.84
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FLORIDA A. & M. COLLEGE HART HOSPITAL FUND

RECEIPTS

Balance Brought Forward July 1, 1940.....	\$ 216.96
Received Rent on Two Small Residences in Jacksonville.....	293.55
Total.....	\$ 510.51
Disbursements.....
Balance Carried Forward July 1, 1941.....	\$ 510.51

EDUCATIONAL OPPORTUNITIES FOR CHILDREN OF VETERANS

CHAPTER 14474, ACTS OF 1935

RECEIPTS

Appropriation.....	\$ 4,000.00
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DISBURSEMENTS

Scholarships, University of Florida.....	\$ 662.00
Balance Carried Forward July 1, 1941.....	\$ 3,338.00

**SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
UNIVERSITY FOR THE FISCAL YEAR 1940-1941**

Name of Fund	Receipts	Disbursements	Balances
Appropriation:			
For Salaries.....	\$ 786,792.34	\$ 738,972.46	\$47,819.88*
For Necessary and Regular Ex- penses.....	267,737.76	248,766.71	18,991.05*
Extra Boiler for Dormitories....	12,500.00	12,500.00*
John F. Seagle Building Fund, Chapter 18404.....	17,763.22	17,763.22
Chair of Americanism and South- ern History	2,544.66	2,310.93	233.71*
Forestry, Chapter 17028.....	7,500.00	7,214.66	285.34
Forestry, Chapter 18403.....	28,112.36	23,879.97	4,232.39
Interest, Agricultural College Fund.....	7,750.00	7,750.00
University, Incidental.....	275,507.45	197,385.98	78,121.47
General Extension, Incidental...	46,129.32	39,129.04	7,000.28
Moersill-Nelson Fund.....	25,000.00	25,000.00
Bankhead-Jones Fund.....	18,977.57	18,977.57
American Legion, Interest.....	2,200.00	2,200.00
Seminary Interest Fund.....	992.36	511.10	481.26
Permanent Building Fund, Chapter 14373.....	4,354.92	4,114.75	240.17
P. K. Yonge Laboratory School..	10,700.00	10,200.00	500.00
Total.....	\$1,514,581.96	\$1,326,413.19	\$188,168.77

* The balances in these funds reverted to the General Revenue Fund.

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
AGRICULTURAL EXPERIMENT STATIONS FOR
THE FISCAL YEAR 1940-1941

Name of Fund	Receipts	Disbursements	Balances
Hatch Fund, Federal Appropriation.....	\$ 15,000.00	\$ 15,000.00	\$.....
Adams Fund, Federal Appropriation.....	15,000.00	15,000.00
Furnell Fund, Federal Appropriation.....	60,000.00	60,000.00
Bankhead-Jones Fund.....	30,801.64	30,801.64
Station, Incidental.....	100,896.17	40,510.19	60,385.98
Main Station, Gainesville:			
For Salaries.....	94,037.26	89,123.56	4,913.70*
For Necessary and Regular Expenses.....	105,734.02	76,063.68	29,670.34*
Vegetable Crops Laboratory:			
For Salaries.....	2,400.00	2,400.00
For Necessary and Regular Expenses.....	14,335.90	14,170.24	165.66*
Strawberry Investigations:			
For Salaries.....	5,305.60	5,172.50	133.10*
For Necessary and Regular Expenses.....	1,835.40	1,253.74	581.66*
Citrus Disease Investigations:			
For Salaries.....	3,060.00	510.00	2,550.00*
For Necessary and Regular Expenses.....	443.19	124.45	318.74*
Blue Mold of Tobacco.....	6,196.98	4,170.71	2,026.27*
Potato Disease Investigations:			
For Salaries.....	10,232.91	7,617.70	2,635.21*
For Necessary and Regular Expenses.....	2,409.00	2,399.69	9.31*
Laboratory at Hastings.....	2,740.00	2,019.14	720.86*
Peanut Investigations:			
For Salaries.....	1,300.00	1,083.33	216.67*
For Necessary and Regular Expenses.....	5,499.64	982.32	4,517.32*
Fumigation Research:			
For Salaries.....	2,400.00	2,400.00

* The balances in these funds reverted to the General Revenue Fund.

SUMMARY—AGRICULTURAL EXPERIMENT STATIONS (Continued)

Name of Fund	Receipts	Disbursements	Balances
For Necessary and Regular Expenses.....	\$ 919.06	\$ 661.92	\$ 257.14*
Grape Pest Investigations:			
For Salaries.....	2,520.00	2,520.00
For Necessary and Regular Expenses.....	980.00	980.00
Celery Investigations:			
For Salaries.....	12,853.55	6,900.00	5,953.55*
For Necessary and Regular Expenses.....	5,966.55	4,276.06	1,690.49*
Citrus Station, Lake Alfred:			
For Salaries.....	66,619.24	39,697.72	26,921.52*
For Necessary and Regular Expenses.....	19,966.02	19,958.25	27.77*
Everglades Station:			
For Salaries.....	21,059.50	19,598.62	1,460.88*
For Necessary and Regular Expenses.....	33,045.87	29,401.28	3,644.59*
Everglades Continuing.....	5,000.00	5,000.00
North Florida Station:			
For Salaries.....	11,270.36	11,066.37	203.99*
For Necessary and Regular Expenses.....	16,970.09	14,957.41	2,012.68*
Sub tropical Station:			
For Salaries.....	13,434.00	12,783.66	650.34*
For Necessary and Regular Expenses.....	8,963.10	8,742.55	220.55*
Watermelon Station:			
For Salaries.....	9,000.00	4,800.00	4,200.00*
For Necessary and Regular Expenses.....	4,000.00	2,874.60	1,125.40*
Dairy Investigations:			
For Salaries.....	8,757.81	8,255.62	502.19*
For Necessary and Regular Expenses.....	8,438.00	8,438.00
Poultry and Turkey Investigations:			
For Salaries.....	7,214.29	6,627.25	587.04*

* The balances in these funds reverted to the General Revenue Fund.

SUMMARY—AGRICULTURAL EXPERIMENT STATIONS (Continued)

Name of Fund	Receipts	Disbursements	Balances
For Necessary and Regular Expenses.....	\$ 6,790.50	\$ 4,387.42	\$ 2,403.08*
Weather Forecasting Service:			
For Salaries.....	960.00	960.00
For Necessary and Regular Expenses.....	17,825.32	17,073.25	752.07*
Cotton and Peanut Investigations:			
For Salaries.....	8,126.40	1,881.03	6,245.37*
For Necessary and Regular Expenses.....	1,566.11	1,420.85	145.26*
Remodeling Beef Cattle Barn...	12,000.00	12,000.00*
Special Pasture Research and Demonstration.....	40,000.00	6,354.70	33,645.30*
Permanent Equipment for Soil Conservation Districts.....	20,000.00	20,000.00*
Research and Demonstration Work on Bright or Flue Cured Tobacco, Chapter 19322.....	15,165.16	5,970.34	9,194.82*
Branch Experiment Station in Hardee County, Chapter 19489	24,977.40	14,994.18	9,983.22*
Total.....	\$ 884,056.04	\$ 631,383.97	\$252,672.07

* The balances in these funds reverted to the General Revenue Fund.

**SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
AGRICULTURAL EXTENSION DIVISION FOR THE
FISCAL YEAR 1940-1941**

Name of Fund	Receipts	Disbursements	Balances
Smith-Lever, State:			
For Salaries	\$ 65,681.68	\$ 56,083.76	\$ 9,597.92
For Necessary and Regular Expenses	51,494.76	39,611.39	11,883.37
Smith-Lever, Federal.....	63,968.10	63,968.10
Capper-Ketchum Fund.....	26,555.74	26,555.74
Federal Bankhead-Jones Fund...	120,447.93	120,447.93
Special, 4-H Club.....	4,003.37	1,846.24	2,157.13
Agricultural Extension Service, Chapter 19216.....	80,400.00	80,400.00
Further Development.....	8,462.00	8,462.00
Total	\$ 421,013.58	\$ 316,975.16	\$104,038.42

The balance in the following funds reverted to the General Revenue Fund:

Smith-Lever, State:

For Salaries	\$ 9,597.92
For Necessary and Regular Expense.....	11,883.37
Special 4-H Club Camps.....	2,157.13
Agricultural Extension Service, Chapter 19216.....	80,400.00

**SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA STATE COLLEGE FOR WOMEN FOR
THE FISCAL YEAR 1940-1941**

Name of Fund	Receipts	Disbursements	Balance
State Appropriation:			
For Salaries.....	\$ 476,724.59	\$ 476,724.59	\$.....
For Necessary and Regular Expenses.....	132,120.16	110,700.08	21,420.08*
Incidental Fund.....	205,011.92	44,948.18	160,063.74
Seminary Interest Fund.....	3,654.39		3,654.39
Home Demonstration Extension Fund:			
For Salaries.....	10,013.04	3,989.28	6,023.76*
For Necessary and Regular Expenses.....	5,969.34	4,707.82	1,261.52*
Permanent Building Fund.....	1,889.13	90.55	1,798.58
Westcott Estate Fund:			
Leon County Portion.....	10,283.96		10,283.96
State-Wide Portion.....	17,801.44		17,801.44
Chair of Americanism and South- ern History.....	2,500.00	2,500.00	
Emergency Fund, Chapter 19280	30,300.00		30,300.00*
Total.....	\$ 896,267.97	\$ 643,660.50	\$252,607.47

* The balances in these funds reverted to the General Revenue Fund.

**SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA SCHOOL FOR THE DEAF AND BLIND
FOR THE FISCAL YEAR 1940-1941**

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries.....	\$ 91,268.45	\$ 85,196.85	\$ 6,081.60
For Necessary and Regular Expenses.....	130,783.49	110,315.95	20,467.54
Permanent Building Fund.....	4,567.73	3,394.82	1,172.91
Incidental Fund.....	16,704.84	1,510.00	15,194.84
Building Program:			
Rewiring Walker Hall.....	1,000.00		1,000.00
Repairs to Roofs.....	2,500.00		2,500.00
Shop and Maintenance Building.....	6,000.00		6,000.00
New Central Heating Plant, including Underground Steamlines.....	29,860.00	4,249.96	35,610.04
Total.....	\$ 292,684.51	\$ 204,657.58	\$88,026.93

The following balances as given in the above summary reverted to the General Revenue Fund:

State Appropriation:	
For Salaries.....	\$ 6,081.60
For Necessary and Regular Expense.....	20,467.54
Building Program:	
Rewiring Walker Hall.....	1,000.00
Repairs to Roofs.....	2,500.00
Shop and Maintenance Building.....	6,000.00
New Central Heating Plant, including Underground Steamlines.....	35,610.04

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA AGRICULTURAL AND MECHANICAL
COLLEGE FOR NEGROES FOR THE FISCAL
YEAR 1940-1941

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries.....	\$ 110,560.00	\$ 110,560.00	\$.....
For Necessary and Regular Expenses.....	21,500.00	31,500.00
Summer School Salaries.....	10,340.00	10,340.00
Incidental Fund.....	30,953.73	30,886.29	67.44
Morrill Fund.....	25,000.00	25,000.00
Permanent Building Fund.....	680.81	667.51	13.30
Hospital Fund.....	11,383.21	11,328.73	54.48
Federal Bankhead-Jones Fund...	18,977.58	18,977.58
Special Repairs to Present Buildings, etc.....	18,750.00	18,750.00
Necessary Repairs to Dairy Barn, Green House, Laundry and Equipment (Biennium).....	12,366.66	5,792.86	6,573.80*
Total.....	\$ 270,511.99	\$ 263,802.97	\$ 6,709.02

* Balance in this fund reverted to the General Revenue Fund.

FINANCIAL REPORT OF THE DEPARTMENT OF ARCHITECTURE
TO BOARD OF CONTROL FOR THE FISCAL YEAR 1940-1941

RESOURCES	
Balance Brought Forward July 1, 1940.....	\$ 14,969.38
Received During the Year for Services Rendered by the Department.....	500.00
Total.....	\$ 15,469.38
DISBURSEMENTS	
For Salaries of Employees in Department.....	\$10,566.28
For Traveling Expenses.....	276.70
For Office Expenses.....	389.55
Total.....	\$11,232.53
Balance Carried Forward July 1, 1941.....	\$ 4,236.85

STATE APPROPRIATION SPECIAL EMERGENCY, CHAPTER 19280

RESOURCES

Balance Brought Forward July 1, 1940.....	\$.23
Appropriation for 1940-1941.....	1,500.00
Total.....	\$ 1,500.23

DISBURSEMENTS

For Salary, Travel, and Office Expenses.....	\$ 1,500.04
Total.....	* \$.19

* The balance in this fund reverted to the General Revenue Fund.

* SUMMARY FOR ALL INSTITUTIONS UNDER THE MANAGEMENT
OF THE BOARD, 1940-1941

Name of Institution	Receipts	Disbursements	Balances
University of Florida.....	\$1,514,581.90	\$1,326,413.19	\$188,168.77
Agricultural Experiment Stations	884,056.04	631,383.97	252,672.07
Agricultural Extension Division..	421,013.58	316,975.16	104,038.42
Florida State College for Women	896,267.97	643,660.50	252,607.47
Florida School for the Deaf and the Blind.....	292,684.51	204,657.58	88,026.93
Florida A. & M. College for Negroes.....	270,511.99	263,802.97	6,709.02
	\$4,279,116.05	\$3,386,893.37	\$892,222.68

Report of Board's Secretary

FINANCIAL REPORT OF BOARD'S SECRETARY COVERING RECEIPTS AND DISBURSEMENTS DURING THE FISCAL YEAR BEGINNING JULY 1, 1941, AND ENDING JUNE 30, 1942

TALLAHASSEE, FLORIDA, OCTOBER 1, 1942

TO THE STATE BOARD OF CONTROL.

Gentlemen:

The following report of the receipts and disbursements of all funds handled by the Board of Control during the fiscal year beginning July 1, 1941, and ending June 30, 1942, is herewith respectfully submitted.

J. T. DIAMOND,
Executive Secretary.

BOARD OF CONTROL EXPENSE FUND 1941-1942

FOR SALARIES

RECEIPTS

State Appropriation..... \$ 9,610.00

DISBURSEMENTS

For Salaries..... \$ 8,909.97

Balance Carried Forward July 1, 1942..... \$ 700.03

FOR NECESSARY AND REGULAR EXPENSES

RECEIPTS

State Appropriation..... \$ 4,900.00

DISBURSEMENTS

For Travel and Office Expense..... \$ 3,829.31

Balance Carried Forward July 1, 1942..... \$ 1,070.69

 ANNUAL REPORT OF SCHOLARSHIPS HANDLED BY
 THE BOARD OF CONTROL

 UNIVERSITY OF FLORIDA

ARTHUR E. HAMM SCHOLARSHIP FUND

PRINCIPAL

First Federal Savings and Loan Association of Gainesville stock..	\$ 5,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 249.68
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Receipts during Year.....	5,154.30
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Total.....	\$ 5,403.98
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Disbursements.....	5,241.00
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Balance Carried Forward July 1, 1942.....	\$ 162.98
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GENERAL WILLIAM LORING MEMORIAL SCHOLARSHIP FUND

PRINCIPAL

Four States U. S. Steel Corporation Stock.....	\$ 400.00
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Jacksonville Federal Savings and Loan Association stock.....	500.00
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Tallahassee Federal Savings and Loan Association stock.....	2,500.00
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Total.....	\$ 3,400.00
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RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 181.59
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Receipts During Year.....	1,135.19
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Total.....	\$ 1,316.78
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Disbursements.....	1,150.00
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Balance Carried Forward July 1, 1942.....	\$ 166.78
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ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

Jacksonville First Federal Savings and Loan Association stock.....	\$ 1,000.00	
Gainesville First Federal Savings and Loan Association stock.....	5,000.00	
Tallahassee Federal Savings and Loan Association stock.....	4,000.00	
	<u> </u>	
Total.....		\$10,000.00

INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 472.99	
Receipts During Year.....	9,314.08	
	<u> </u>	
Total.....		\$ 9,787.07
Disbursements.....		<u>9,352.00</u>
Balance Carried Forward July 1, 1942.....		\$ 435.07

DAVID YULEE SCHOLARSHIP FUND

PRINCIPAL

Jacksonville First Federal Savings and Loan Association stock....	\$ 5,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 209.02	
Receipts During Year.....	151.64	
	<u> </u>	
Total.....		\$ 420.66
Disbursements.....		<u>251.00</u>
Balance Carried Forward July 1, 1942.....		\$ 169.66

DAVID YULEE LECTURESHIP

PRINCIPAL

Tallahassee Federal Savings and Loan Association stock.....	\$ 3,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 76.25
Receipts During Year.....	120.55
Total.....	\$ 196.80
Disbursements.....	25.00
Balance Carried Forward July 1, 1942.....	\$ 171.80

FRANK H. WADE ESTATE

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 852.49
Receipts During Year.....	892.55
Total.....	\$ 1,745.04
Disbursements.....
Balance Carried Forward July 1, 1942.....	\$ 1,745.04

RAMSAUER MEMORIAL FUND

PRINCIPAL

First Federal Savings and Loan Association of Gainesville stock...	\$ 700.00
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FLORIDA STATE COLLEGE FOR WOMEN

MRS. SARA LEVY SCHOLARSHIP FUND

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 9.54
Received check from Mrs. Sara Levy.....	300.00
Interest on Bank Deposits.....	.46
Total.....	\$ 310.00
Disbursements for Scholarships.....	300.00
Balance Carried Forward July 1, 1942.....	\$ 10.00

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

Tallahassee Federal Savings and Loan Association stock.....	\$ 5,000.00
Gainesville Federal Savings and Loan Association stock.....	5,000.00
Total.....	<u>\$10,000.00</u>

INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 560.66
Receipts During Year.....	<u>9,314.76</u>
Total.....	\$ 9,875.42
Disbursements.....	<u>9,352.00</u>
Balance Carried Forward July 1, 1942.....	\$ 523.42

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

ALBERT W. GILCHRIST SCHOLARSHIP FUND

PRINCIPAL

1 City of Jacksonville 5% Bond.....	\$ 1,000.00
First Federal Savings and Loan Association of Jacksonville stock.....	1,000.00
First Federal Savings and Loan Association of Tallahassee stock.....	4,000.00
Tallahassee First Federal Savings and Loan Association.....	<u>1,000.00</u>
Total.....	\$ 7,000.00

INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 556.30
Receipts During Year.....	<u>4,249.58</u>
Total.....	\$ 4,805.88
Disbursements.....	<u>4,101.00</u>
Balance Carried Forward July 1, 1942.....	\$ 704.88

 FLORIDA A. & M. COLLEGE FOR NEGROES

J. C. McMULLIN SCHOLARSHIP FUND

PRINCIPAL

1.3% Hernando County Refunding Bond.....	\$ 1,000.00
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INCOME

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 162.61
Receipts During Year.....	31.78
Total.....	\$ 194.39
Disbursements.....	50.00
Balance Carried Forward July 1, 1942.....	\$ 144.39

MRS. SARA LEVY SCHOLARSHIP FUND

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 9.41
Received Check from Mrs. Sara Levy.....	150.00
Interest on Bank Deposits.....	.24
Total.....	\$ 159.65
Disbursements for Scholarships.....	150.00
Balance Carried Forward July 1, 1942.....	\$ 9.65

FLORIDA A. & M. COLLEGE HART HOSPITAL BUILDING FUND

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 1,013.84
Interest on Bank Deposits.....	12.97
Total.....	\$ 1,026.81
Disbursements.....
Balance Carried Forward July 1, 1942.....	\$ 1,026.81

FLORIDA A. & M. COLLEGE HART HOSPITAL FUND

RECEIPTS

Balance Brought Forward July 1, 1941.....	\$ 510.51
Rent on Residences.....	336.75
Total.....	\$ 847.26
Disbursements.....	
Balance Carried Forward July 1, 1942.....	\$ 847.26

EDUCATIONAL OPPORTUNITIES FOR CHILDREN OF VETERANS,
CHAPTER 20966

RECEIPTS

State Appropriation.....	\$ 8,000.00
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DISBURSEMENTS

Scholarships, University of Florida.....	\$ 2,100.00
Scholarships, Florida State College for Women.....	5,250.00
Total.....	\$ 7,350.00
Balance Reverting to General Revenue Fund, July 1, 1942.....	\$ 650.00

EDUCATIONAL OPPORTUNITIES FOR CHILDREN OF VETERANS,
CHAPTER 14474, ACTS OF 1935

RECEIPTS

Appropriation.....	\$ 4,000.00
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DISBURSEMENTS

Scholarships, University of Florida.....	\$ 300.00
Balance Carried Forward July 1, 1942.....	\$ 3,700.00

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
UNIVERSITY FOR THE FISCAL YEAR
1941-1942

Name of Fund	Receipts	Disbursements	Balances
Appropriation:			
For Salaries.....	\$ 783,000.00	\$ 719,122.66	\$33,967.34
For Necessary and Regular Expenses.....	209,160.00	208,151.99	978.01
John F. Seagle Building, Furniture and Equipment, Chapter 18404.....	17,763.22	4,560.52	13,202.70
Chair of Americanism, Chapter 12442.....	2,500.00	2,484.64	15.36
Department of Forestry, Chapter 17028.....	7,785.34	6,643.24	1,142.10
School of Forestry, Chapter 18403.....	16,739.73	4,485.37	12,254.36
Agricultural College Fund, Chapters 5384 and 19137.....	7,750.00	7,750.00
University, Incidental.....	312,670.13	250,861.93	61,808.20
General Extension, Incidental...	46,993.24	35,591.61	11,401.63
Merrill-Nelson Fund.....	25,000.00	25,000.00
Bankhead-Jones Fund.....	20,827.55	20,827.55
American Legion, Interest.....	2,200.00	2,200.00
Seminary Interest Fund.....	6,142.87	6,142.87
Permanent Building Fund, Chapter 14573.....	3,158.05	3,158.05
Radio Station, Salaries.....	5,000.00	800.00	4,200.00
Radio Station, Necessary and Regular Expense.....	5,000.00	555.43	4,444.57
Radio Station, Special Repairs and Replacements.....	15,000.00	537.82	14,462.18
Rehabilitation of Experiment Station Building.....	80,000.00	44,881.05	35,118.94
Addition to Library Building....	150,000.00	150,000.00
College of Business Administration Building.....	150,000.00	150,000.00
P. K. Yonge Laboratory School..	10,700.00	10,700.00
Total.....	\$1,877,450.13	\$1,381,326.69	\$496,123.44

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
AGRICULTURAL EXPERIMENT STATIONS FOR
THE FISCAL YEAR 1941-1942

Name of Fund	Receipts	Disbursements	Balances
Hatch Fund, Federal Appropriation.....	\$ 15,000.00	\$ 15,000.00	\$.....
Adams Fund, Federal Appropriation.....	15,000.00	15,000.00
Purnell Fund, Federal Appropriation.....	60,000.00	60,000.00
Bankhead-Jones Fund.....	34,782.16	34,782.16
Station, Incidental.....	148,334.05	83,623.02	94,711.03
Main Station:			
For Salaries.....	126,803.00	119,239.18	7,563.82
For Necessary and Regular Expenses.....	120,996.00	116,139.49	4,856.51
Vegetable Crops Laboratory:			
For Salaries.....	11,800.00	8,384.40	3,415.60
For Necessary and Regular Expenses.....	13,140.00	12,561.96	578.04
Gladioli Investigations:			
For Salaries.....	3,600.00	1,000.00	2,600.00
For Necessary and Regular Expenses.....	1,400.00	1,318.35	81.65
Strawberry Investigations:			
For Salaries.....	4,800.00	3,385.00	1,415.00
For Necessary and Regular Expenses.....	1,500.00	1,405.94	94.05
Potato Disease Investigations:			
For Salaries.....	7,800.00	7,757.37	42.63
For Necessary and Regular Expenses.....	4,200.00	4,197.48	2.52
Celery Investigations:			
For Salaries.....	10,200.00	9,707.13	492.87
For Necessary and Regular Expenses.....	4,800.00	4,800.00
Citrus Station, Lake Alfred:			
For Salaries.....	43,048.00	38,479.43	4,568.57
For Necessary and Regular Expenses.....	28,402.00	24,839.28	3,571.72
Everglades Station:			
For Salaries.....	33,928.00	33,879.52	57.48

SUMMARY—AGRICULTURAL EXPERIMENT STATIONS (Continued)

Name of Fund	Receipts	Disbursements	Balances
For Necessary and Regular Expenses.....	\$ 20,072.00	\$ 20,070.00	\$ 2.00
Everglades Station, Building and Laboratory.....	25,000.00	25,000.00
Dairy Barn, Experiment Station, Everglades Continuing, Chapter 8442.....	50,000.00	50,000.00
.....	5,000.00	5,000.00
Everglades Station, Incidental... North Florida Station:	8,832.60	8,832.60
For Salaries.....	17,868.00	17,825.77	42.23
For Necessary and Regular Expenses.....	15,232.00	15,232.00
Sub-Tropical Station:			
For Salaries.....	18,132.00	18,063.82	68.18
For Necessary and Regular Expenses.....	2,868.00	2,868.00
Watermelon Station:			
For Salaries.....	9,240.00	9,237.92	2.08
For Necessary and Regular Expenses.....	4,200.00	4,200.00
Weather Forecasting Service:			
For Salaries.....	1,200.00	1,200.00
For Necessary and Regular Expenses.....	18,800.00	12,867.95	5,932.05
Ornamental Horticulture:			
For Salaries.....	6,000.00	6,000.00
For Necessary and Regular Expenses.....	4,000.00	4,000.00
Range Cattle Station:			
For Salaries.....	5,400.00	4,690.54	709.46
For Necessary and Regular Expenses.....	7,100.00	7,097.36	2.64
State Soil Conservation, Chapter 20454.....	10,000.00	6,234.89	3,765.11
Emergency Appropriation, Chapter 20680.....	6,500.00	3,889.15	2,610.85
Special Vegetables Crops, Buildings.....	10,000.00	6,455.04	3,544.96
Special Vegetable Crops, Plant Pathologist and Entomologist.....	10,000.00	6,338.44	3,661.56

SUMMARY—AGRICULTURAL EXPERIMENT STATIONS (Continued)

Name of Fund	Receipts	Disbursements	Balances
North Florida Station, Mobile Units.....	\$ 10,000.00	\$ 6,902.37	\$ 3,097.63
Soil Survey:			
For Salaries.....	3,000.00		3,000.00
For Necessary and Regular Expenses.....	2,000.00		2,000.00
Everglades Station, Incidental...	8,852.60		8,852.60
Total.....	\$ 968,970.41	\$ 713,714.97	\$255,255.44

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
• AGRICULTURAL EXTENSION DIVISION FOR THE
FISCAL YEAR 1941-1942

Name of Fund	Receipts	Disbursements	Balances
Smith-Lever, State:			
For Salaries.....	\$ 60,980.00	\$ 39,090.80	\$ 989.20
For Necessary and Regular Expenses.....	47,820.00	36,894.12	10,925.88
Smith-Lever, Federal.....	70,994.31	70,505.09	489.22
Capper-Ketcham Fund.....	27,417.72	26,872.10	545.62
Federal Bankhead-Jones Fund...	131,035.64	128,717.59	2,318.05
Total.....	\$ 338,247.67	\$ 322,979.70	\$15,267.97

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA STATE COLLEGE FOR WOMEN FOR
THE FISCAL YEAR 1941-1942

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries.....	\$ 525,866.00	\$ 525,098.92	\$ 1,767.08
For Necessary and Regular Expenses: \$129,620.00			
Refund on Unused Transportation Tickets..... 49.76	129,669.76	125,106.08	4,563.68
Incidental Fund.....	245,833.31	48,550.06	197,283.25
Seminary Interest Fund.....	9,316.00		9,316.00
Home Demonstration Extension Fund:			
For Salaries.....	7,450.00	4,439.28	3,010.72
For Necessary and Regular Expenses.....	4,882.00	3,344.96	1,537.04
Permanent Building Fund.....	4,335.84	1,494.16	2,841.68
Westcott Estate Fund:			
Leon County Portion.....	13,408.96	5,748.81	7,660.15
State-Wide Portion.....	20,926.44		20,926.44
Chair of Americanism and Southern History.....	2,500.00	2,500.00	
Installation Radio Facilities (WTAL) College Program...	500.00		500.00
Building Improvement:			
Auditorium.....	340,000.00		340,000.00
Reconstructing Old Auditori- um into Class Rooms.....	25,000.00		25,000.00
Total	\$1,320,728.31	\$ 716,282.27	\$614,446.04

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA SCHOOL FOR THE DEAF AND BLIND
FOR THE FISCAL YEAR 1941-1942

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries.....	\$ 92,142.50	\$ 90,561.49	\$ 1,581.01
For Necessary and Regular Expenses.....	116,042.30	115,618.56	423.74
Permanent Building Fund.....	1,616.94	1,616.94
Incidental Fund.....	20,579.77	20,579.77
Building and Improvement Schedule.....	51,828.00	5,010.65	46,817.35
Total.....	\$ 282,209.51	\$ 211,190.70	\$71,018.81

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH
THE BALANCES IN THE DIFFERENT FUNDS OF THE
FLORIDA AGRICULTURAL AND MECHANICAL
COLLEGE FOR NEGROES FOR THE
FISCAL YEAR 1941-1942

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries.....	\$ 128,154.00	\$ 128,154.00	\$
For Necessary and Regular Expenses.....	59,943.00	59,943.00
Incidental Fund.....	31,726.39	31,442.47	283.92
Morrill Fund.....	25,000.00	25,000.00
Permanent Building Fund.....	457.32	456.82	.50
Hospital Fund.....	12,672.55	12,672.38	.17
Federal Bankhead-Jones Fund.....	20,827.56	20,827.56
Necessary Repairs to Dairy Barn, Greenhouse, Laundry and Equipment (Biennium).....	6,573.80	6,388.92	184.88
Emergency—Usable only by Board of Control with Approval State Board of Education.....	12,500.00	3,999.92	8,500.08
Installation Radio Facilities (WTAL) College Program....	500.00	500.00
Building Improvement Schedule: Agricultural and Applied Industrial Science Building—for the Biennium.....	150,000.00	150,000.00
Total.....	\$ 448,354.62	\$ 288,885.07	\$159,469.55

FINANCIAL REPORT OF THE DEPARTMENT OF ARCHITECTURE
TO BOARD OF CONTROL FOR THE FISCAL YEAR 1941-1942

RESOURCES

Balance Brought Forward July 1, 1941.....	4,236.85
Received During Year for Services Rendered by the Department..	6,577.22
Total.....	\$10,814.07

DISBURSEMENTS

For Salaries of Employees in Department.....	\$ 8,500.94
For Traveling Expenses.....	179.41
For Office Expenses.....	415.88
Total.....	\$ 9,096.23
Balance Carried Forward July 1, 1942.....	\$ 1,717.84

STATE APPROPRIATION SPECIAL EXPENSE, CHAPTER 20980

RESOURCES

Appropriation for 1941-1942.....	\$ 1,500.00
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DISBURSEMENTS

For Salary, Travel, and Office Expense.....	\$ 1,499.98
Balance Carried Forward July 1, 1942.....	\$.02

SUMMARY FOR ALL INSTITUTIONS UNDER THE MANAGEMENT OF THE BOARD, 1941-1942

Name of Institution	Receipts	Disbursements	Balances
University of Florida.....	\$1,877,480.13	\$1,381,326.69	\$496,153.44
Agricultural Experiment Stations	968,970.41	713,714.97	255,255.44
Agricultural Extension Division..	338,247.67	322,979.70	15,267.97
Florida State College for Women	1,330,728.31	716,282.27	614,446.04
Florida School for the Deaf and the Blind.....	282,209.51	211,190.70	71,018.81
Florida A. & M. College for Negroes	448,354.62	288,885.07	159,469.55
Total.....	\$5,245,960.65	\$3,634,379.40	\$1,611,611.25

A STATEMENT SHOWING THE RECEIPTS, DISBURSEMENTS AND
BALANCES IN THE FUNDS FOR THE TWO P.W.A. DOCKETS
AT THE UNIVERSITY OF FLORIDA DURING THE
PAST BIENNIUM

P.W.A. DOCKET FLORIDA 1092-1-F, FLETCHER HALL

1940-1941

Operating Expenses:	
Balance Brought Forward July 1, 1940.....	\$ 1,500.71
Receipts During the Year.....	7,585.74
	\$ 9,086.45
Disbursements.....	5,837.27
	\$ 3,249.18
Balance Carried Forward July 1, 1941.....	
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1940.....	\$32,150.81
Received During the Year.....	17,000.00
	\$49,150.81
Disbursements for Servicing Loan.....	7,345.62
	\$41,814.19
Balance Carried Forward July 1, 1941.....	\$41,814.19
Total on Hand at Close of the Year.....	\$45,063.37

1941-1942

Operating Expenses:	
Balance Brought Forward July 1, 1941.....	\$ 3,249.18
Receipts During the Year.....	5,622.62
	\$ 8,871.20
Disbursements.....	6,042.34
	\$ 2,828.86
Balance Carried Forward July 1, 1942.....	\$ 2,828.86
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1941.....	\$41,814.19
Received During the Year.....	19,556.63
	\$61,370.82
Disbursements for Servicing Loan.....	11,274.34
	\$50,096.48
Balance Carried Forward July 1, 1942.....	\$50,096.48
Total on Hand at the Close of the Year.....	\$52,925.34

P.W.A. DOCKETS FLORIDA 1092-2-F AND 1092-3-F, MURPHREE HALL

1940-1941

Operating Expenses:

Balance Brought Forward July 1, 1940.....	\$ 3,574.41
Receipts During the Year.....	11,269.75

\$14,844.16

Disbursements.....	9,068.41
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Balance Carried Forward July 1, 1941.....	\$ 5,745.75
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Revenue Certificate Fund:

Balance Brought Forward July 1, 1940.....	\$38,097.35
Received During the Year.....	26,100.00

\$64,197.35

Disbursements for Servicing Loan.....	10,998.36
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Balance Carried Forward July 1, 1941.....	\$53,198.99
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Total on Hand at Close of Year.....	\$58,944.74
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1941-1942

Operating Expenses:

Balance Brought Forward July 1, 1941.....	\$ 5,745.75
Receipts During the Year.....	6,786.15

\$12,531.90

Disbursements.....	9,363.99
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Balance Carried Forward July 1, 1942.....	\$ 3,167.91
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Revenue Certificate Fund:

Balance Brought Forward July 1, 1941.....	\$53,198.99
Received During the Year.....	32,000.00

\$85,198.99

Disbursements:

For Servicing the Loan.....	\$15,908.01	
For Purchase of \$40,500.00 in Defense Bonds, Series F, Due 1951.	29,970.00	45,878.01

\$65,878.01

Balance Carried Forward July 1, 1942.....	\$39,320.98
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Total on Hand at Close of the Year.....	\$42,488.89
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A STATEMENT SHOWING THE RECEIPTS, DISBURSEMENTS AND
BALANCES IN THE FUNDS OF THE THREE P.W.A. DOCKETS
IN THE FLORIDA STATE COLLEGE FOR WOMEN
DURING THE PAST BIENNIUM

P.W.A. DOCKET FLORIDA 1092-4-F, LANDIS HALL
1940-1941

Operating Expense:	
Balance Brought Forward July 1, 1940.....	\$ 1,378.36
Receipts During the Year.....	11,574.46
	<u>\$12,952.82</u>
Disbursements.....	10,573.19
	<u>Balance Carried Forward July 1, 1941.....</u>
	\$ 2,379.63
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1940.....	\$36,474.50
Received During the Year.....	21,500.00
	<u>\$57,974.50</u>
Disbursements for Servicing Loan.....	10,396.26
	<u>Balance Carried Forward July 1, 1941.....</u>
	\$47,578.24
Total on Hand at Close of the Year.....	<u>\$47,957.87</u>

1941-1942

Operating Expenses:	
Balance Brought Forward July 1, 1941.....	\$ 2,379.63
Receipts During the Year.....	10,533.24
	<u>\$12,912.87</u>
Disbursements.....	10,060.43
	<u>Balance Carried Forward July 1, 1942.....</u>
	\$ 2,822.44
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1941.....	\$47,578.24
Received During the Year.....	22,200.00
	<u>\$69,778.24</u>
Disbursements:	
For Servicing the Loan.....	\$10,396.26
For Purchase of \$34,000.00 in De-	
fense Bonds, Series F, Due in 1954	25,160.00
	<u>35,556.26</u>
Balance Carried Forward July 1, 1942.....	<u>\$34,221.98</u>
Total on Hand at the Close of the Year.....	<u>\$37,044.42</u>

P.W.A. DOCKET FLORIDA 1092-5-F, DINING HALL

1940-1941

Operating Expense:	
Balance Brought Forward July 1, 1940.....	\$12,603.98
Receipts During the Year.....	302,287.85
	<u>\$314,891.83</u>
Disbursements.....	302,484.52
Balance Carried Forward July 1, 1941.....	\$12,407.31
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1940.....	\$20,158.31
Received During the Year.....	19,783.22
	<u>\$39,941.53</u>
Disbursements for Servicing the Loan.....	5,820.30
Balance Carried Forward July 1, 1941.....	\$34,121.23
Total on Hand at the Close of the Year.....	\$46,528.54

1941-1942

Operating Expense:	
Balance Brought Forward July 1, 1941.....	\$12,407.31
Receipts During the Year.....	316,492.48
	<u>\$328,899.79</u>
Disbursements.....	316,995.05
Balance Carried Forward July 1, 1942.....	\$11,904.74
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1941.....	\$34,121.23
Received During the Year.....	19,465.00
	<u>\$53,586.23</u>
Disbursements:	
For Servicing the Loan.....	\$ 8,768.09
For Purchase of \$20,500.00 in Defense Bonds, Series F, Due 1934.	15,170.00
	<u>23,938.09</u>
Balance Carried Forward July 1, 1942.....	\$29,588.14
Total on Hand at the Close of the Year.....	\$41,492.58

P.W.A. DOCKET FLORIDA 1175-F, NEW INFIRMARY

1940-1941

Operating Expense:

Balance Brought Forward July 1, 1940.....	\$ 498.72
Receipts During the Year.....	16,368.38

\$16,867.10

Disbursements.....	16,867.10
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No Balance Carried Forward.

Revenue Certificate Fund:

Balance Brought Forward July 1, 1940.....	\$10,436.20
Received During the Year.....	9,824.77

\$20,260.97

Disbursements.....	3,300.00
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Balance Carried Forward July 1, 1941.....	\$16,960.97
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Balance on Hand at the Close of the Year.....	\$16,960.97
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1941-1942

Operating Expense:

Balance Brought Forward July 1, 1941.....	\$.....
Receipts During the Year.....	19,091.78
Disbursements.....	18,623.87

Balance Carried Forward July 1, 1942.....	\$ 467.91
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Revenue Certificate Fund:

Balance Brought Forward July 1, 1941.....	\$16,960.97
Received During the Year.....	7,900.00

\$24,860.97

Disbursements:

For Servicing the Loan.....	\$ 3,200.00	
For Purchase of \$13,500.00 in De-		
fense Bonds, Series F, Due 1954.	9,950.00	13,250.00

Balance Carried Forward July 1, 1942.....	\$11,610.97
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Total on Hand at the Close of the Year.....	\$12,078.88
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A STATEMENT SHOWING THE RECEIPTS, DISBURSEMENTS AND
BALANCES IN THE FUNDS FOR THE TWO P.W.A. DOCKETS
IN THE FLORIDA AGRICULTURAL AND MECHANICAL
COLLEGE FOR NEGROES DURING
THE PAST BIENNIUM

P.W.A. DOCKET FLORIDA 1092-6-DS, WOMEN'S DORMITORY
1940-1941

Operating Expenses:	
Balance Brought Forward July 1, 1940.....	\$ 1,685.31
Receipts During the Year.....	6,521.00
	\$ 8,206.31
Disbursements.....	4,825.26
	\$ 3,381.05
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1940.....	\$18,793.87
Received During the Year.....	8,000.00
	\$26,793.87
Disbursements for Servicing Loan.....	6,254.09
	\$20,539.78
Balance Carried Forward July 1, 1941.....	\$20,539.78
Total on Hand at Close of Year.....	\$23,920.83

1941-1942

Operating Expenses:	
Balance Brought Forward July 1, 1941.....	\$ 3,381.05
Receipts During the Year.....	5,252.00
	\$ 8,633.05
Disbursements.....	5,937.78
	\$ 2,695.27
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1941.....	\$20,539.78
Received During the Year.....	9,100.00
	\$29,639.78
Disbursements for Servicing Loan.....	6,184.85
	\$23,454.93
Balance Carried Forward July 1, 1942.....	\$23,454.93
Total on Hand at Close of Year.....	\$26,150.20

P.W.A. DOCKET FLORIDA 1092-7-DS, MEN'S DORMITORY

1940-1941

Operating Expenses:	
Balance Brought Forward July 1, 1940.....	\$ 1,367.17
Receipts During the Year.....	4,809.00
	<u>6,176.17</u>
Disbursements.....	4,835.45
	<u>1,340.72</u>
Balance Carried Forward July 1, 1941.....	\$ 1,340.72
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1940.....	\$11,588.73
Received During the Year.....	7,000.00
	<u>18,588.73</u>
Disbursements for Servicing Loan.....	5,612.65
	<u>12,976.08</u>
Balance Carried Forward July 1, 1941.....	\$12,976.08
Total on Hand at Close of Year.....	<u>\$14,316.80</u>

1941-1942

Operating Expenses:	
Balance Brought Forward July 1, 1941.....	\$ 1,340.72
Receipts During the Year.....	4,362.00
	<u>5,702.72</u>
Disbursements.....	4,435.65
	<u>1,267.07</u>
Balance Carried Forward July 1, 1942.....	\$ 1,267.07
Revenue Certificate Fund:	
Balance Brought Forward July 1, 1941.....	\$12,976.08
Received During the Year.....	6,300.00
	<u>19,276.08</u>
Disbursements for Servicing Loan.....	5,541.27
	<u>13,734.81</u>
Balance Carried Forward July 1, 1942.....	\$13,734.81
Total on Hand at Close of Year.....	<u>\$15,001.88</u>

BUDGET RECOMMENDED BY
BOARD OF CONTROL
for
UNIVERSITY OF FLORIDA



DURING BIENNIUM 1943-1945

BUDGET RECOMMENDED BY BOARD OF CONTROL
UNIVERSITY OF FLORIDA
BIENNIUM 1943-1945

SOURCE OF REVENUE

State Appropriations Made for Each Year of the

Biennium 1941-1943:

For Salaries.....	\$783,000.00
For Necessary and Regular Expense.....	209,160.00
Chair of Americanism (Continuing), Chapter 12442.....	2,500.00
Forestry (Continuing), Chapter 17028.....	7,500.00
Forestry (Continuing), Chapter 18403.....	25,000.00
Interest—Agricultural College Fund, Chapters 5384 and 19137.....	7,750.00
Total.....	\$ 1,035,000.00

FROM OTHER SOURCES

Federal Appropriation:

Morrill-Nelson.....	\$ 25,000.00
Smith-Hughes, George-Deen.....	11,700.00
Bankhead-Jones.....	18,500.00
Incidental Fund, Student Fees.....	182,021.00

Gifts and Endowments:

American Legion Interest.....	2,200.00
Seminary Interest.....	2,500.00

Departmental Earnings:

General Extension Fees.....	47,000.00
Sales and Rentals.....	7,100.00
Alachua County Board of Education—Pay- ment to the P. K. Yonge Laboratory School.....	10,700.00

Total..... **\$ 306,721.00**

GRAND TOTAL SOURCES OF REVENUE..... **\$ 1,341,721.00**

LEGISLATIVE APPROPRIATIONS REQUESTED FOR EACH YEAR
OF BIENNIUM 1943-1945

For Salaries.....	\$707,750.00
For Necessary and Regular Expense.....	161,600.00
Continuing Appropriations:	
Chair of Americanism, Chapter 12442.....	2,500.00
Department of Forestry, Chapter 17028.....	7,500.00
School of Forestry, Chapter 18403.....	22,800.00
Interest of Agricultural College Fund, Chap- ters 3384 and 19137.....	7,750.00
Emergency Appropriation for Leaves of Abs- ences in Accordance with Chapters 20718 and 20863 (but not to be used until released by State Budget Commission).....	100,975.00
School of Forestry, Chapter 18403.....	2,200.00
Total.....	\$ 1,013,175.00
Decrease over 1941 Appropriation.....	21,825.00

ESTIMATED INCOME FROM OTHER SOURCES DURING
EACH YEAR OF BIENNIUM

Federal Funds—Matching.....	\$ 6,295.00
Federal Funds—Non-Matching.....	45,000.00
Student Fees.....	140,789.00
General Extension Division, Fees.....	50,000.00
Seminary Interest Fund.....	4,700.00
Sales and Rentals.....	20,340.00
Alachua County Payment to P. K. Yonge Labo- ratory School.....	10,700.00
Total.....	\$ 277,824.00
GRAND TOTAL.....	\$ 1,290,999.00
Decreases from Other Sources.....	\$ 28,897.00
Total Decreases in Budget.....	\$ 50,722.00

TOTAL BUDGET DURING EACH YEAR OF THE BIENNIUM

For Salaries.....	\$ 1,100,604.00
For Necessary and Regular Expense.....	190,395.00
Total Operating Budget for the University During Each Year of the Coming Biennium.....	\$ 1,290,999.00

RECAPITULATION OF BUDGET REQUESTS
 BIENNium 1943-1945

DEPARTMENT OR DIVISION	Salaries	Necessary and Regular Expenses	Total
I. GENERAL ADMINISTRATION			
General Expense.....	\$.....	\$ 15,200	\$ 15,200
President's Office.....	13,800	3,300	17,100
Business Office.....	30,200	4,700	34,900
Dean of Students.....	11,200	1,000	12,200
Registrar's Office.....	13,400	5,700	19,100
Board of Examiners.....	4,400	2,000	6,400
Publicity.....	2,976	1,200	4,176
Dean of the University.....	1,800	25	1,825
Florida Union.....	900	550	1,450
II. RESIDENT INSTRUCTION			
Graduate and Students Assistants	8,000	8,000
College of Agriculture.....	66,140	10,000	76,140
School of Forestry.....	24,400	5,840	30,200
School of Architecture	18,050	1,000	19,050
College of Arts and Sciences.....	185,709	13,320	199,119
School of Pharmacy.....	15,905	2,400	18,305
College of Business Administration.....	45,735	1,800	47,535
College of Education.....	31,900	1,500	33,400
P. K. Yonge Laboratory School.....	49,400	3,000	52,400
College of Engineering.....	62,862	8,000	70,862
General College.....	42,000	6,500	48,500
Graduate School.....	7,200	5,500	13,200
College of Law.....	27,000	2,200	29,200
Military Department.....	4,770	2,000	6,770
Music Department.....	5,700	1,500	7,200
Athletic and Physical Education.....	15,560	15,560
Summer Sessions.....	68,925	2,500	71,425
III. RESEARCH			
Educational Research.....	11,717	600	12,317
Curriculum Laboratory.....	3,700	900	4,600
Agricultural Research.....	4,620	4,620
Naval Stores Research.....	500	100	600
Vocational Guidance and Mental Hygiene.....	2,400	180	2,580

RECAPITULATION OF BUDGET REQUESTS (Continued)

DEPARTMENT OR DIVISION	Salaries	Necessary and Regular Expenses	Total
IV. EXTENSION			
General Extension Division.....	\$ 69,740	\$ 12,600	\$ 82,340
Inter-American Institute.....	7,500	500	8,000
Conservation Reserve at Welaka.....	4,560	1,840	6,400
V. LIBRARY AND MUSEUM			
Library.....	38,520	31,300	69,820
Museum.....	6,758	450	7,208
Doe Collection.....	1,620	1,620
VI. GENERAL SUPERVISION			
Telephone Exchange.....	3,540	3,000	6,540
Janitor Service.....	28,770	4,100	32,870
Grounds.....	10,200	5,100	15,300
Electrical Maintenance.....	10,660	3,000	13,660
Heat, Light, and Power.....	8,540	18,400	26,940
Building Maintenance.....	22,452	7,500	29,952
Drake Laboratory.....	2,600	2,600
	\$ 997,429	\$ 190,395	\$1,187,824

I. ADMINISTRATION

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-43
PRESIDENT'S OFFICE				
President.....IR-8	14	12	\$ 7,200	\$ 8,200
Administrative Assistant.....	5	12	2,700	2,900
Junior Secretary.....		12	1,400	1,500
Clerk-Typist.....		12	720	1,200
			\$ 12,020	\$ 13,800
BUSINESS OFFICE				
Business Manager.....S*1	35	12	\$ 5,000	\$ 5,000
Senior Secretary.....	6	12	(*2)1,800	1,800
Junior Secretary.....	16	12	1,550	1,600
Head, Accounting Division.....	15	12	2,900	3,100
Clerk-Stenographer.....	3	12	1,260	1,320
Head Bookkeeper.....	9	12	1,800	1,900
Machine Operator.....	1	12	1,200	1,320
Clerk-Stenographer.....	21	12	1,320	1,440
Chief Clerk.....	8	12	1,600	1,700
Clerk-Stenographer.....	3	12	1,200	1,320
Auditor and Manager Auxiliary				
Accounts.....	16	12	2,700	2,800
Cashier.....	19	12	2,100	2,100
Clerk.....	1	12	1,020	1,080
Clerk-Typist.....		12	1,200	1,320
Clerk.....	1	12	1,080	1,080
Bookkeeper.....		12	1,260	1,260
			\$ 29,170	\$ 30,200
DEAN OF STUDENTS OFFICE				
Dean of Students.....	16	9	\$ 3,950	\$ 4,000
Assistant Dean.....	11	9	2,650	2,800
Senior Secretary.....	11	12	1,500	1,700
Stenographer.....		12	1,200	1,260
Junior Secretary.....	1	12	1,400	1,500
			\$ 10,700	\$ 11,260

* None except as indicated.

*1 Automobile, part maintenance, gas and oil on official trips only.

*2 Including \$150 from E.S.M.W.T. funds.

I. ADMINISTRATION (Continued)

POSITION	Positions*	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				Fiscal 1942-43	Recommended 1943-45
REGISTRAR'S OFFICE					
Registrar.....	11	12	\$ 3,600	\$ 3,800	
Administrative Assistant.....	4	12	1,800	2,100	
Executive Assistant.....		12	1,600	1,800	
Clerk-Stenographer.....		12	1,200	1,440	
Stenographer.....		12	1,440	1,440	
Clerk-Stenographer.....		12	1,440	1,440	
Clerk-Stenographer.....		12	1,440	1,440	
			\$ 12,320	\$ 13,460	
UNIVERSITY EXAMINERS					
Acting University Examiner†.....	12	12	\$ 700	\$ 700	
Junior Secretary.....	1	12	1,600	1,600	
Acting Assistant Examiner.....	1	12	2,160	2,160	
			\$ 4,460	\$ 4,460	
PUBLICITY DEPARTMENT					
Acting Director.....	9	9	\$ 300	\$ 300	
Junior Secretary.....	6	12	(*) 1,176	1,176	
Records Manager.....	8	12	1,500	1,500	
			\$ 2,776	\$ 2,976	
DEAN OF THE UNIVERSITY					
Senior Secretary.....	6	12	\$ 1,800	\$ 1,800	
FLORIDA UNION					
Acting Director.....	18	9	\$.....	\$.....	
Caretaker Camp Waulburg.....	18	12	900	900	
			\$ 900	\$ 900	

* None except as indicated.

*1 Also \$324 from Athletic Association.

† Also \$2,500 from Language and Literature, College of Arts and Sciences.

II. RESIDENT INSTRUCTION

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Fall 1942-43	Recommended 1943-44
Graduate and Student Assistants for All Departments of the University As Needed.....			\$ 47,285	\$ 8,000
COLLEGE OF AGRICULTURE GENERAL				
Provost.....	27	12	\$ 420	\$ 420
Dean.....	17	9	5,500	5,500
Senior Secretary.....	2	12	1,000	1,740
Clerk-Stenographer.....		12	1,260	1,380
			\$ 8,780	\$ 9,040
AGRICULTURAL ECONOMICS				
Head Professor.....	16	12	\$ 300	\$ 300
Professor.....	6	9	3,200	3,340
			\$ 3,500	\$ 3,640
AGRICULTURAL ENGINEERING				
Head Professor.....	24	9	\$ 3,200	\$ 3,400
AGRONOMY				
Head Professor.....	13	9	\$ 3,200	\$ 3,400
Professor.....	17	12	540	
			\$ 3,740	\$ 3,400
ANIMAL INDUSTRY				
Head Professor.....	23	12	\$ 1,700	\$ 1,700
Professor.....	17	12		
Professor.....	3	12		
Professor.....	14	12	540	540
Professor.....	9	12	540	540
Professor.....	30	9	3,300	3,300
Professor.....		12	540	540
Assistant Professor.....		12	540	540
Assistant Professor.....	11	12	540	540
Assistant Professor.....		12	540	540
Assistant Professor.....		12	2,100	2,100
Professor—Special Status.....	24	9	2,000	2,000
			\$ 12,340	\$ 12,340

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid - 1942-43	Recommended 1943-44
COLLEGE OF AGRICULTURE (Continued)				
BOTANY AND BACTERIOLOGY				
Head Professor.....	22	12	\$ 1,000	\$ 1,000
Professor.....	20	12	1,740	2,000
Professor.....	23	9	3,200	3,300
Professor.....	15	9	3,200	3,300
			\$ 9,140	\$ 10,200
ENTOMOLOGY				
Head Professor.....	15	9	\$ 3,300	\$ 3,400
Associate Professor.....	17	9	540	540
Assistant Professor.....	4	9	2,400	2,400
Clerk (Part-Time).....		12	600	840
			\$ 6,840	\$ 7,180
HORTICULTURE				
Head Professor.....	12	9	\$ 4,000	\$ 4,000
Professor.....	19	9	3,300	3,400
Assistant Professor.....	16	12	2,400	2,400
			\$ 9,700	\$ 9,800
SOILS				
Head Professor.....	16	12	\$ 540	\$ 540
Professor.....	5	12	3,400	3,400
Assistant Professor.....	1	12	1,800	2,000
Stenographer.....	2	12	1,200	1,200
			\$ 6,940	\$ 7,140
TOTAL—College of Agriculture.....			\$ 64,150	\$ 66,140
SCHOOL OF FORESTRY				
GENERAL				
Director.....	6	9	\$ 4,300	\$ 4,300
Junior Secretary.....		12	1,200	1,320
Stenographer.....		12	1,200	1,200
Stenographer.....	5	12	1,200	1,200
Caretaker.....		12	1,000	1,000
Janitor.....		12	540	540
			\$ 9,620	\$ 9,680

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-43
SCHOOL OF FORESTRY (Continued)				
TEACHING				
Professor.....	4	9	\$ 4,000	\$ 4,000
Professor.....	4	9	4,000	4,000
Professor.....	20	12	1,000	1,000
Assistant Professor and Summer Camp Instructor.....	6	9	2,200	2,200
Instructor.....	5	9	1,800	1,800
Forester.....	3	9	1,080	1,080
Summer Camp Instructors.....		3	700	700
			\$ 14,780	\$ 14,780
Total—School of Forestry.....			\$ 24,400	\$ 24,400
SCHOOL OF ARCHITECTURE AND ALLIED ARTS				
GENERAL				
Director.....	17	9	\$ 4,000	\$ 4,000
Secretary.....	14	12	1,600	1,700
Clerk (Part-Time).....		12	800	800
			\$ 6,400	\$ 6,500
ARCHITECTURE				
Professor.....	16	9	\$ 3,100	\$ 3,400
Assistant Professor.....			2,250	
Professor (replacing Wm. T. Arnett)...	1	9	900	* 3,350
Assistant Professor (replacing J. L. R. Grand).....		9	2,400	2,400
			\$ 8,650	\$ 9,150
PAINTING				
Assistant Professor.....	4	9	\$ 2,200	\$ 2,400
TOTAL—School of Architecture and Allied Arts.....			\$ 17,250	\$ 18,050

* Includes \$200 transferred from A. B. Parker, on leave.

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-43
COLLEGE OF ARTS AND SCIENCES				
GENERAL				
Dean, Head Professor of Chemistry, and Acting Vice-President of the University.....	22	9	\$ 5,800	\$ 5,800
Associate Dean.....	15	9	4,350	4,500
Administrative Assistant.....	15	12	1,800	2,000
Chief Clerk.....	22	12	1,500	1,600
Lecturers.....			600	
			\$ 14,050	\$ 13,900
BIBLE				
Head Professor.....	18	9	\$ 3,100	\$ 3,200
BIOLOGY AND GEOLOGY				
Head Professor.....	20	9	\$ 4,200	\$ 4,200
Professor.....	19	9	3,400	3,600
Professor.....	17	9	3,200	3,300
Associate Professor.....	15	9	2,900	3,000
			\$ 13,700	\$ 14,100
CHEMISTRY				
Professor.....	23	9	\$ 3,600	\$ 3,700
Professor.....	12	9	3,500	3,700
Professor.....	19	9	3,425	3,425
Professor.....	18	9	3,375	3,375
Associate Professor.....	7	9	2,600	2,800
Assistant Professor.....	1	9	2,400	2,500
Associate Professor and Curator.....	17	12	2,800	2,900
Assistant Curator.....	13	12	1,320	1,400
			\$ 23,020	\$ 23,800
HISTORY AND POLITICAL SCIENCE				
Head Professor.....	23	9	\$ 4,200	\$ 4,200
Professor.....	21	9	3,100	3,100
Assistant Professor.....	12	9	2,350	2,500
Associate Professor.....	6	9	2,600	2,600
			\$ 12,250	\$ 12,400

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Fiscal 1942-43	Recommended 1943-43
COLLEGE OF ARTS AND SCIENCES—				
Continued				
JOURNALISM				
Associate Professor and Acting Publicity Director.....	9	9	\$ 2,800	\$ 2,900
Instructor (replacing E. J. Emig on leave).....		9	1,500	1,500
			\$ 4,600	\$ 4,700
LANGUAGE AND LITERATURE				
Acting Head Professor (replacing C. P. Lyons on leave).....	20	9	\$ 400	\$ 200
Professor.....			3,500	3,700
Instructor (partially replacing C. P. Lyons).....		9	1,800	1,800
Professor.....	15	9	3,800	3,800
Acting Assistant Professor (partially replacing N. E. Eliason on leave).....		9	2,400	2,400
Associate Professor.....	15	9	2,900	3,000
Associate Professor.....	15	9	2,900	3,000
Associate Professor.....	17	9	2,800	2,800
Associate Professor.....	29	9	2,800	2,800
Associate Professor.....	14	9	2,600	2,700
Associate Professor, Special Status (Part-Time).....	20	9	1,248	1,248
Assistant Professor.....	12	9	2,500	2,500
Assistant Professor.....	7	9	2,400	2,450
Assistant Professor.....	15	9	2,300	2,450
Assistant Professor.....	9	9	2,300	2,400
Assistant Professor.....	11	9	2,200	2,300
Assistant Professor.....	3	9	2,200	2,300
Assistant Professor.....	1	9	2,200	2,300
Instructor.....	2	9	2,050	2,150
Professor, Special Status (Part-Time) — Retired July 1, 1942.....	36	9	2,284
			\$ 47,582	\$ 46,298

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-43
COLLEGE OF ARTS AND SCIENCES—				
Continued				
MATHEMATICS				
Head Professor.....	23	9		
Professor.....	15	9	\$ 3,500	\$ 3,600
Associate Professor (partially replacing J. H. Kusner on leave).....		9	2,700	2,700
Professor.....	18	9	3,000	3,300
Associate Professor.....	13	9	2,700	2,800
Associate Professor.....	10	9	2,400	2,600
Assistant Professor.....	15	9	2,300	2,400
Assistant Professor.....	13	9	2,500	2,500
Instructor.....	11	9	2,000	2,150
Instructor (replacing T. S. George on leave).....		9	2,000	2,100
Instructor (replacing R. D. Specht on leave).....	1	9	1,900	2,000
			\$ 25,000	\$ 26,150
PHILOSOPHY				
Professor, Special Status (Part-Time)	21	9	\$ 1,728	\$ 1,782
PHYSICS				
Head Professor.....	12	9	\$ 4,200	\$ 4,200
Professor.....	14	9	3,200	3,300
Associate Professor.....	32	9	2,800	2,900
Associate Professor.....	11	9	2,500	2,600
Assistant Professor.....	13	9	2,400	2,500
Curator.....	2	12	1,100	1,200
			\$ 16,200	\$ 16,700
PSYCHOLOGY				
Head Professor.....	16	9	\$ 3,400	\$ 3,400
Assistant Professor.....	15	9	2,450	2,550
			\$ 5,850	\$ 5,950

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-45
COLLEGE OF ARTS AND SCIENCES—				
Continued				
SOCIOLOGY				
Head Professor.....	4	9	\$ 3,100	\$ 3,300
Professor, Special Status (Part-Time)...	22	9	1,619	1,619
Assistant Professor (partially replacing W. W. Ehrmann on leave).....		9	500	500
			\$ 5,219	\$ 5,419
SPEECH				
Head Professor.....	13	9	\$ 3,500	\$ 3,600
Associate Professor.....	12	9	2,900	3,000
Associate Professor.....	7	9	2,400	2,600
Assistant Professor.....	5	9	2,200	2,200
			\$ 11,000	\$11,400
TOTAL—College of Arts and Sciences.....			\$183,353	\$185,799
SCHOOL OF PHARMACY				
GENERAL				
Director.....	11	9	\$ 4,300	\$ 4,300
Junior Secretary.....	2	12	1,260	1,320
Gardener.....		12	480	480
Extra Garden Labor.....			195	195
			\$ 6,235	\$ 6,295
PHARMACOLOGY AND PHARMACOLOGY				
Head Professor.....	2	9	\$ 3,500	\$ 3,600
Assistant Professor.....	3	9	2,100	2,300
			\$ 5,600	\$ 5,900
PHARMACY				
Head Professor.....	19	9	\$ 3,800	\$ 3,800
TOTAL—School of Pharmacy.....			\$ 15,635	\$ 15,995

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-43
COLLEGE OF BUSINESS ADMINISTRATION				
GENERAL				
Dean.....	16	9	\$ 5,800	\$ 5,800
Lecturers.....			400	
Secretary.....		12	1,600	1,600
Clerk (Part-Time).....		12	360	360
			\$ 8,160	\$ 7,760
ECONOMICS AND BUSINESS ADMINISTRATION				
Professor.....	7	9	\$ 3,800	\$ 3,900
Professor.....	12	9	3,700	3,800
Professor.....	15	9	3,700	3,800
Professor.....	17	9	3,500	3,400
Professor.....	7	9	3,500	3,400
Professor.....	15	9	3,100	3,100
Associate Professor.....	5	9	2,600	2,800
Associate Professor.....	12	9	2,600	2,600
Associate Professor.....	11	9	* 2,800	2,800
Assistant Professor.....	7	9	2,500	2,575
Assistant Professor.....	6	9	2,300	2,400
Assistant Professor (Part-Time).....	2	9	1,200	1,200
Assistant Professor.....	1	9	2,200	2,200
			\$ 37,100	\$ 37,975
TOTAL—College of Business Administration.....			\$ 45,260	\$ 45,735
COLLEGE OF EDUCATION				
GENERAL				
Acting Dean.....	14	9	\$ 4,500	\$ 4,500
Administrative Assistant.....	12	12	2,000	2,000
			\$ 6,500	\$ 6,500
INSTRUCTION				
Assistant Dean.....			\$ 4,000	
Professor.....	13	9	3,100	\$ 3,100
Professor.....	1	9	3,600	3,600
Professor.....		9	3,300	3,300

* Including \$200 from Inter-American Institute for 1942-1943.

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Full 1942-43	Recommended 1943-43
COLLEGE OF EDUCATION—Continued				
INSTRUCTION—continued				
Clerk-Stenographer.....		12	\$ 1,200	\$ 1,200
Associate Professor.....	8	9	2,000	2,700
Assistant Professor.....	2	9	2,100	2,100
Professor.....	12	9	3,100	3,100
Assistant Professor.....	8	9	2,300	2,300
			\$ 25,300	\$ 21,400
AGRICULTURAL EDUCATION				
Professor.....	15	12	\$ 4,000	\$ 4,000
Associate Professor.....	5	12	3,000
			\$ 7,000	\$ 4,000
TOTAL—College of Education.....			\$ 38,800	\$ 31,900
P. K. YONGE LABORATORY SCHOOL				
GENERAL				
Chief Clerk.....	1	12	\$ 1,350	\$ 1,350
Clerk-Stenographer.....		12	1,200	1,200
			\$ 2,550	\$ 2,550
INSTRUCTION				
Teacher.....	3	9	\$ 2,000	\$ 2,000
Teacher.....	1	9	1,850	1,850
Teacher.....	8	9	1,850	1,850
Teacher.....	8	9	1,850	1,850
Teacher-Librarian.....	2	12	2,100	2,100
Teacher.....	8	9	1,550	1,650
Teacher.....	2	9	2,000	2,000
Teacher.....	8	9	2,500	2,500
Teacher.....	2	9	1,550	1,550
Teacher.....	8	9	1,550	1,650
Teacher.....	3	9	2,000	2,000
Teacher-School Nurse.....	1	9	1,500	1,500
Teacher.....	6	9	1,850	1,850
Teacher.....	6	9	1,550	1,650
Teacher.....	8	9	1,400	1,550
Teacher.....	8	9	1,500	1,550

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1967 Years	Number Months Employed per Year	ANNUAL SALARY	
			Pay 1967-68	Recommended 1968-69
P. K. YONGE LABORATORY SCHOOL				
—Continued				
INSTRUCTION—continued				
Teacher (Part-Time).....	8	9	\$ 700	\$ 900
Teacher.....	8	9	1,850	1,850
Teacher.....	8	9	1,550	1,650
Teacher.....	6	9	1,400	1,550
Teacher.....		9	1,550	1,550
Teacher.....		9	1,800	1,800
Teacher.....	4	9	2,000	2,000
Teacher.....	6	9	1,550	1,550
Teacher.....	7	9	1,900	1,900
Teacher.....	1	9	1,800	1,800
Manager Yonge Cafeteria.....	2	9	1,200	1,200
			\$ 45,900	\$ 46,850
Total—P. K. Yonge Laboratory School.....			\$ 48,450	\$ 49,400
COLLEGE OF ENGINEERING				
GENERAL				
Dean.....	21	9	\$ 5,400	\$ 5,400
Executive Assistant.....	15	12	1,700	* 1,200
Senior Secretary (Change in Duties)....	8	12	1,320	1,700
			\$ 8,420	\$ 8,300
CHEMICAL ENGINEERING				
Head Professor.....	17	9	\$ 3,700	\$ 3,850
Professor.....	4	9	3,300	3,300
			\$ 7,000	\$ 7,350
CIVIL ENGINEERING				
Head Professor.....	22	9	\$ 4,000	\$ 4,000
Acting Assistant Professor (partially replacing W. L. Sawyer).....	1	9	2,475	2,475
Assistant Professor.....		9	2,550	2,550
Instructor.....			1,800	
Technician (replacing E. F. Bailey, on leave).....	2	12	1,200	1,350
			\$ 12,025	\$ 10,375

* Also \$500 from other sources.

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-45
COLLEGE OF ENGINEERING—Continued				
ELECTRICAL ENGINEERING				
Head Professor.....		9	\$ 2,450	\$ 2,450
Acting Assistant Professor (replacing S. P. Sushoff).....	1	9	2,400	2,550
Associate Professor.....	14	9	2,750	2,850
Associate Professor.....	10	9	2,550	2,700
			\$ 10,150	\$ 10,550
INDUSTRIAL ENGINEERING				
Head Professor.....	15	9	\$ 3,800	\$ 3,900
Associate Professor.....	20	9	2,400	2,600
Assistant Professor.....		9	2,400	2,500
			\$ 8,600	\$ 9,000
MECHANICAL ENGINEERING				
Head Professor.....	7	9	\$ 4,300	\$ 4,300
Professor.....	15	9	3,100	3,100
Associate Professor.....	9	9	2,600	2,800
Assistant Professor.....	3	9	2,150	2,350
Instructor.....	1	9	2,000	2,100
Technician.....	4	12	1,900	2,000
Professor, Special Status (Part-Time).....	34	9	637	637
			\$ 16,687	\$ 17,287
TOTAL—College of Engineering.....			\$ 62,882	\$ 62,862
GENERAL COLLEGE				
GENERAL				
Acting Dean.....				
Senior Secretary.....	5	12	\$ 1,700	\$ 1,800
Senior Secretary for All Courses.....	2	12	1,500	1,600
			\$ 3,200	\$ 3,400
C-1				
Head Professor.....	11	9	\$ 3,700	\$ 3,600
Assistant Professor.....	2	9	2,300	2,350
			\$ 5,000	\$ 5,950

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Paid 1942-43	Recommended 1943-45
GENERAL COLLEGE—Continued				
C-2				
Head Professor.....	16	9	\$ 3,800	\$ 3,800
Assistant Professor (replacing W. W. Ehrman, on leave).....		9	1,600	1,600
Instructor.....	1	9	2,000	2,150
			\$ 7,400	\$ 7,550
C-3				
Head Professor.....	17	9	3,800	3,900
Assistant Professor.....	5	9	2,200	2,350
Assistant Professor.....	3	9	2,200	2,350
Instructor.....			2,000	2,150
Stenographer.....	9	12	1,200	1,300
			\$ 11,400	\$ 12,050
C-4				
Assistant Professor.....	2	9	\$ 2,200	\$ 2,300
C-5				
Assistant Professor.....	2	9	\$ 2,200	\$ 2,350
Assistant Professor.....	7	9	1,200	1,200
Lecturer.....		9	500	500
			\$ 3,900	\$ 4,050
C-6				
Assistant Professor.....	4	9	\$ 2,200	\$ 2,350
Assistant Professor.....	5	9	2,200	2,350
Instructor.....		9	1,800	2,000
			\$ 6,200	\$ 6,700
TOTAL—General College.....			\$ 39,900	\$ 42,000
GRADUATE SCHOOL GENERAL				
Dean.....	23	9	\$ 5,000	\$ 5,000
Secretary.....	11	12	1,700	1,800
			\$ 6,700	\$ 6,800

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Fiscal 1942-43	Recommended 1943-44
GRADUATE SCHOOL—Continued				
ASSISTANTSHIPS				
Graduate Council Assistant.....		9	\$ 300	\$ 300
Graduate Council Assistant.....		9	300	300
Graduate Council Assistant.....		9	300	300
			\$ 900	\$ 900
TOTAL—Graduate School.....			\$ 7,600	\$ 7,700
COLLEGE OF LAW				
GENERAL				
Dean and Professor.....	32	9	\$ 5,200	\$ 5,200
Assistant Librarian and Instructor.....	1	12	1,700	1,700
Administrative Assistant and Librarian.....	13	12	\$ 2,000	\$ 2,200
			\$ 8,900	\$ 9,100
INSTRUCTION				
Professor.....	29	9	\$ 4,500	\$ 4,500
Professor.....	14	9	3,800	3,900
Professor.....	18	9	3,800	3,900
Professor.....	19	9	3,700	3,800
(Supplying for McRae).....			800	800
Summer School Instructors.....		2	1,000	1,000
			\$ 17,600	\$ 17,900
TOTAL—College of Law.....			\$ 26,500	\$ 27,000
MILITARY DEPARTMENT				
Officer—Instructors.....		9	\$ 2,766	\$ 2,646
Non-Commissioned Officers.....		9	804	804
Junior Secretary.....	10	12	1,200	1,320
TOTAL—Military Department.....			\$ 4,830	\$ 4,770
MUSIC DEPARTMENT				
Assistant Professor.....	20	9	\$ 2,300	\$ 2,400
Assistant Professor.....	14	9	2,300	2,400
Assistant Professor.....	17	9	900	900
TOTAL—Music Department.....			\$ 5,500	\$ 5,700

II. RESIDENT INSTRUCTION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1943 Years	Number Months Employed per Year	ANNUAL SALARY	
			Fall 1943-44	Recommended 1943-44
ATHLETIC AND PHYSICAL EDUCATION				
Acting Director and Track Coach.....	6	12	\$ 2,400	\$ 2,400
Head Coach.....	2	12	3,000	3,000
Assistant Coach (replacing S. J. Mc- Allister).....		12	2,400	2,400
Assistant Coach.....	8	12	2,800	2,800
Swimming Coach and Physical Educa- tion Instructor.....	13	9	2,000	2,000
Trainer (replacing S. E. Scholze).....		9	900	900
Assistant Coach.....		9	200	200
Senior Secretary.....	15	12	1,800	1,800
TOTAL—Athletic and Physical Educa- tion.....			\$ 15,500	\$ 15,500
SUMMER SESSION				
Dean.....	20	12	\$ 5,500	\$ 5,500
Senior Secretary.....		12	1,320	1,600
Dean of Students.....		3	900	900
Dean of Women.....		3	550	600
Dean College of Agriculture.....		3	100	100
Dean College of Engineering.....		3	100	100
Organist.....		3	200	200
Librarian—P. K. Yonge Laboratory School.....		11	100	100
Professors—48 at \$400.....		11	19,200	19,200
Associate Professors—32 at \$375.....		11	11,900	11,900
Assistant Professors—28 at \$350.....		11	13,300	13,300
Instructors—41 at \$325.....		11	13,325	13,325
Teachers—7 at \$300.....		11	2,100	2,100
TOTAL—Summer Session.....			\$ 68,505	\$ 68,925

III. RESEARCH

POSITION	Time Employed by State from to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
EDUCATIONAL RESEARCH				
Professor.....	11	9	\$ 4,000	\$ 4,000
Professor—Special Status.....	25	9	1,557	1,557
Research Associate.....	4	9	2,400	2,400
Research Associate.....	1	9	2,200	2,500
Clerk-Stenographer.....	3	12	1,260	1,260
TOTAL—Educational Research.....			\$ 11,417	\$ 11,717
CURRICULUM LABORATORY				
Assistant Professor.....	1	9	\$ 2,500	\$ 2,500
Clerk-Stenographer.....	1	12	1,260	1,260
TOTAL—Curriculum Laboratory.....			\$ 3,760	\$ 3,760
AGRICULTURAL RESEARCH				
Professor.....	7	12	\$ 3,300	\$ 3,300
Clerk-Stenographer.....		12	1,320	1,320
TOTAL—Agricultural Research.....			\$ 4,620	\$ 4,620
NAVAL STORES RESEARCH				
Associate Director.....	7	2	\$ 500	\$ 500
VOCATIONAL GUIDANCE AND MENTAL HYGIENE				
Assistant Professor.....	1	9	\$ 2,300	\$ 2,400

IV. EXTENSION

POSITION	Time Employed by State from to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
GENERAL EXTENSION DIVISION				
GENERAL				
Dean.....	23	12	\$ 5,000	\$ 5,000
Janitor.....	16	12	600	720
			\$ 5,600	\$ 5,720

IV. EXTENSION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
GENERAL EXTENSION DIVISION				
—Continued				
CORRESPONDENCE STUDY				
Professor.....	19	12	\$ 3,300	\$ 3,300
Chief Clerk.....	11	12	1,200	1,400
Clerk-Stenographer.....	10	12	1,200	1,400
Clerk-Stenographer.....		12	1,200	1,320
			\$ 7,020	\$ 7,420
CLASSES AND SHORT COURSES				
Associate Professor.....	15	12	\$ 2,700	\$ 2,900
Senior Secretary.....	12	12	1,500	1,600
Instructors.....		12	37,500	37,500
Instructors, Short Courses.....		12	4,180	4,180
			\$ 45,880	\$ 46,180
WOMEN'S COURSES AND PUBLICATIONS				
Assistant Professor.....	13	12	\$ 2,400	\$ 2,600
Clerk-Stenographer.....	1	12	1,200	1,320
Clerk-Stenographer.....		12	1,200	1,320
			\$ 4,800	\$ 5,240
INFORMATION AND SERVICE				
Assistant Professor.....	14	12	\$ 2,400	\$ 2,600
Clerk-Typist (replacing James Pat- terson).....		12	1,200	1,200
Clerk-Librarian.....	3	12	1,200	1,320
			\$ 4,920	\$ 5,180
TOTAL—General Extension Division.....			\$ 68,280	\$ 69,740
INTER-AMERICAN INSTITUTE				
Acting Director (replacing R. S. At- wood).....		12	\$ 3,600	\$ 3,800
Acting Secretary (replacing Manuel Ramirez, on leave).....		9	\$ 1,850	1,700
Student Assistants.....		9	500	2,000
TOTAL—Inter-American Institute.....			\$ 5,950	\$ 7,500

IV. EXTENSION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
GENERAL EXTENSION DIVISION —Continued				
CONSERVATION RESERVE AT WELAKA				
Clerk-Stenographer.....	2	12	\$ 1,200	\$ 1,200
Foreman.....	3	12	1,500	1,500
Fire Worker.....	3	12	900	900
Fire Tower Watchman (replacing H. R. Cathron, on leave).....		12	900	900
TOTAL—Conservation Reserve.....			\$ 4,500	\$ 4,500

V. LIBRARY AND MUSEUM

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
LIBRARY				
Librarian.....	3	12	\$ 3,200	\$ 3,400
Head Circulation Department.....	1	12	2,300	2,400
Head Catalog Department.....		12	2,300	2,400
Head Reference Department.....	8	12	2,100	2,400
Head Periodicals Department.....	3	12	1,900	2,000
Head Order Department.....	1	12	1,900	1,900
Assistant Cataloger.....	4	12	1,800	1,900
Assistant to Reference and Cata- loging.....		12	1,800	1,800
Documents Librarian.....		12		1,800
Assistant in Circulation.....	1	12	1,600	1,600
Assistant Cataloger.....	1	12	1,600	1,600
Assistant in Periodicals and Binding.....	1	12	1,600	1,800
Secretary.....	5	12	1,320	1,420
Stenographer and Bookkeeper, Order Department.....	1	12	1,200	1,300
Stenographer.....			1,200	1,300
Cataloging Assistant.....		12	1,500	1,500
Desk Assistant.....		12	900	900

V. LIBRARY AND MUSEUM (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
LIBRARY AND MUSEUM—Continued				
LIBRARY—continued				
Desk Assistant		12	900	900
Desk Assistant		12	900	900
Student Desk Assistants			5,300	5,300
Total—Library			\$ 35,440	\$ 38,520
MUSEUM				
Director	28	12	\$ 2,538	\$ 2,538
Junior Secretary (Additional Duties)	4	12	1,200	1,500
Preparator		12	2,000	2,000
Janitor	4	12	570	720
Total—Museum			\$ 6,308	\$ 6,758
DOG COLLECTION				
Curator	11	12	\$ 1,500	\$ 1,620

VI. GENERAL SUPERVISION

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
TELEPHONE EXCHANGE				
Operator	11	12	\$ 1,380	\$ 1,440
Assistant Operator		12	840	900
Student Operators (3)		12	1,200	1,200
Total—Telephone Exchange			\$ 3,420	\$ 3,540
JANITOR SERVICE				
Assistant Military Property Custodian and in charge of Campus				
Police	13	12	\$ 1,500	\$ *1,500
Campus Messenger	7	12	1,140	1,140

* \$120 additional from R.O.T.C. Clothing Fund for custodian service.

VI. GENERAL SUPERVISION (Continued)

POSITION	Positions	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				Now Paid	Requested
JANITOR SERVICE—Continued					
Clerk to Assistant Military Property Custodian.....			12	900	900
Rooming House Inspector.....			12	360	360
Superintendent—Special Status					
(Part-Time).....		27	12	1,230	1,230
Night Watchman.....		25	12	1,080	1,080
Night Watchman P. K. Yonge Building.....		6	12	720	780
Night Watchman Seagle Building....		5	12	720	(b) 900
Night Watchman.....		1	12	600	(b) 600
Night Watchman.....		3	12	420	* 420
Day Watchman (Part-Time).....		12	12	660	660
Janitor and Custodian Auditorium....		9	12	840	840
Truck Drivers (2).....			12	1,440	(b) 1,560
Janitors (15) at \$720.....			12	9,210	(b) 10,800
Janitors (9) at \$660.....			12	4,890	(b) 5,940
Extra Janitor.....			12	180
TOTAL—Janitors.....				\$ 25,850	\$ 28,770
GROUNDS					
Superintendent.....		15	12	\$ 2,600	\$ 2,700
Foreman.....		15	12	840	(b) 900
Tractor Driver.....		12	12	720	(b) 840
Truck Drivers (3).....			12	1,800	1,800
Graduate Assistants for Pest Control (2).....					
			12	† 900	900
Laborers (6).....			12	3,120	3,120
TOTAL—Grounds.....				\$ 9,980	\$ 10,200
ELECTRICAL MAINTENANCE					
Electrician.....	18	7	12	\$ 2,600	\$ 2,700
Stenographer.....			12	1,140	1,140
Assistant Electrician.....		10	12	2,100	2,200
Assistant Electrician.....			12	1,800	1,800

* Also \$480 from Dormitory Funds—Total \$900.

† Paid from Operating Funds as labor.

‡ None except as indicated.

VI. GENERAL SUPERVISION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
ELECTRICAL MAINTENANCE—Cont'd				
Stock Clerk.....		12	1,380	(b) 1,500
Office Assistant.....		12	1,080	1,080
Student Electrician.....		12	800	240
TOTAL—Electrical Maintenance.....			\$ 10,900	\$ 10,660
HEAT, LIGHT, AND POWER				
Foreman.....	15	12	\$ 2,500	\$ 2,500
Mechanic.....		12	1,800	1,800
Steam Fitters Helper.....	3	12	1,080	1,080
Fireman.....		12	900	900
Fireman.....		12	720	720
Fireman.....		12	720	720
Graduate Assistant.....		12	420	420
Laborers.....		12	400	400
TOTAL—Heat, Light, and Power.....			\$ 8,540	\$ 8,540
BUILDING MAINTENANCE				
Office Manager.....	2	12	\$ 1,500	\$ 1,500
Painter.....	12	12	1,512	1,512
Supervisor Janitors.....		12	1,020	1,200
Guardian Seagle Building.....	5	12	1,320	1,320
Carpenter.....	8	12	1,980	1,980
Plumber.....	12	12	* 1,800	1,980
Carpenter.....	9	12	1,320	1,500
Mechanic, P. K. Yonge.....	11	12	1,500	1,500
Carpenter.....	1	12	960	1,080
Clerk-Timekeeper.....	4	12	1,080	1,200
Painter.....		12	1,080	1,080
Painter.....		12	1,080	1,080
Mechanic.....	4	12	1,200	1,200
Storekeeper.....		12	1,200	1,200
Carpenter.....		12	1,080	1,080
Carpenter.....		12	1,080	1,080
Carpenter.....		12	960	960
TOTAL—Building Maintenance.....			\$ 21,672	\$ 22,452

* Including \$300 from Dormitories.

VI. GENERAL SUPERVISION (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
DRAKE LABORATORY				
Curator.....			\$.....	\$.....
Technician.....	6	12	2,400	2,600
Total—Drake Laboratory.....			\$ 2,400	\$ 2,600

NECESSARY AND REGULAR EXPENSE—1943-45

DESCRIPTION	Expenditures from July 1, 1943, to June 30, 1945	REQUESTED	
		1 Year	Biennium
I. GENERAL ADMINISTRATION			
GENERAL EXPENSE			
Printing Catalog, Directory, Schedule of Courses, etc.....	\$ 2,695.67	\$ 5,000.00	\$10,000.00
Printing Research Publications, Learned Journals, etc.....	1,569.73	1,500.00	3,000.00
Travel Expense—Faculty.....	1,847.98	1,500.00	3,000.00
Travel Expense—Lecturers and Speakers.....	352.50	700.00	1,400.00
Workmen's Compensation (as required by Chapter 17491, Laws of Florida).....	167.39	1,500.00	3,000.00
Rental Tabulating Equipment.....	6,098.33	5,000.00	10,000.00
Scholarships.....	760.00
Total.....	\$13,512.60	\$15,200.00	\$30,400.00
PRESIDENT'S OFFICE			
General Upkeep.....	\$ 4,680.50	\$ 3,350.00	\$ 6,780.00
BUSINESS OFFICE			
Office Supplies and Expenses.....	\$ 3,332.55	\$ 2,000.00	\$ 4,000.00
Premium on Bonds and Office Bulletin.....	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00
Equipment.....	520.07	1,500.00	3,000.00
Total.....	\$ 5,032.62	\$ 4,700.00	\$ 9,400.00
DEAN OF STUDENTS			
Office Supplies, Postage, and Equipment.....	\$ 1,191.17	\$ 1,000.00	\$ 2,000.00
Freshman Week.....	200.00
Total.....	\$ 1,391.17	\$.....	\$.....
REGISTRAR			
Mailing, Office Supplies, and Equipment.....	\$ 6,101.73	\$ 3,000.00	\$ 6,000.00
Commencement Expense, including Diplomas.....	1,588.56	2,700.00	5,400.00
Total.....	\$ 7,690.29	\$ 5,700.00	\$11,400.00

NECESSARY AND REGULAR EXPENSE—1943-45 (Continued)

DESCRIPTION	Expenditure from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
I. GENERAL ADMINISTRATION—			
Continued			
BOARD OF EXAMINERS			
Printing, Supplies, Equipment.....	\$ 2,940.32	\$ 2,000.00	\$ 4,000.00
PUBLICITY			
Office Supplies and Equipment.....	\$ 1,876.91	\$ 1,200.00	\$ 2,400.00
DEAN OF THE UNIVERSITY			
Office Supplies and Equipment.....	\$ 241.20	\$ 25.00	\$ 50.00
FLORIDA UNION			
Maintenance Camp Wauberg.....	\$ 567.48	\$ 550.00	\$ 1,100.00
H. RESIDENT INSTRUCTION			
COLLEGE OF AGRICULTURE			
Materials, Office Supplies, Scientific Supplies, and Equipment for all Departments.....	\$13,898.82	\$10,000.00	\$20,000.00
SCHOOL OF FORESTRY			
Labor, Travel, Office Supplies, and Equipment.....	\$10,312.82	\$ 5,840.00	\$11,680.00
SCHOOL OF ARCHITECTURE AND ALLIED ARTS			
Office Supplies and Equipment, Stu- dent Exhibits, General Supplies, and Models.....	\$ 1,149.06	\$ 1,000.00	\$ 2,000.00
COLLEGE OF ARTS AND SCIENCES			
Materials, Office Supplies, Scientific Supplies, and Equipment for All Departments.....	\$21,635.30	\$13,320.00	\$26,640.00
SCHOOL OF PHARMACY			
Office and Scientific Supplies and Equipment.....	\$ 3,636.70	\$ 2,400.00	\$ 4,800.00

NECESSARY AND REGULAR EXPENSE—1943-45 (Continued)

DESCRIPTION	Expenses from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
II. RESIDENT INSTRUCTION			
—Continued			
COLLEGE OF BUSINESS			
ADMINISTRATION			
Office and Laboratory Supplies and Equipment.....	\$ 1,358.49	\$ 1,500.00	\$ 3,000.00
COLLEGE OF EDUCATION			
Travel Expense, Supplies, and Equipment.....	\$ 2,910.90	\$ 1,500.00	\$ 3,000.00
P. K. YONGE LABORATORY SCHOOL			
Materials and Supplies.....	\$ 2,059.93	\$ 3,000.00	\$ 6,000.00
COLLEGE OF ENGINEERING			
Materials, Office Supplies, Scientific Supplies, and Equipment for All Departments.....	\$11,588.64	\$ 8,000.00	\$16,000.00
GENERAL COLLEGE			
Office Supplies, Scientific Supplies and Books for Comprehensive Courses.....	\$11,975.92	\$ 6,500.00	\$13,000.00
GRADUATE SCHOOL			
Office Supplies, Books, Periodicals, and Equipment for Research.....	\$ 6,553.02	\$ 5,500.00	\$11,000.00
COLLEGE OF LAW			
Office Supplies and Equipment Books and Periodicals.....	\$ 3,410.29	\$ 2,200.00	\$ 4,400.00
MILITARY DEPARTMENT			
Office Supplies and Equipment, Special Expense.....	\$ 1,854.61	\$ 2,000.00	\$ 4,000.00
MUSIC			
Supplies, Upkeep of Organ, and Equipment.....	\$ 1,575.50	\$ 1,500.00	\$ 3,000.00

NECESSARY AND REGULAR EXPENSE—1943-45 (Continued)

DESCRIPTION	Expenditures from July 1, 1945, to June 30, 1947	REQUESTED	
		1 Year	Biennium
II. RESIDENT INSTRUCTION			
—Continued			
SUMMER SESSION			
General Supplies and Expense, including Operation of Swimming Pool.....	\$ 3,242.25	\$ 2,500.00	\$ 5,000.00
SCHOOL OF TRADE AND INDUSTRIAL EDUCATION			
General.....	\$ 2,797.61	\$	\$
III. RESEARCH			
BUREAU OF EDUCATIONAL RESEARCH			
Office Supplies and Equipment.....	\$ 920.58	\$ 600.00	\$ 1,200.00
CURRICULUM LABORATORY			
Office Supplies.....	\$ 888.79	\$ 900.00	\$ 1,800.00
NAVAL STORES RESEARCH			
Scientific Supplies and Equipment....	\$ 403.02	\$ 100.00	\$ 200.00
VOCATIONAL GUIDANCE AND MENTAL HYGIENE			
General Supplies and Equipment....	\$ 220.65	\$ 150.00	\$ 300.00
IV. EXTENSION			
GENERAL EXTENSION DIVISION			
Office Supplies, Postage, Printing Bulletins, Magazines, and Equipment..	\$17,707.39	\$12,600.00	\$25,200.00
INSTITUTE INTER-AMERICAN AFFAIRS			
Office Supplies and Equipment.....	\$ 270.80	\$ 500.00	\$ 1,000.00
CONSERVATION RESERVE AT WELAKA			
Maintenance, Operation, Supplies, and Equipment.....	\$ 3,891.97	\$ 1,840.00	\$ 3,680.00

NECESSARY AND REGULAR EXPENSE—1943-45 (Continued)

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
V. LIBRARY AND MUSEUM			
LIBRARY			
Office and General Supplies.....	\$ 3,222.20	\$ 1,980.00	\$ 3,960.00
Freight, Postage, Telephone, etc.....	836.05	500.00	1,000.00
Equipment.....	568.43	1,980.00	3,960.00
Periodicals.....	3,791.28	4,000.00	8,000.00
Bindings.....	3,769.99	3,340.00	6,680.00
Books.....	21,950.68	19,500.00	39,000.00
Total.....	\$34,138.63	\$31,300.00	\$62,000.00
MUSEUM			
General Supplies and Equipment....	\$ 478.76	\$ 450.00	\$ 900.00
VI. GENERAL SUPERVISION			
TELEPHONE EXCHANGE			
Rental of Equipment, Upkeep of Lines—University Property.....	\$ 2,705.91	\$ 3,000.00	\$ 6,000.00
JANITOR SERVICE			
General Supplies, Cleaning Com- pounds, Brooms, Brushes, and Labor.....	\$ 4,770.17	\$ 4,100.00	\$ 8,200.00
GROUNDS			
Labor and Materials for Maintenance and Upkeep.....	\$ 4,546.20	\$ 4,000.00	\$ 8,000.00
Labor and Materials for Pest Control Work.....	2,142.73	1,100.00	2,200.00
Total.....	\$ 6,688.93	\$ 5,100.00	\$10,200.00
ELECTRICAL MAINTENANCE			
Labor, Materials, and Equipment for Repairs and Upkeep.....	\$ 5,215.53	\$ 3,000.00	\$ 6,000.00
HEAT, LIGHT, AND POWER			
Coal and Oil for Fuel Central Plant..	13,720.10	10,000.00	20,000.00
Improvements to Boilers.....	550.00	3,000.00	6,000.00

NECESSARY AND REGULAR EXPENSE—1943-45 (Continued)

DESCRIPTION	Expenditures from July 1, 1943, to June 30, 1945	REQUESTED	
		1 Year	Biennium
VI. GENERAL SUPERVISION			
—Continued			
HEAT, LIGHT, AND POWER—continued			
Improvements to Lines	1,502.02	2,000.00	4,000.00
Lights for Instructional Buildings and Campus	5,867.90	3,400.00	6,800.00
Total	\$21,649.62	\$18,400.00	\$36,800.00
BUILDING MAINTENANCE			
Maintenance, Upkeep, and Equip- ment, including New Classroom Furniture			
	860.37	1,500.00	3,000.00
Material and Labor for Repairs and Improvements	13,834.76	6,000.00	12,000.00
Total	\$14,695.13	\$ 7,500.00	\$15,000.00
DRAKE LABORATORY			
Material and Supplies	\$ 468.36	\$	\$
Completion of Law Library Addition ..	\$ 3,892.91	\$	\$
Construction of Horticultural Green- house	5,915.54
Miscellaneous Building Repairs and Improvements	7,356.60
General University Expense	5,818.06
Mimeograph and Multilith Service Performed by Duplicating Depart- ment for Various Activities (from Sales)	10,874.76
TOTAL	\$27,776.07	\$190,395.00	\$380,790.00

EMERGENCY BUDGET

FUNDS TO PROTECT LEAVES OF ABSENCE GRANTED EMPLOYEES ENTERING
MILITARY SERVICE IN ACCORDANCE WITH CHAPTERS 20718 AND
20863, LAWS OF FLORIDA, ACTS OF 1941

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	Approved Salary 1942-43	Adjusted 1942-43	Recommended 1943-45
REGISTRAR					
Director of Admissions...	12	12	\$ 2,800	\$.....	\$ 2,900
BOARD OF EXAMINERS					
University Examiner....	13	12	\$ 3,400	\$.....	\$ 3,600
PUBLICITY					
Director.....	15	12	\$ 3,300	\$ 300	\$ 3,000
Assistant to Director....	2	12	1,800	1,800
			\$ 5,100	\$ 300	\$ 4,800
DEAN OF THE UNIVERSITY					
Dean.....	19	12	\$ 5,000	\$ 100	\$ 4,900
FLORIDA UNION					
Director.....	6	12	3,000	3,150
COLLEGE OF AGRICULTURE					
Agricultural Economics Professor.....	19	9	3,500	3,000
SCHOOL OF ARCHITECTURE					
Assistant Professor.....	14	9	2,250	2,250	150
Assistant Professor.....	2	9	2,200	200	2,100
			\$ 4,450	\$ 2,450	\$ 2,250
COLLEGE OF ARTS AND SCIENCES					
BIOLOGY					
Assistant Professor.....	10	9	\$ 2,100	\$ 2,250
HISTORY AND POLITICAL SCIENCE					
Associate Professor.....	9	9	2,800	2,900
JOURNALISM					
Head Professor.....	14	9	3,400	1,800	1,600

EMERGENCY BUDGET (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	Approved Salary 1942-43	Advised 1942-43	Recommended 1942-43
COLLEGE OF ARTS AND SCIENCES—Continued					
LANGUAGE AND LITERATURE					
Head Professor.....	6	9	4,100	2,000	2,100
Professor.....	5	9	3,300	2,400	900
Professor.....	3	9	3,000	3,300
Associate Professor.....	9	9	2,800	2,900
Associate Professor.....	6	9	2,800	2,900
			\$ 16,000	\$ 4,400	\$ 12,100
MATHEMATICS					
Associate Professor.....	16	9	3,000	2,700	300
Associate Professor.....	11	9	2,800	2,900
			\$ 5,800	\$ 2,700	\$ 3,200
SOCIOLOGY					
Associate Professor.....	4	9	1,000	500	600
TOTAL—College of Arts and Sciences.....			\$ 31,100	\$ 9,400	\$ 22,650
COLLEGE OF BUSINESS ADMINISTRATION					
ECONOMICS AND BUSINESS ADMINISTRATION					
Associate Professor.....	17	9	\$ 2,000	\$.....	\$ 3,000
Associate Professor.....	2	9	2,600	2,700
Associate Professor.....	4	9	2,600	2,700
Assistant Professor.....	4	9	2,100	2,200
Assistant Professor.....	4	9	2,200	2,300
TOTAL—College of Business Administration.....			\$ 12,400	\$.....	\$ 12,900
COLLEGE OF EDUCATION					
Professor Agricultural Education.....	7	12	\$ 1,500	\$.....	\$ 1,500

EMERGENCY BUDGET (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	Approved Salary 1942-43	Estimated 1942-43	Recommended 1943-43
COLLEGE OF ENGINEERING					
CIVIL ENGINEERING					
Associate Professor.....	13	9	\$ 2,750	\$ 2,475	\$ 375
ELECTRICAL ENGINEERING					
Associate Professor.....	10	1	2,750	2,550	200
TOTAL—College of Engineering.....			\$ 5,500	\$ 5,025	\$ 475
GENERAL COLLEGE					
Dean.....	11	9	\$ 5,200	\$	\$ 5,200
Assistant Professor, C-1.....		9	1,800	1,800
Assistant Professor.....	1	9	2,100	2,200
Assistant Professor.....	6	9	2,600	2,400
Assistant Professor.....	1	9	2,500	2,600
Assistant Professor, C-6.....		9	2,100	2,100
TOTAL—General College.....			\$ 16,100	\$	\$ 16,300
COLLEGE OF LAW					
Professor.....	2	9	\$ 3,600	\$ 800	\$ 2,800
ATHLETIC AND PHYSICAL EDUCATION					
Publicity Director.....	15	12	\$ 500	\$	\$ 500
Assistant Coach.....	1	12	3,000	3,000
Assistant Coach.....	8	12	2,400	2,400
Assistant Coach.....		12	400	400
TOTAL—Athletic and Physical Education.....			\$ 6,300	\$	\$ 6,300
AGRICULTURAL RESEARCH					
Professor.....	9	12	\$ 1,650	\$	\$ 1,650
GENERAL EXTENSION DIVISION					
Instructor and Assistant.....	9	12	\$ 2,100	\$	\$ 2,200

EMERGENCY BUDGET (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	Approved Salary 1942-43	Alotted 1943-43	Recommended 1943-43
CONSERVATION RESERVE Superintendent.....	3	12	\$ 3,600	\$.....	\$ 3,600
MUSEUM Assistant Director.....		12	\$ 1,600	\$.....	\$ 1,600
BUILDING MAINTENANCE Superintendent.....	6	12	\$ 3,300	\$.....	\$ 3,300
TOTAL UNIVERSITY.....			\$116,000	\$ 18,075	\$100,975
SCHOOL OF FORESTRY Assistant Professor.....	6	9	\$ 2,200	\$.....	\$ 2,200
TOTAL EMERGENCY BUDGET.....			\$118,200	\$ 18,075	\$103,175

RADIO STATION W.R.U.F.

STATE FUNDS FROM 1941 APPROPRIATION ACT

General Revenue:

Salaries.....	\$ 5,000
Necessary and Regular Expense.....	5,000
Special—Repairs, Replacements and Additions to Physical Plant (for the Biennium).....	30,000

Total State Funds..... \$ 40,000

Non-State Funds: Sale of Time..... 27,220

TOTAL FUNDS..... \$ 26,220

NOTE—Funds for operation of the Station are provided from sale of time as far as practicable. During 1941-42 only \$1,893.25 was expended from state funds for salaries, operating expenses, and equipment.

SUMMARY OF APPROPRIATION REQUESTED

FOR EACH YEAR OF THE BIENNIUM 1943-1945

	SALARIES		NECESSARY AND REGULAR EXPENSE	
	One Year	Biennium	One Year	Biennium
Radio Station W.R.U.F.	\$19,640.00	\$39,280.00	\$16,980.00	\$33,960.00
Less Amount from Special Funds.....	14,640.00	29,280.00	11,980.00	23,960.00
Balance from State Approp- riation.....	\$ 5,000.00	\$10,000.00	\$ 5,000.00	\$10,000.00
SPECIAL EXPENSE Repairs, Replacements, and Additions to Physical Plant (for the Biennium).....				\$30,000.00

RADIO STATION W.R.U.F
NECESSARY AND REGULAR EXPENSE

	Budget 1942-1943	Budget Recommended 1943-1945
Administrative Expense.....	\$ 600	\$ 600
Program Expense.....	2,700	2,700
United Press News Service.....	3,000	3,000
Mutual Line Charges.....	4,800	4,800
Travel Expense.....	900	900
Technical Maintenance and Supplies.....	300	300
Tubes.....	1,020	1,020
Power.....	2,280	2,280
Telephones and Loops.....	480	480
Total Necessary and Regular Expense....	\$ 16,980	\$ 16,980
SPECIAL EXPENSE		
Repairs, replacements, and additions to physical plant, equipment, and apparatus, including installation of directional antennae, increase in power and relocation of transmitter if authorized.	\$ * 30,000	\$ 30,000
TOTAL ALLOTMENTS.....	\$ 66,620	\$ 67,220

* Authorized for the 1941-1943 Biennium but only \$537.82 expended to date.

RADIO STATION W.R.U.F.

SALARIES

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
Director.....	13	12	\$ 3,600	\$ 4,200
Secretary.....		12	1,200	1,200
Accompanist-Secretary.....	1	12	900	900
Office Assistant.....		12	900	900
Office Assistant.....		12	480	480
Office Assistant.....		12	420	420
Production Manager.....	2	12	1,500	1,300
Chief Announcer.....	3	12	900	900
Assistant Chief Announcer.....	2	12	720	720
Announcer.....	1	12	480	480
Announcer.....		12	480	480
Announcer.....	2	12	900	900
Announcer.....		12	480	480
Announcer.....		12	360	360
Announcer.....		12	360	360
Announcer.....		12	360	360
Continuity Writer.....	1	12	480	480
Chief Operator.....	2	12	960	960
Operator.....		12	720	720
Operator.....	1	12	600	600
Operator.....	1	12	600	600
Operator.....		12	480	480
Operator.....		12	360	360
Janitor-Messenger.....	9	12	600	600
Engineer.....		12	800	800
TOTAL.....			\$ 19,640	\$ 20,240

REPORT TO BUDGET COMMISSION
FOR LEGISLATURE, 1943 SESSION
AGRICULTURAL EXPERIMENT STATIONS

SOURCE OF REVENUE

TOTAL 1941 LEGISLATIVE APPROPRIATION FOR EACH
YEAR OF THE BIENNium 1941-1943

GENERAL REVENUE

Salaries.....	\$299,879.00
Necessary and Regular Expenses.....	271,770.00
Special—Additional for Vegetable Crops Laboratory for Plant Pathologist and Entomologist each year.....	10,000.00
Emergency Fund, No Part of Which Is to Be Used Unless Found Necessary by Budget Commission.....	10,000.00
TOTAL.....	\$591,649.00

SPECIAL—Vegetable Crops Laboratory Greenhouse, Building for
Trailers, Equipment for the Biennium..... \$ 10,000.00
(Including Field Laboratories and Special Items as follows:)

	Salaries	Necessary and Regular Expense
Main Experiment Station.....	\$126,803.00	\$120,996.00
Vegetable Crops Laboratory.....	11,860.00	13,140.00
Gladioli Investigation.....	3,600.00	1,400.00
Strawberry Investigations Laboratory.....	4,800.00	1,500.00
Potato Investigations Laboratory at Hastings.....	7,800.00	4,200.00
Celery Investigations Laboratory.....	10,200.00	4,800.00
Citrus Experiment Station.....	43,048.00	28,402.00
Everglades Experiment Station.....	33,928.00	20,072.00
Everglades Experiment Station, Building and Laboratory.....		25,000.00
North Florida Experiment Station.....	17,868.00	15,232.00
Sub-Tropical Experiment Station.....	18,132.00	2,868.00
Watermelon and Grape Investigations Laboratory..	9,240.00	4,200.00
Weather Forecasting Service.....	1,200.00	18,800.00
Ornamental Horticulture.....	6,000.00	4,000.00
Range Cattle Station.....	5,400.00	7,100.00
TOTAL.....	\$299,879.00	\$271,770.00

REPORT TO BUDGET COMMISSION (Continued)

	Salaries	Necessary and Regular Expense
Soil Survey.....	\$ 3,000.00	\$ 2,000.00
Special Appropriation: Chapter 20454—State-Wide Soil Survey.....		10,000.00
TOTAL.....		\$616,649.00
Continuing Appropriations:		
Chapter 8442, Everglades Station.....		5,000.00
Chapter 20983, Mobile Units, North Florida Experiment Station.....		50,000.00
GRANT TOTAL—For Each Year of the Biennium 1941-1943.....		\$671,649.00
From Other Sources:		
From Federal Funds.....		\$124,782.00
Station Incidentals and Sales Fund.....		6,000.00
TOTAL.....		\$ 130,782.00

AGRICULTURAL EXPERIMENT STATION BUDGET
FOR THE BIENNIUM 1943-1945
TOTAL BUDGET RECOMMENDED

	Salaries	Necessary and Regular Expenses
Total Budget Recommended.....	\$482,214.00	\$228,217.00
Less:		
Federal Funds.....	\$124,782.00	
Continuing Appropriations—		
Chapter 8442.....	5,000.00	
Chapter 20983.....	20,000.00	
	115,126.00	34,656.00
Leaving to be Appropriated.....	\$367,088.00	\$193,561.00

AGRICULTURAL EXPERIMENT STATION BUDGET (Continued)

To Be Divided as Follows:

	Salaries	Necessary and Regular Expense
Main Experiment Station.....	\$174,431.00	\$ 73,365.00
Vegetable Crops Laboratory.....	20,816.00	14,184.00
Strawberry Investigations Laboratory.....	4,800.00	1,500.00
Potato Investigations Laboratory at Hastings.....	9,208.00	2,792.00
Celery Investigations Laboratory.....	11,004.00	3,996.00
Citrus Experiment Station.....	43,888.00	27,562.00
Everglades Experiment Station.....	40,354.00	13,646.00
North Florida Experiment Station.....	19,552.00	13,548.00
Sub-Tropical Experiment Station.....	16,476.00	8,524.00
Watermelon, Grape, and Cotton Investigations Laboratory.....	12,156.00	6,344.00
Weather Forecasting Service.....	2,400.00	17,000.00
Soil Survey.....	3,000.00	2,000.00
Range Cattle Station.....	5,400.00	7,100.00
Gisholi Investigations.....	3,600.00	1,400.00
Total to be Appropriated.....	\$367,088.00	\$193,561.00
Total Requested Appropriations to be Made This Year.....		\$560,649.00
To be Received from Continuing Appropriation, Chapter 8442....		5,000.00
Total to Be Used from Continuing Appropriation, Chapter 20983..		20,000.00
GRAND TOTAL.....		\$585,649.00
Total Decrease in the Amount of State Funds During the Biennium		\$ 86,000.00

AGRICULTURAL EXPERIMENT STATIONS

SALARIES, 1943-1945

POSITION	Projected Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
MAIN EXPERIMENT STATION				
Director.....	27	12	(a) \$ 2,580	(a) \$ 2,580
Associate Director.....	26	12	5,000	5,000
Assistant Director, Res.....	18	12	4,200	4,200
Assistant Director, Adm.....	12	12	3,800	3,800
Administrative Manager.....	27	12	(b) 1,500	(b) 1,900
Secretary.....		12	1,800	1,800
Accountant (Part-Time).....	24	12	(c) 1,140	(c) 480
Accountant.....	18	12	(d) 800	(d) 1,080
Stenographer.....		12	(e) 600	(e) 600
Bookkeeper-Clerk.....	3	12	1,080	1,200
Stenographer.....	3	12	1,500	1,600
Junior Secretary.....	6	12	1,500	1,600
Chief Clerk.....		12	1,404	1,600
Chief Clerk and Typist.....	16	12	1,404	1,500
Clerical Assistants.....			* 1,300	1,500
Farm Superintendent..... 1a-4	16	12	2,400	2,508
Farm Foreman.....		12	1,800	1,800
Farm Foreman.....		12	* 1,500	1,500
Mechanic and Carpenter.....		12	1,500	1,500
Watchman.....	4	12		
Temporary Watchman.....	1	12	900	1,020
Janitor.....	4		600	600
Janitor.....		12	600	600
Refrigeration Mechanic..... 1a-4	7	12	1,800	1,980
Skilled and Semi-Skilled Assistants.....			* 1,996	1,788
Editor.....	17	12	(f) 1,900	(f) 1,900
Assistant Editor.....	7	12	(g) 1,225	(g) 1,225
Chief Mailing Clerk and Stenographer	12	12	1,404	1,600
Stenographer.....	1	12	1,200	1,320

* Paid as labor.

† None except as indicated.

(a) \$420 Teaching, \$2,800 Extension.

(b) \$1,500 Extension.

(c) \$487 Extension.

(d) \$860 Extension.

(e) \$875 Extension.

(f) \$1,900 Extension.

(g) \$875 Extension.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
MAIN EXPERIMENT STATION —Continued				
Stenographer (Part-Time).....	23	12	633	633
Clerical Assistants.....			* 1,800	1,000
Agronomist and Head.....	20	12	4,200	4,200
Agronomist.....	16	12	(h) 3,060	(h) 3,060
Associate Agronomist.....	17	12	2,520	2,640
Agronomist.....	14	12	(i) 400	(i) 400
Associate Agronomist.....	4	12	3,204	3,408
Associate Agronomist.....		12	3,408	3,408
Junior Secretary.....	23	12	1,404	1,600
Field Assistant.....	5	12	1,500	1,500
Assistant Agronomist.....	3	12	2,400	2,400
Assistant Agronomist.....		12	2,400
Assistant Agronomist.....		12	2,400	2,400
Assistant Agronomist.....		12	1,200	†
Assistant Agronomist.....		12	2,904	2,904
Agronomist.....	12	12	3,600	4,008
Junior Secretary.....	5	12	1,404	1,600
Stenographer.....		12	1,200	1,320
Field Assistant, Tobacco.....		12	* 1,500	1,500
Field Assistant, Corn.....		12	* 1,500	1,500
Field Assistant, Peanuts.....		12	* 1,500	1,500
Student Assistants.....			* 6,200	6,300
Animal Industrialist and Head.....	22	12	(j) 2,604	(j) 2,604
Dairy Husbandman.....	13	12	(h) 3,060	(h) 3,864
Assistant Dairy Husbandman.....	10	12	(h) 1,860	(h) 1,860
Associate Animal Husbandman.....		12	(h) 3,060	(h) 3,060
Assistant Animal Husbandman.....	1	12
Temporary Assistant Animal Hus- bandman.....		12	(h) 1,860	(h) 1,860
Parasitologist.....	1	12
Temporary Parasitologist.....		12	4,008	4,008
Junior Secretary.....	4	12	1,404	1,600
Stenographer.....	3	12	1,200	1,404
Dairy Technologist.....	1	12	4,008	4,008

* Paid as labor.

(h) \$540 Teaching.

(i) Balance U.S.D.A. direct.

(j) \$1,700 Teaching, \$900 Extension.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Year Employed by State Prior to Nov. 1, 1942	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
MAIN EXPERIMENT STATION —Continued				
Assistant in Animal Nutrition.....	8	12	(h) 1,560	(h) 1,560
Stenographer.....	1	12	1,200	1,404
Associate in Dairy Manufacturing...	1	12	2,604	3,000
Assistant Dairy Technologist.....	1	12		
Temporary Assistant Dairy Technologist.....		12	2,100	2,400
Poultry Husbandman.....	17	12	(k) 3,000	(k) 3,000
Assistant Poultry Husbandman.....		12	(l) 300	(l) 300
Veterinarian—Poultry.....	8	12	(h) 3,108	(h) 3,468
Stenographer.....	11	12	1,404	1,404
Veterinarian.....	15	12	3,600	4,008
Animal Nutritionist.....		12	4,008	4,008
Field Assistant.....		12	* 1,500	1,500
Student Assistants.....		12	* 9,800	9,200
Entomologist and Head.....	30	12	4,200	4,200
Associate Entomologist.....	16	12	(h) 2,460	(h) 2,460
Assistant Entomologist.....	18	12	1,728	1,728
Stenographer.....	3	12	1,200	1,200
Temporary Assistant Entomologist..	1	12	(m) 1,300	(m) 1,300
Assistant Entomologist.....	4	12		
Student Assistants.....			* 800	800
Horticulturist and Head.....	18	12	3,800	4,008
Truck Horticulturist.....	7	12	3,600	3,804
Assistant Horticulturist.....	14	12		
Temporary Assistant Horticulturist..		12	2,508	2,508
Assistant Horticulturist.....	1	12		
Temporary Assistant Horticulturist..		12	2,400	2,400
Associate Horticulturist.....	2	12	**	**
Assistant Horticulturist.....	2	12	**	**
Assistant Horticulturist.....	15	12	2,508	2,640
Assistant Horticulturist.....	13	12	3,000	3,000
Assistant Horticulturist.....	4	12		

* Paid as labor.

** Entire salary from U.S.D.A. direct.

(h) \$540 Teaching.

(k) \$600 Extension.

(l) \$2,100 Teaching.

(m) \$1,300 U.S.D.A. direct.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Year Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
MAIN EXPERIMENT STATION —Continued				
Temporary Assistant Horticulturist.....		12	1,800	2,400
Field Assistant.....		12	* 1,500	1,500
Student Assistants.....			* 4,200	4,500
Plant Pathologist and Head.....	20	12	(n) 3,600	(n) 3,600
Plant Pathologist.....		12	4,200	3,000
Plant Pathologist.....	20	12	(o) 800
Mycologist.....	17	12	3,000	3,204
Assistant Botanist.....	15	12	2,100	2,100
Laboratory Assistant.....		12	860
Junior Secretary.....	9	12	1,404	1,600
Assistant—Herbarium.....		12	* 1,200	1,200
Laboratory Assistant.....		12	* 600	600
Student Assistants.....		12	* 1,300	2,000
Chemist and Head.....	12	12	(h) 3,600	(h) 3,600
Microbiologist.....	4	12	(p) 600	(p) 600
Assistant Soil Microbiologist.....	1	12	(l) 600	(l) 600
Chemist.....	2	12	3,600	3,600
Associate Chemist.....	20	12	2,520	2,520
Assistant Chemist.....	12	12	2,400	2,400
Soils Chemist (BU).....		12	(q) 2,400	3,204
Junior Secretary.....	2	12	1,404	1,600
Biochemist.....	6	12
Associate Biochemist.....	4	12	2,880	2,880
Assistant Chemist—Temporary.....		12	2,400	2,820
Student Assistants.....			* 2,000	2,000
Librarian.....	18	12	2,820	2,820
Stenographer and Cataloger.....	12	12	1,500	1,500
Clerk.....	2	12	1,080	1,080
Student Assistants.....			* 1,200	1,600

* Paid as labor.

(h) \$540 Teaching.

(n) \$1,000 Teaching.

(o) \$1,000 Forestry, \$1,700 Teaching; 1943-45—\$2,560 Teaching, \$1,000 Forestry.

(p) \$3,400 Teaching.

(q) \$540 Teaching—none for 1943-45.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
MAIN EXPERIMENT STATION				
—Continued				
Agricultural Economist.....	16	12	(r) 4,006	(r) 4,006
Associate Agricultural Economist....	9	12	3,000	3,000
Associate Agricultural Economist....	11	12	3,000	3,000
Assistant Agricultural Economist....	1	12	2,520	2,520
Statistical Clerk.....	14	12	1,728	1,728
Statistical Clerk.....	6	12	1,404	1,500
Stenographer.....	4	12	1,404	1,500
Statistical Clerk.....		12	1,200	1,200
Home Economist and Head.....	17	12	3,408	3,408
Assistant Home Economist.....	4	12	2,100	2,100
Biochemist.....	7	12	3,000	3,000
Stenographer.....		12	* 1,200	1,200
TOTAL—Main Experiment Station.....			\$270,912	\$274,560
CITRUS EXPERIMENT STATION				
Horticulturist in Charge.....	19	12	\$ 5,400	\$ 5,400
Associate Horticulturist.....		12	3,000	3,000
Associate Chemist.....	12	12	3,000	3,000
Soils Chemist.....	1	12	3,204	3,204
Associate Plant Pathologist.....	9	12	2,880	2,880
Entomologist.....	16	12	3,000	3,204
Assistant Horticulturist.....	4	12		
Temporary Assistant Horticulturist.....		12	2,100	2,400
Associate Horticulturist.....		12	3,120	3,120
Associate Chemist.....	1	12	3,000	3,000
Secretary.....	2	12	1,800	1,800
Stenographer.....	2	12	1,500	1,500
Laboratory Assistant.....		12	1,200	1,440
Laboratory Assistant.....		12	* 1,200	1,200
Laboratory Assistant—Soils.....		12	840	840
Laboratory Assistant—Plant Pathologist.....		12	700	840
Laboratory Assistant—Entomology.....		12	1,200	1,200
Packinghouse Foreman.....	2	12	* 1,800	1,800
Assistant Packinghouse Chemist.....		12	* 840	840

* Paid as labor.

(r) \$300 Teaching, \$300 Extension.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Per Annum	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				New Paid	Requested
CITRUS EXPERIMENT STATION					
—Continued					
Assistant Packinghouse Horticulture.....			12	* 1,020	1,020
Skilled or Semi-Skilled Assistants.....			12	* 2,000	2,200
TOTAL—Citrus Experiment Station.....				\$ 42,804	\$ 43,888
EVERGLADES EXPERIMENT STATION					
Biochemist in Charge..... 1a-4		11	12	\$ 4,200	\$ 4,200
Associate Chemist.....		8	12	3,000	3,204
Associate Horticulturist.....		1	12		
Temporary Associate Horticulturist.....			12	3,000	3,204
Plant Pathologist.....		9	12	3,600	3,600
Assistant Agronomist..... 1a-4			12	2,604	2,808
Entomologist..... 1a-4		12	12		
Temporary Entomologist.....			12	3,192	3,192
Drainage Engineer..... 1a-4		6	12	(i) 300	(i) 300
Assistant Animal Husbandman..... 1a-4		11	12	2,604	2,808
Secretary.....		12	12	1,800	1,800
Carpenter.....		4	12	1,680	1,680
Mechanic..... 1a-4		10	12	1,500	1,500
Laboratory Assistant.....			12	1,200	1,200
Laboratory Assistant..... 1a-4		5	12	1,200	1,200
Laboratory Assistant..... 1a-4		6	12	1,200	1,200
Herdsman.....		4	12	1,080	1,080
Sugarcane Physiologist..... 1a-4		6	12	3,408	3,408
Sugarcane Agronomist..... 1a-4		12	12	3,408	3,408
Stenographer..... 1a-4		4	12	1,404	1,404
Skilled and Semi-Skilled Assistants.....			12	* 3,780	4,158
TOTAL—Everglades Experiment Station.....				\$ 44,160	\$ 45,354
NORTH FLORIDA EXPERIMENT STATION					
Agronomist in Charge.....		12	12	\$ 4,200	\$ 4,200
Plant Pathologist.....		13	12	3,240	3,240
Assistant Animal Husbandman.....		2	12		

* Paid as labor.

(i) Balance U.S.D.A. direct.

‡ None except as indicated.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Permanence	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				New Paid	Requested
NORTH FLORIDA EXPERIMENT STATION—Continued					
Temporary Assistant Animal Husbandman.....			12	2,604	2,604
Assistant Agronomist—Tobacco.....		20	12	2,004	2,004
Stenographer.....		3	12	1,080	1,200
Assistant Agronomist.....			12		
Temporary Assistant Agronomist.....			12	2,400	2,604
Farm Foreman.....		13	12	1,500	1,500
Mechanic and Carpenter.....			12	840	1,200
Laboratory Assistant.....		6	12	* 780	1,000
TOTAL—North Florida Experiment Station.....				\$ 18,648	\$ 19,552
RANGE CATTLE STATION					
Animal Husbandman in Charge.....	Is	6	12	\$ 3,600	\$ 3,600
Assistant Animal Husbandman.....			12		
Temporary Assistant Animal Husbandman.....	Is		12	1,800	1,800
TOTAL—Range Cattle Station.....				\$ 5,400	\$ 5,400
SUB-TROPICAL EXPERIMENT STATION					
Plant Pathologist in Charge.....		12	12	3,800	4,008
Assistant Horticulturist—General.....		7	12	2,400	2,604
Assistant Horticulturist—Truck.....		1	12	2,400	2,604
Laboratory Assistant.....			12	1,500	1,500
Secretary.....		8	12	1,404	1,500
Field Assistant.....		11	12	1,200	1,320
Field Assistant.....		12	12	1,620	1,740
Laboratory Assistant.....		6	12		
Soils Chemist.....			12	3,000	
Laboratory Assistant.....			12	808	1,200
TOTAL—Sub-Tropical Experiment Station.....				\$ 18,132	\$ 16,476

* Paid as labor.

† None except as indicated.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1947 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
CULERY LABORATORY				
Chemist in Charge.....	22	12	\$ 4,200	\$ 4,200
Associate Pathologist.....		12	3,000	3,000
Assistant Entomologist.....		12	2,604	2,604
Laboratory Assistant.....		12	600	600
Skilled or Semi-Skilled Assistants.....			* 200	600
TOTAL—Celery Laboratory.....			\$ 10,400	\$ 11,004
POTATO INVESTIGATIONS LABORATORY				
Pathologist in Charge.....	13	12	\$ 3,000	\$ 3,204
Horticulturist.....	2	12	3,000	3,204
Laboratory Assistants.....		12	1,200	1,200
Skilled or Semi-Skilled Assistants.....			* 700	1,000
TOTAL—Potato Investigations Laboratory.....			\$ 8,500	\$ 9,208
STRAWBERRY LABORATORY				
Plant Pathologist.....	16	12	\$ 3,600	\$ 3,600
Field Assistant.....	9	12	1,200	1,200
TOTAL—Strawberry Laboratory.....			\$ 4,800	\$ 4,800
VEGETABLE CROPS LABORATORY				
Horticulturist in Charge.....	4	12	\$ 3,800	\$ 4,008
Assistant Plant Pathologist.....	17	12	2,700	2,700
Soils Chemist.....		12	3,600	3,600
Plant Pathologist.....		12	3,000	3,000
Entomologist.....		12	3,204	3,204
Stenographer.....	3	12	1,080	1,404
Watchman.....		12	600	900
Skilled or Semi-Skilled Assistants.....			* 700	2,000
TOTAL—Vegetable Crops Laboratory.....			\$ 18,764	\$ 20,816
GLADIOLI INVESTIGATIONS				
Horticulturist.....		12	\$ 3,000	\$ 3,000
Laboratory Assistant.....		12	600	600
TOTAL—Gladioli Investigations.....			\$ 3,600	\$ 3,600

* Paid as labor.

AGRICULTURAL EXPERIMENT STATIONS (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
WATERMELON, GRAPE, AND SEA ISLAND COTTON LABORATORY				
Pathologist in Charge.....	15	12	\$ 3,600	\$ 3,804
Assistant Pathologist.....		12	1,404	† 2,604
Assistant Pathologist.....	17	12	2,520	2,628
Clerk-Typist.....		12	720	720
Laboratory Assistant.....		12	996	1,200
Skilled or Semi-Skilled Assistants.....			* 1,200	1,200
TOTAL—Watermelon, Grape, and Sea Island Cotton Laboratory.....			\$ 10,440	\$ 12,156
WEATHER FORECASTING SERVICE				
Meteorologist.....	6	12	**	**
Assistant Meteorologists.....		12	**	**
Stenographer.....	4	12	(s) 1,200	(c) 1,200
3 Under Observers.....			* 1,200	1,200
TOTAL—Weather Forecasting Service.....			\$ 2,400	\$ 2,400
MOBILE UNITS				
Associate Agronomist.....		12	\$ 2,904	\$ 3,108
Associate Agronomist.....		12	2,904	3,108
Associate Agronomist.....		12		3,000
Stenographer.....		12	1,200	1,200
2 Field Assistants.....				3,000
TOTAL—Mobile Units.....			\$ 7,008	\$ 13,416
SOIL SURVEY—REGULAR				
Soils Research Chemist.....		12	\$ 3,000	\$ 3,000

* Paid as labor.

** Entire salary from U.S.D.A. direct.

† Entire salary paid from above (\$1,200 transferred from Main Station).

(s) \$240 from U. S. Weather Bureau.

 AGRICULTURAL EXTENSION SERVICE

RESOURCES FOR EACH YEAR OF THE BIENNIUM 1941-1943

State Appropriations:	
For Salaries.....	\$ 60,580.00
For Necessary and Regular Expenses.....	47,820.00
Continuing Appropriation, Chapter 6141.....	5,000.00
Continuing Appropriation, Chapter 19216.....	80,400.00
Total.....	\$194,200.00
Other Sources, (Estimated):	
Sales of Eggs, Florida National Egg Laying Contest.....	\$ 5,000.00
Federal Funds.....	229,417.67
TOTAL.....	\$428,617.67

 APPROPRIATIONS REQUESTED FOR EACH YEAR OF THE
 BIENNIUM 1943-1945

For Salaries.....	\$ 67,580.00
For Necessary and Regular Expenses.....	40,820.00
Continuing Appropriation, Chapter 6141.....	5,000.00
Continuing Appropriation, Chapter 19216.....	80,400.00
Total.....	\$194,200.00
To be Received from Other Sources (Estimated).....	5,000.00
Total.....	\$199,200.00
Federal Funds Estimated to Be Received.....	233,567.67
GRAND TOTAL.....	\$432,767.67

AGRICULTURAL EXTENSION SERVICE (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
Director.....	27	12	(a) \$2,800	(a) \$2,800
Vice-Director.....	31	12	4,404	4,800
Administrative Manager.....	27	12	(b) 1,500	(b) 1,500
Accountant.....	24	12	(c) 1,080	(c) 487
Bookkeeper.....	18	12	(d) 702	(d) 1,020
Stenographer.....		12	(e) 600	(e) 875
Janitor.....	6	12	540	600
Janitor.....	6	12	540	600
Editor.....	17	12	(f) 1,900	(f) 1,900
Assistant Editor.....	8	12	(g) 875	(g) 875
Assistant Editor.....	7	12	2,604	2,604
Stenographer.....		12	1,200	1,200
District Agent.....	23	12	3,600	3,600
District Agent.....	20	12	3,600	3,600
Administrator A.A.A.....	24	12	(h) 240	(h) 240
District Agent.....		12	3,400	2,800
Assistant Administrator A.A.A.....	14	12	(i) 300	(i) 300
Stenographer.....	1	12	1,404	1,404
Secretary.....	8	12	1,620	1,728
Boys' Club Agent.....	26	12	3,600	3,600
Assistant 4-H Club Agent.....	6	12		
Assistant 4-H Club Agent.....	6	12	2,604	2,808
Stenographer.....	14	12	1,404	1,500
State Home Demonstration Agent.....	16	12	4,008	4,008
District Agent.....	25	12	3,240	3,240
District Agent.....	20	12	3,240	3,240
District Agent.....	14	12	3,240	3,240
Secretary and Stenographer.....	25	12	1,728	1,728
Stenographer.....		12	1,200	1,200
Stenographer.....	12	12	1,404	1,404

(a) \$2,580 Experiment Station, \$420 College.

(b) \$1,900 Experiment Station.

(c) \$1,480 Experiment Station.

(d) \$1,080 Experiment Station.

(e) \$600 Experiment Station.

(f) \$1,900 Experiment Station.

(g) \$1,225 Experiment Station.

(h) \$4,360 Agricultural Adjustment.

(i) \$3,200 Agricultural Adjustment.

AGRICULTURAL EXTENSION SERVICE (Continued)

POSITION	Percentage	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				Now Paid	Requested
Economist in Food Conservation....		22	12	3,000	3,000
Nutritionist.....		14	12	(j) 936	(j) 936
Home Improvement Specialist.....		18	12	3,000	3,000
Clothing Specialist.....		10	12	3,000	3,000
Home Industry Specialist.....			12	2,700	2,700
Stenographer and Office Manager					
Home Demonstration.....			12	1,500	1,500
Animal Husbandman.....		12	12	3,600	3,600
Animal Industrialist.....		22	12	(k) 300	(k) 300
Extension Dairyman.....		20	12	3,600	3,600
Stenographer.....			12	1,404	1,404
Local District Agent.....		26	12	2,208	2,208
Clerk.....		3	12	900	1,008
Local District Home Demonstration Agent.....		5	12	1,800	1,800
District Agent and Citriculturist....		24	12	3,600	3,600
Extension Poultryman and Head....		17	12	(l) 600	(l) 700
Extension Poultryman.....		6	12		
Assistant Extension Poultryman.....			12	2,208	2,400
Soil Conservationist.....		14	12	(m) 300	(m) 300
Soil Conservationist (Cooperative)....		6	12	(n) 500	(n) 500
Assistant Leader in L.U.P.....		3	12		
Economist.....		16	12	(o) 300	(o) 300
Economist, Marketing.....		4	12	3,000	3,408
Economist, Farm Management.....		5	12	3,204	3,408
Economist, Farm Management.....		13	12	3,204	3,408
Extension Forester.....		9	12	3,200	3,408
Stenographer and Record Clerk.....		1	12	1,404	1,404
Stenographer.....		9	12	1,404	1,500
Statistical Clerk.....		3	12	1,404	1,500
Supervisor Florida National Egg Laying Contest..... 1a-4		15	12	2,700	2,700

* None except as indicated.

(j) \$2,064 Florida State College for Women.

(k) \$4,306 Experiment Station and Teaching Division.

(l) \$3,000 Experiment Station.

(m) \$3,600 Experiment Station and \$600 Teaching Division.

(n) \$2,500 Soil Conservation Service.

(o) \$4,306 Federal Purnell Fund and Teaching Division.

(Balance of County and Home Demonstration Agents' salaries paid from County funds.)

AGRICULTURAL EXTENSION SERVICE (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
Stenographer.....		12	909	1,008
County Agent.....	19	12	1,404	1,464
County Agent.....	16	12	1,404	1,464
County Agent.....	9	12	1,404	1,464
County Agent.....	2	12		
County Agent.....		12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	7	12	1,404	1,464
County Agent.....	2	12	1,404	1,464
County Agent.....	9	12	1,404	1,464
County Agent.....	6	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	6	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	7	12	1,404	1,464
County Agent.....	15	12	1,404	1,464
County Agent.....	7	12	1,404	1,464
County Agent.....	12	12	1,404	1,464
County Agent.....	17	12	1,404	1,464
County Agent.....	28	12	1,404	1,464
County Agent.....	3	12		
County Agent.....	18	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	1	12	1,404	1,464
County Agent.....	11	12	1,404	1,464
County Agent.....	7	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	14	12	1,404	1,464
County Agent.....	13	12	1,404	1,464
County Agent.....	14	12	1,404	1,464
County Agent.....	8	12	1,404	1,464
County Agent.....	20	12	1,404	1,464
County Agent.....	15	12	1,404	1,464
County Agent.....	6	12	1,404	1,464
County Agent.....	14	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	3	12	1,404	1,464
County Agent.....	5	12	1,404	1,464
County Agent.....	7	12	1,404	1,464

AGRICULTURAL EXTENSION SERVICE (Continued)

POSITION	Time Employed in State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Reported
County Agent.....	16	12	1,404	1,464
County Agent.....	21	12	1,404	1,464
County Agent.....	13	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	7	12	1,404	1,464
County Agent.....	6	12		
County Agent.....	7	12	1,404	1,464
County Agent.....	9	12	1,404	1,464
County Agent.....		12		
County Agent.....	2	12	1,404	1,464
County Agent.....	6	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	6	12		
County Agent.....	8	12	1,404	1,464
County Agent.....	1	12	1,404	1,464
County Agent.....	15	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	5	12	1,404	1,464
County Agent.....	9	12	1,404	1,464
County Agent.....	1	12	1,404	1,464
County Agent.....		12	1,404	1,464
County Agent.....	1	12	1,404	1,464
County Agent.....	6	12	1,404	1,464
County Agent.....	13	12	1,404	1,464
County Agent.....	6	12	1,404	1,464
County Agent.....	8	12	1,404	1,464
Assistant County Agent.....	1	12	300	300
Assistant County Agent.....	6	12	474	474
Assistant County Agent.....	6	12	300	300
Home Demonstration Agent.....	11	12	1,404	1,464
Home Demonstration Agent.....	2	12	1,404	1,464
Home Demonstration Agent.....	22	12	1,404	1,464
Home Demonstration Agent.....	12	12	1,404	1,464
Home Demonstration Agent.....	18	12	1,404	1,464
Home Demonstration Agent.....	6	12	1,404	1,464
Home Demonstration Agent.....	25	12	1,404	1,464
Home Demonstration Agent.....		12	1,404	1,464
Home Demonstration Agent.....	1	12	1,404	1,464
Home Demonstration Agent.....	7	12	1,404	1,464
Home Demonstration Agent.....	7	12	1,404	1,464

AGRICULTURAL EXTENSION SERVICE (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
Home Demonstration Agent.....	7	12	1,404	1,464
Home Demonstration Agent.....	26	12	1,404	1,464
Home Demonstration Agent.....	23	12	1,404	1,464
Home Demonstration Agent.....	6	12	702	732
Home Demonstration Agent.....	1	12	1,404	1,464
Home Demonstration Agent.....		12	1,404	1,464
Home Demonstration Agent.....		12	1,404	1,300
Home Demonstration Agent.....	6	12	1,404	1,464
Home Demonstration Agent.....	5	12	1,404	1,464
Home Demonstration Agent.....	1	12	1,404	1,464
Home Demonstration Agent.....	22	12	1,404	1,464
Home Demonstration Agent.....	18	12	1,404	1,464
Home Demonstration Agent.....		12	702	732
Home Demonstration Agent.....	6	12	1,404	1,464
Home Demonstration Agent.....	27	12	1,404	1,464
Home Demonstration Agent.....	13	12	1,404	1,464
Home Demonstration Agent.....	2	12	1,404	1,404
Home Demonstration Agent.....		12	1,404	1,464
Home Demonstration Agent.....	14	12	1,404	1,464
Home Demonstration Agent.....		12	1,404	1,464
Home Demonstration Agent.....	26	12	1,404	1,464
Home Demonstration Agent.....	25	12	1,404	1,464
Home Demonstration Agent.....	5	12	1,404	1,464
Home Demonstration Agent.....		12	1,404	1,464
Home Demonstration Agent.....	25	12	1,404	1,464
Home Demonstration Agent.....	17	12	1,404	1,464
Home Demonstration Agent.....	5	12	1,404	1,464
Home Demonstration Agent.....		12	1,404	1,464
Home Demonstration Agent.....	2	12	1,404	1,464
Home Demonstration Agent.....	2	12	1,404	1,464
Assistant Home Demonstration Agent.....	3	12	300	300
Assistant Home Demonstration Agent.....	1	12	300	300
Assistant Home Demonstration Agent.....		12	300	300
Assistant Home Demonstration Agent.....	3	12	300	300
Local Negro Agent.....	10	12	1,620	1,620
Local Negro Agent.....	17	12	1,620	1,620
Local Negro Agent.....		12	1,620	1,620
Local Negro Agent.....	3	12	1,620	1,620
Local Negro Agent.....	2	12	1,620	1,620
Local Negro Agent.....	2	12	1,620	1,620

AGRICULTURAL EXTENSION SERVICE (Continued)

POSITION	Year Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
Local Negro Agent.....	2	12	1,620	1,620
Local Negro Agent.....	6	12	1,620	1,620
Local Negro Agent.....	3	12	1,620	1,620
Local Negro Agent.....		12	1,620	1,620
Local Home Demonstration Agent....	21	12	1,620	1,620
Local Home Demonstration Agent....	20	12	1,620	1,620
Local Home Demonstration Agent....	10	12	1,620	1,620
Local Home Demonstration Agent....	6	12	1,620	1,620
Local Home Demonstration Agent.....		12	1,620	1,620
Local Home Demonstration Agent....	15	12	1,620	1,620
Local Home Demonstration Agent....	1	12	1,620	1,620
Local Home Demonstration Agent....	8	12	1,620	1,620
Local Home Demonstration Agent....	11	12	1,620	1,620
Local Home Demonstration Agent....		12	1,620	1,620
Clerical and Stenographic Assistance.....		12	2,200	1,712
Additional County and Home Demonstration Agents and Necessary Adjustments when Federal, State, and County Resources are Determined.....			* 80,400	* 80,400
ESTIMATED TOTAL AMOUNT REQUIRED FOR SALARIES.....			\$380,401	\$379,483

Of Which Requested from 1943 Appropriation Act.....	\$67,980
Of Which Requested from 1943 Appropriation Act, Special....	none
Of Which from Continuing Appropriation and Special Acts	
—8442.....	5,000
—19216.....	* 80,400
Of Which from Non-State Funds.....	226,103

* Not available July 1, 1942.

NECESSARY AND REGULAR EXPENSES (ONE YEAR)

For Administration, Printing, County Agent Work, Boys' Club Work,
Girls' Club Work, Home Demonstration Work, Animal Husbandry
and Dairying, Citriculture, Poultry, Agricultural Economics,
and Negro Work,

TOTAL NECESSARY AND REGULAR EXPENSES..... \$ 53,284.67

Of Which Requested from 1943 Appropriation

Act..... \$40,820

Of Which Requested from 1943 Appropriation Act

—Special..... note

Of Which from Continuing Appropriations and

Special Acts..... note

Of Which from Non-State Funds..... \$12,464.67

RECAPITULATION

Total Salaries..... \$379,483.00

Total Necessary and Regular Expenses..... 53,284.67

GRAND TOTAL..... \$432,767.67

AGRICULTURAL EXTENSION SERVICE

SUMMARY—BUDGET 1943-1944

	Salary	Necessary and Regular Expenses	Total
General Revenue.....	\$67,980.00	\$40,820.00	\$108,800.00
Continuing Appropriations.....	\$85,400.00		85,400.00
Federal Funds.....	226,103.00	7,464.67	233,567.67
Sales.....		5,000.00	5,000.00
Total.....	\$379,483.00	\$53,284.67	\$432,767.67

BUDGET RECOMMENDED BY
BOARD OF CONTROL
for
FLORIDA STATE COLLEGE
FOR WOMEN



DURING BIENNium 1943-1945

BUDGET RECOMMENDED BY BOARD OF CONTROL
FLORIDA STATE COLLEGE FOR WOMEN
BIENNIUM 1943-1945

SOURCE OF REVENUE

STATE APPROPRIATIONS MADE FOR EACH YEAR OF THE BIENNIUM 1941-1945	
Salaries (College).....	\$526,866.00
Necessary and Regular Expense (College).....	129,620.00
Salaries (Home Demonstration).....	7,490.00
Necessary and Regular Expense (Home Demonstration).....	4,882.00
Continuing Appropriation.....	2,500.00
Installation Radio Facilities, W.T.A.L.....	500.00
Total.....	\$671,858.00

ESTIMATED INCOME FROM OTHER SOURCES DURING EACH YEAR OF BIENNIUM

Incidental Collections.....	\$ 75,000.00
Seminary Interest Fund.....	6,197.00
From Westcott Estate.....	10,000.00
From Leon County for Demonstration School.....	7,000.00
Total.....	\$ 98,200.00
Grand Total.....	\$770,058.00

LEGISLATIVE APPROPRIATIONS REQUESTED FOR EACH YEAR
OF BIENNIUM 1943-1945

Salaries:	
College.....	\$481,478.00
Home Demonstration.....	10,200.00
Contingency and Emergency.....	15,000.00
Necessary and Regular Expense:	
College.....	129,620.00
Home Demonstration.....	5,650.00
Continuing Appropriation, Chair of Americanism and Southern History.....	2,500.00
Total.....	\$644,448.00
Decrease over 1941 Appropriation.....	\$ 27,410.00

ESTIMATED INCOME FROM OTHER SOURCES DURING
EACH YEAR OF BIENNIUM

Incidental Fund.....	\$ 70,000.00
From Balance on Incidental Fund, 1943.....	50,000.00
Seminary Interest Fund.....	6,197.00
Westcott Estate Fund.....	10,000.00
From Leon County for Students in Demonstration School.....	7,000.00
Total.....	\$143,197.00
GRAND TOTAL.....	\$787,645.00
Increase from Other Sources.....	\$ 44,997.00
Total Increase in Budget.....	\$ 17,587.00

TOTAL BUDGET DURING EACH YEAR OF THE BIENNIUM

For Salaries.....	\$640,310.00
For Necessary and Regular Expense.....	147,335.00
Total Operating Budget for the College During Each Year of the Coming Biennium.....	\$787,645.00

SUMMARY OF APPROPRIATION REQUESTED

DEPARTMENT OR DIVISION	SALARIES		NECESSARY AND REGULAR EXPENSES	
	One Year	Biennium	One Year	Biennium
General Administration and General Expense.....	\$77,620.00	\$ 155,240.00	\$28,270.00	\$56,540.00
Resident Instruction and Departmental Research:				
Regular Term.....	\$406,121.00	\$ 812,242.00	\$.....	\$.....
Summer Term.....	37,130.00	74,260.00	34,115.00	68,230.00
Library.....	28,570.00	57,140.00	16,850.00	33,700.00
Home Demonstration Operation and Main- tenance of Physical Plant.....	10,200.00	20,400.00	5,650.00	11,300.00
Contingent and Emergency Fund..	65,669.00	131,338.00	62,450.00	124,900.00
	15,000.00	30,000.00
Total.....	\$640,310.00	\$1,280,620.00	\$147,335.00	\$294,670.00

SUMMARY OF BUDGET ALLOTMENTS BY DEPARTMENTS

DEPARTMENT	Budget Allotment for 1942-1943	Budget Allotment Recommended for 1943-1944	Increase or Decrease over Previous Year
ADMINISTRATION			
President's Office			
Salaries.....	\$ 8,850	\$ 9,850	\$
Expense.....	2,600	2,600
President Emeritus' Office			
Salaries.....	600	600
Graduate Division			
Salaries.....	750	750
Expense.....	300	100	* 200
Alumnae and Publicity Office			
Salaries.....	3,800	3,800
Expense.....	2,500	2,500
Registrar's Office			
Salaries.....	16,840	17,510	370
Expense.....	2,250	2,420	170
Dean of Student's Office			
Salaries.....	8,950	9,250	300
Expense.....	425	375	* 50
Director of Personnel Office			
Salaries.....	8,120	10,040	1,920
Expense.....	1,100	1,050	* 50
Business Office			
Salaries.....	25,470	25,760	290
Expense.....	4,100	4,250	150
General Expense			
Expense.....	15,200	14,975	* 225
TOTAL—Administration.....	\$ 101,915	\$ 104,590	\$ 2,675
INSTRUCTION—REGULAR TERM			
College of Arts and Sciences			
Salaries.....	\$ 240,303	\$ 240,703	\$ 400
Expense.....	19,310	16,335	* 2,975
School of Education			
Salaries.....	93,318	94,468	1,150
Expense.....	9,305	8,405	* 900
School of Home Economics			
Salaries.....	30,400	30,800	400
Expense.....	4,950	4,950

SUMMARY OF BUDGET ALLOTMENTS BY DEPARTMENTS (Continued)

DEPARTMENT	Budget Allotment for 1942-1943	Budget Allotment Recommended for 1943-1944	Increase or Decrease over Previous Year
INSTRUCTION—REG. TERM—Cont'd			
School of Music			
Salaries.....	36,900	37,200	300
Expense.....	4,375	4,425	50
All Schools			
Salaries.....	2,950	2,950
TOTAL—Instruction, Regular Term..	\$ 441,811	\$ 440,236	\$ * 1,575
INSTRUCTION—SUMMER TERM			
College of Arts and Sciences			
Salaries.....	\$ 21,380	\$ 18,805	\$ * 2,575
School of Education			
Salaries.....	11,090	10,055	* 1,035
School of Home Economics			
Salaries.....	3,505	3,895	390
School of Music			
Salaries.....	3,070	3,075	5
All Schools			
Salaries.....	1,675	1,300	* 375
TOTAL—Instruction, Summer Term..	\$ 40,720	\$ 37,130	\$ * 3,590
TOTAL INSTRUCTION—Regular and Summer Terms.....	\$ 482,531	\$ 477,366	\$ * 5,165
Library			
Salaries.....	28,070	28,570	500
Expense.....	17,350	16,850	* 500
TOTAL—Library.....	\$ 45,420	\$ 45,420	\$
Home Demonstration Extension			
Salaries.....	\$ 10,150	\$ 10,200	\$ 10
Expense.....	4,882	5,650	768
TOTAL—Home Demonstration Extension.....	\$ 15,072	\$ 15,850	\$ 778

SUMMARY OF BUDGET ALLOTMENTS BY DEPARTMENTS (Continued)

DEPARTMENT	Budget Allotment for 1942-1943	Budget Allotment Recommended for 1943-1944	Increase or Decrease over Previous Year
INSTRUCTION—REG. TERM—Cont'd			
Operation and Maintenance of Physical Plant			
Salaries.....	\$ 64,397	\$ 65,609	\$ 1,272
Expense.....	62,400	62,450	50
TOTAL—Operation and Maintenance of Physical Plant.....	\$ 126,797	\$ 128,119	\$ 1,322
Contingent and Emergency Fund			
Salaries.....	\$.....	\$ 15,000	\$ 15,000
GRAND TOTAL OF ALL SALARIES AND EXPENSE.....	\$ 771,735	\$ 786,345	\$ 14,610

GENERAL ADMINISTRATION AND GENERAL EXPENSE

POSITION	Positions Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
SALARIES				
PRESIDENT'S OFFICE				
President.....	1 ^a	12	\$ 6,000	\$ 7,000
Secretary to President.....	26	12	2,400	2,400
Stenographic Help.....		12	450	450
Total.....			\$ 8,850	\$ 9,850
PRESIDENT EMERITUS				
Secretary (Part-Time).....		12	\$ 600	\$ 600
GRADUATE DIVISION				
Secretary (Half-Time).....	1	12	\$ 750	\$ 750
ALUMNAE AND PUBLICITY OFFICE				
Secretary of Alumnae Association...	6	12	\$ 1,500	\$ 1,500
Publicity Secretary.....		12	1,900	1,900
Student Assistants.....		12	400	400
Total.....			\$ 3,800	\$ 3,800
REGISTRAR'S OFFICE				
Registrar.....	12	12	\$ 4,200	\$ 4,500
Assistant Registrar.....	6	12	2,250	2,500
Secretary to Registrar.....	13	12	1,800	1,800
Clerk.....	15	12	1,800	1,800
Clerk.....	16	12	1,800	1,800
Clerk.....	4	12	1,500	1,620
Stenographer.....	2	12	1,440	1,440
Clerk.....		12	1,200	1,200
Graduate Assistant.....		11	400	400
Student Assistants.....		12	450	450
Total.....			\$ 16,840	\$ 17,510

* None except as indicated.

a-The College owns two automobiles, one for the use of the President, the other for the use of authorized executives and employees on college business. This car when not in use by others is under the direction of the Business Manager for college business.

GENERAL ADMINISTRATION AND GENERAL EXPENSE (Continued)

POSITION	Time Employed by State Prior to Nov. 3, 1940 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Reported
SALARIES—Continued				
DEAN OF STUDENTS' OFFICE				
Dean of Students.....	18	12	\$ 4,300	\$ 4,500
Assistant Dean of Students.....	7	12	2,200	2,300
Secretary to Dean of Students.....	1	12	1,700	1,700
Stenographer.....		12	600	600
Student Assistants.....		12	150	150
Total.....			\$ 8,950	\$ 9,250
DIRECTOR OF PERSONNEL OFFICE				
Director of Personnel.....	13	12	\$ 4,200	\$ 4,200
Assistant to Director of Personnel.....		12		1,800
Secretary to Director of Personnel.....	17	12	1,800	1,800
Stenographer.....		12	1,500	1,620
Student Assistants.....		12	620	620
Total.....			\$ 8,120	\$ 10,040
BUSINESS OFFICE				
Business Manager.....	35	12	\$ 4,800	\$ 4,800
Assistant to Business Manager.....		12	2,160	2,160
Secretary and Assistant to Business Manager.....	19	12	2,250	2,250
Chief Clerk.....	18	12	2,400	2,500
Auditor.....		12	2,160	2,160
Cashier.....	16	12	1,800	1,800
Assistant Cashier and Bookkeeper.....		12	1,560	1,560
Payroll Clerk and Assistant Book- keeper.....		12	1,560	1,620
Assistant Bookkeeper and Steno- grapher.....		12	1,560	1,560
Voucher Clerk.....	1	12	1,560	1,620
Mail Clerk.....		12	1,560	1,500
Receiving and Shipping Clerk.....		12	1,430	1,560
Student Assistants.....		12	600	600
Total.....			\$ 25,470	\$ 25,760
TOTALS—General Administration and General Expense.....			\$ 73,440	\$ 76,320

INSTRUCTION—SALARIES

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
COLLEGE OF ARTS AND SCIENCES DEAN'S OFFICE				
Secretary.....	13	12	\$ 1,800	\$ 1,800
ART				
Professor.....	22	9	\$ 3,400	\$ 3,400
Assistant Professor.....	1	9	2,000	2,000
Instructor.....	3	9	1,800	1,800
Instructor.....	5	9	1,800	1,800
Instructor.....	1	9	1,800	1,800
Student Assistants.....		9	100	100
Total.....			\$ 10,900	\$ 10,900
BACTERIOLOGY AND BOTANY				
Professor.....	20	9	\$ 4,000	\$ 4,000
Assistant Professor.....	16	9	2,200	2,200
Instructor.....	4	9	1,900	2,000
Instructor.....	2	9	1,800	1,800
Graduate Assistant.....		9	250	250
Student Assistants.....		9	300	300
Total.....			\$ 10,450	\$ 10,550
CHEMISTRY				
Professor.....	19	9	\$ 4,000	\$ 4,000
Professor of Chemistry and Nutrition.....	19	9	3,700	3,700
Associate Professor and Curator.....		9	2,500	2,500
Assistant Professor.....	12	9	2,200	2,200
Assistant Professor.....	14	9	2,000	2,000
Instructor.....		9	1,800	1,800
Graduate Assistants.....		9	500	250
Student Assistants.....		9	700	700
Total.....			\$ 17,400	\$ 17,150
CLASSICS				
Associate Professor.....	17	9	\$ 2,700	\$ 2,700
Assistant Professor.....	6	9	1,900	1,900
Total.....			\$ 4,600	\$ 4,600

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
COLLEGE OF ARTS AND SCIENCES				
—Continued				
ECONOMICS AND COMMERCE				
Professor.....	15	9	\$ 3,400	\$ 3,400
Associate Professor.....	14	9	2,600	2,600
Associate Professor.....	26	9	2,600	2,600
Assistant Professor.....	1	9	2,000	2,000
Assistant Professor.....	5	9	2,000	2,000
Instructor.....		9	1,800	1,800
Instructor.....	3	9	1,800	1,800
Instructor.....	23	9	1,500	1,500
Student Assistants.....		9	100	100
Total.....			\$ 17,800	\$ 17,800
ENGLISH				
Dean and Professor.....	32	9	\$ 4,600	\$ 4,800
Professor and Assistant Dean.....	14	9	3,800	3,800
Professor.....	20	9	3,700	3,700
Professor.....	22	9	3,100	3,100
Associate Professor.....	14	9	2,900	3,000
Associate Professor.....	4	9	2,800	2,800
Assistant Professor.....	18	9	2,000	2,000
Assistant Professor.....	7	9	2,000	2,000
Assistant Professor.....	14	9	2,000	2,000
Instructor.....	1	9	1,800	1,800
Instructor.....	7	9	1,800	1,800
Instructor.....	3	9	1,800	1,800
Instructor.....	11	9	1,800	1,800
Instructor.....		9	1,800	1,800
Instructor.....	4	9	1,800	1,800
Instructor.....	3	9	1,800	1,800
2 Graduate Assistants.....		9	300	300
1 Graduate Assistant.....		9	250	250
Total.....			\$ 40,050	\$ 40,350
SPEECH				
Associate Professor.....	21	9	\$ 2,900	\$ 2,900
Assistant Professor.....	15	9	2,250	2,250

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
COLLEGE OF ARTS AND SCIENCES				
—Continued				
SPEECH—continued				
Instructor.....	17	9	1,500	1,900
Instructor.....	13	9	1,500	1,900
instructor.....		9	1,800	1,800
Total.....			\$ 10,750	\$ 10,750
HISTORY AND GEOGRAPHY				
Professor.....	20	9	\$ 3,800	\$ 3,800
Professor.....	14	9	3,700	3,700
Professor.....	14	9	3,100	3,100
Professor.....	9	9	3,000	3,000
Associate Professor.....	1	9	2,850	2,850
Associate Professor.....	12	9	2,500	2,500
Associate Professor.....	2	9	2,500	2,500
Assistant Professor.....		9	2,000	2,000
Assistant Professor.....	12	9	2,000	2,200
Instructor.....	12	9	1,900	1,900
Instructor.....		9	1,800	1,800
Graduate Assistant.....		9	250	250
Student Assistant.....		9	400	400
Total.....			\$ 29,800	\$ 30,000
LIBRARY SCIENCE				
Associate Professor.....	13	11	2,500	2,500
Instructor.....	1	9	1,800	1,800
Total.....			\$ 4,300	\$ 4,300
MATHEMATICS				
Professor.....		9	\$ 3,500	\$ 3,600
Associate Professor.....	27	9	2,600	2,600
Total.....			\$ 6,100	\$ 6,200
MODERN LANGUAGES				
Professor.....	16	9	\$ 4,000	\$ 4,000
Professor.....	15	9	3,200	3,200

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
COLLEGE OF ARTS AND SCIENCES				
—Continued				
MODERN LANGUAGES—continued				
Professor.....	10	9	3,000	3,000
Associate Professor.....	15	9	2,800	2,800
Assistant Professor.....	17	9	2,400	2,400
Assistant Professor.....	13	9	2,000	2,000
Instructor.....	7	9	1,900	1,900
Instructor.....	6	9	1,800	1,800
Instructor.....		9	1,800	1,800
Instructor.....		9	1,800	1,800
Graduate Assistant.....		9	600	600
Total.....			\$ 25,300	\$ 25,300
PHILOSOPHY AND RELIGIOUS EDUCATION				
Professor.....	16	9	\$ 3,700	\$ 3,700
Associate Professor.....	6	9	2,500	2,500
Total.....			\$ 6,200	\$ 6,200
PHYSICS				
Professor.....	17	9	\$ 4,000	\$ 4,000
Associate Professor.....	5	9	2,500	2,500
Assistant Professor.....	12	9	2,200	2,200
Student Assistants.....		9	300	300
Total.....			\$ 9,000	\$ 9,000
PSYCHOLOGY				
Professor.....	20	9	\$ 4,000	\$ 4,000
Professor.....	13	9	3,200	3,200
Professor.....	12	9	3,100	3,100
Associate Professor.....	9	9	2,500	2,500
Assistant Professor.....	1	9	2,200	2,200
Instructor.....	5	9	1,800	1,800
Graduate Assistant.....		9	500	500
Graduate Assistant.....		9	250	250
Student Assistants.....		9	300	300
Total.....			\$ 17,850	\$ 17,600

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
COLLEGE OF ARTS AND SCIENCES				
—Continued				
SOCIOLOGY AND SOCIAL WORK				
Professor.....	24	9	\$ 4,000	\$ 4,000
Professor and Director of Social Work.....	14	9	3,200	3,200
Associate Professor.....	5	9	2,400	2,600
Assistant Professor.....	4	9	2,000	2,000
Assistant Professor.....	2	9	2,000	2,000
3 Graduate Assistants at \$250 each.....		9	750	750
Student Assistant.....		9	300	300
Secretary.....		12	1,200	1,200
Total.....			\$ 15,850	\$ 16,050
BIOLOGY AND PHYSIOLOGY				
Professor.....	18	9	\$ 3,400	\$ 3,400
Professor Emeritus.....	33	9	1,753	1,753
Associate Professor.....	13	9	2,800	2,800
Assistant Professor.....	6	9	2,200	2,200
Instructor.....		9	1,800	1,800
2 Student Assistants.....		9	200	200
Total.....			\$ 12,153	\$ 12,153
TOTALS—College of Arts and Sciences.....			\$240,303	\$240,703
SCHOOL OF EDUCATION				
DEAN'S OFFICE				
Secretary to Dean.....	14	12	\$ 1,800	\$ 1,800
EDUCATION				
Dean and Professor.....	14	9	\$ 4,300	\$ 4,500
Director of Graduate Division.....	6	9	4,000	4,000
Professor.....	17	9	3,700	3,700
Dean Emeritus.....	32	9	1,988	1,988
Director Interns Teachers.....	3	9	2,300	2,300
Associate Professor.....	13	9	2,800	2,800
Associate Professor.....	2	9	2,600	2,600

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
SCHOOL OF EDUCATION—Continued				
EDUCATION—continued				
Associate Professor	15	9	2,500	2,600
Director of Instruction for Elementary Grades.....	10	9	2,000	2,200
Graduate Assistant.....		9	300
2 Graduate Assistants.....		9	500	500
Total.....			\$ 26,988	\$ 27,188
DEMONSTRATION SCHOOL				
Professor and Superintendent of Demonstration School.....	4	9	\$ 3,100	\$ 3,100
High School Teacher and Principal.....		9	2,400	2,400
Kindergarten Teacher.....	2	9	1,700	1,700
Primary Teacher.....	9	9	1,650	1,800
Primary Teacher.....		9	1,600	1,600
Primary Teacher.....	5	9	1,700	1,700
Intermediate Teacher.....	4	9	1,650	1,650
Intermediate Teacher.....	5	9	1,650	1,650
Intermediate Teacher.....	3	9	1,800	1,800
7th Grade and Boys' Physical Education.....	6	9	1,600	1,800
High School Teacher.....	6	9	1,700	1,800
High School Teacher.....	1	9	1,600	1,600
High School Teacher.....	9	9	1,900	1,900
High School Teacher.....	1	9	1,600	1,600
High School Teacher.....	4	9	1,700	1,700
High School Teacher.....	6	9	1,650	1,800
High School Teacher.....	4	9	1,600	1,600
Librarian.....	1	9	1,650	1,800
Girls' Physical Education.....	3	9	1,600	1,600
Cafeteria Manager.....		9	270	270
Secretary.....		12	1,300	1,300
Graduate Assistant.....		9	300	300
Total.....			\$ 35,520	\$ 36,270

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
SCHOOL OF EDUCATION—Continued				
INDUSTRIAL ARTS				
Associate Professor.....	21	9	\$ 2,700	\$ 2,700
Assistant Professor.....	14	9	2,100	2,100
Instructor.....	15	9	1,900	1,900
Student Assistants.....		9	250	250
Total.....			\$ 6,950	\$ 6,950
PHYSICAL EDUCATION				
Orthopaedic Physician and Professor.....	7	9	\$ 3,400	\$ 3,400
Associate Professor.....	1	9	2,400	2,500
Director of Physical Education and Professor.....	24	9	3,400	3,400
Assistant Professor.....		9	2,100	2,100
Instructor.....		9	1,900	1,900
Instructor.....	7	9	1,800	1,800
Instructor.....	1	9	1,500	1,500
Instructor.....	9	9	1,700	1,800
Instructor.....	6	9	1,600	1,600
Instructor (Part-Time).....	4	9	350	350
Stenographer.....		11	1,050	1,050
Student Assistant in Hygiene.....		9	260	260
Student Assistant in Physical Education.....		9	200	200
Graduate Assistants.....		9	400	400
Total.....			\$ 22,060	\$ 22,260
TOTALS—School of Education.....			\$ 93,318	\$ 94,468
SCHOOL OF HOME ECONOMICS—				
REGULAR TERM				
DEAN'S OFFICE				
Secretary to Dean.....	4	12	\$ 1,300	\$ 1,500
HOME ECONOMICS				
Dean and Professor.....	20	9	\$ 4,300	\$ 4,500
Professor.....	11	9	3,200	3,200

INSTRUCTION—SALARIES (Continued)

POSITION	Preparation ^a	Year Employed by State Prior to Nov. 1, 1941 Years	Number Months Employed per Year	ANNUAL SALARY	
				New Paid	Requested
SCHOOL OF HOME ECONOMICS— REGULAR TERM—Continued					
HOME ECONOMICS—continued					
Professor.....		1	9	3,000	3,000
Professor.....	1b		9	2,900	3,100
Associate Professor.....		2	9	2,500	2,500
Assistant Professor.....		8	9	2,400	2,400
Assistant Professor.....		3	9	2,000	2,200
Assistant Professor.....		4	9	2,000	2,000
Instructor.....		2	9	1,800	1,900
Instructor.....		3	9	1,800	1,800
Instructor.....		1	9	1,800	1,800
Graduate Assistant in Demonstration School.....			9	450	450
2 Graduate Assistants.....			9	500
2 Graduate Assistants.....			9	450	450
Total.....				\$ 29,100	\$ 29,300
TOTALS—School of Home Economics.....				\$ 30,400	\$ 30,800
SCHOOL OF MUSIC—REGULAR SESSION DEAN'S OFFICE					
Secretary to Dean.....		1	12	\$ 750	\$ 750
MUSIC					
Dean and Professor.....		31	9	\$ 4,300	\$ 4,500
Professor.....		12	9	3,300	3,200
Professor.....		18	9	3,000	3,000
Professor.....		16	9	3,000	3,000
Associate Professor.....		5	9	2,800	2,800
Associate Professor.....		11	9	2,500	2,500
Assistant Professor.....		20	9	2,100	2,100
Assistant Professor.....		17	9	2,100	2,100
Assistant Professor.....		8	9	2,000	2,000
Instructor.....		8	9	1,800	1,800
Instructor.....		18	9	1,900	1,900
Instructor.....		1	9	1,600	1,700
Instructor.....		4	9	1,800	1,800
Instructor.....		3	9	1,800	1,800

^a None except as indicated.

INSTRUCTION—SALARIES (Continued)

POSITION	Year Employed by State Prior to Nov. 1, 1942	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
SCHOOL OF MUSIC—				
REGULAR SESSION—Continued				
MUSIC—continued				
Instructor.....	4	9	1,800	1,800
Graduate Assistant.....		9	200	200
Student Assistants.....		9	150	150
Total.....			\$ 36,150	\$ 36,450
TOTALS—School of Music.....			\$ 36,900	\$ 37,200
ALL DEPARTMENTS				
Student Assistants.....		9	\$ 2,950	\$ 2,950
Total.....			\$ 2,950	\$ 2,950
TOTALS—All Departments.....			\$ 2,950	\$ 2,950
TOTALS—Instruction, Regular Term.....			\$403,871	\$406,121
COLLEGE OF ARTS AND SCIENCES				
—SUMMER TERM—FIRST SESSION				
ART				
Professor.....		1½	\$ 260	\$ 400
Student Assistant.....		1½		25
Total.....			\$ 260	\$ 425
BACTERIOLOGY AND BOTANY				
Professor.....		1½	\$ 400	\$ 400
Instructor.....		1½	195	195
Instructor.....		1½	195	
Student Assistant.....		1½	50	60
Total.....			\$ 840	\$ 655
CHEMISTRY				
Assistant Professor.....		1½	\$ 200	\$ 200
Assistant Professor.....		1½	200	200

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
COLLEGE OF ARTS AND SCIENCES— SUMMER TERM—FIRST SESSION—CONT'D CHEMISTRY—continued				
Instructor		1½	195
Student Assistants		1½	60	75
Total			\$ 775	\$ 505
CLASSICS				
Associate Professor		1½	\$ 300	\$
ECONOMICS AND COMMERCE				
Associate Professor		1½	\$ 300	\$ 300
Associate Professor		1½	300	300
Student Assistant		1½	25
Total			\$ 600	\$ 625
ENGLISH				
Acting Dean and Professor		1½	\$ 400	\$ 400
Professor		1½	375	375
Associate Professor		1½	300
Assistant Professor		1½	200	200
Instructor		1½	195	195
Instructor		1½	195
Instructor in Speech		1½	195
Graduate Assistant		1½	30	60
Total			\$ 1,950	\$ 1,200
FRENCH AND SPANISH				
Professor		1½	\$ 375	\$ 375
Professor		1½	375	375
Assistant Professor		1½	200
Instructor		1½	195	195
Instructor		1½	195	195
Instructor		1½	195
Total			\$ 1,595	\$ 1,140

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1912 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
COLLEGE OF ARTS AND SCIENCES— SUMMER TERM—FIRST SESSION—Cont'd				
HISTORY, GEOGRAPHY, AND POLITICAL SCIENCE				
Professor.....		1½	\$ 375	\$ 400
Professor.....		1½	375	375
Professor.....		1½	300	375
Associate Professor.....		1½	300	400
Assistant Professor.....		1½	200
Instructor.....		1½	195	195
Instructor.....		1½	195	195
Instructor.....		1½	195
Student Assistant.....		1½	60
Total.....			\$ 2,000	\$ 2,095
LIBRARY SCIENCE				
Instructor.....		1½	\$ 195	\$ 195
Instructor.....		1½	195	195
Total.....			\$ 390	\$ 390
MATHEMATICS				
Professor.....		1½	\$ 300	\$ 375
Instructor.....		1½	195
Total.....			\$ 495	\$ 375
PHILOSOPHY				
Assistant Professor.....		1½	\$ 260
PHYSICS				
Professor.....		1½	\$.....	\$ 400
Assistant Professor.....		1½	260	260
Student Assistant.....		1½	30
Total.....			\$ 260	\$ 690
PHYSIOLOGY				
Associate Professor.....		1½	\$ 300	\$ 300

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1947 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
COLLEGE OF ARTS AND SCIENCES— SUMMER TERM—FIRST SESSION—CONT'D				
PSYCHOLOGY				
Professor.....		1½	\$ 400	\$ 400
Professor.....		1½	375	375
Assistant Professor.....		1½	200
Instructor.....		1½	195	195
Graduate Assistants.....		1½	120	60
Student Assistants.....		1½	30
Total.....			\$ 1,350	\$ 1,060
SOCIOLOGY AND SOCIAL WORK				
Professor.....		1½	\$ 400	\$ 400
Professor.....		1½	375	375
Assistant Professor.....		1½	200
Assistant Professor.....		1½	200
Student Assistants.....		1½	25
Total.....			\$ 1,295	\$ 800
BIOLOGY				
Professor.....		1½	\$ 200	\$ 400
Student Assistant.....		1½	35	30
Total.....			\$ 295	\$ 430
TOTALS—College of Arts and Sciences				
SUMMER TERM—FIRST SESSION.....			\$ 12,965	\$ 10,870
SCHOOL OF EDUCATION— —SUMMER TERM—FIRST SESSION				
Dean and Director of Summer School.....		1½	\$ 500	\$ 500
Professor.....		1½	375	375
Professor.....		1½	375	375
Assistant Professor.....		1½	200
Instructor.....		1½	195	195
Instructor.....		1½	195	195
Total.....			\$ 1,640	\$ 1,900

INSTRUCTION—SALARIES (Continued)

POSITION	Year Employed by State Prior to Nov. 5, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
SCHOOL OF EDUCATION—				
SUMMER TERM—FIRST SESSION—Cont'd				
DEMONSTRATION SCHOOL				
Superintendent.....		1½	\$ 375	\$.....
Grades 1 and 2.....		1½	195	195
Grades 3 and 4.....		1½	195	195
Grades 5 and 6.....		1½	195	195
Grades 7 and 8.....		1½	195
Health.....		1½	195	195
Manual Arts and Principal.....		1½	260	260
Librarian.....		1½	195	195
Kindergarten.....		1½	195	195
Student Assistants.....		1½	20
Total.....			\$ 1,805	\$ 1,645
HEALTH EDUCATION				
Associate Professor.....		1½	\$ 300	\$ 300
INDUSTRIAL ARTS				
Associate Professor.....		1½	\$ 300	\$ 300
Assistant Professor.....		1½	260	260
Instructor.....		1½	195
Student Assistant.....		1½	20	20
Total.....			\$ 775	\$ 580
PHYSICAL EDUCATION				
Director.....		1½	\$ 375	\$ 375
Instructor.....		1½	195	195
Instructor.....		1½	195	195
Student Assistant.....		1½	27	27
Total.....			\$ 792	\$ 792
WORKSHOP				
Associate Professor.....		1½	\$ 300	\$ 300
Assistant Professor.....		1½	300
Instructor.....		1½	195	195
Instructor.....		1½	195	195

INSTRUCTION—SALARIES (Continued)

POSITION	Percentage	Time Employed by State Prior to Nov. 1, 1947 Years	Number Months Employed per Year	ANNUAL SALARY	
				New Faid	Requested
SCHOOL OF EDUCATION— SUMMER TERM—FIRST SESSION—Cont'd WORKSHOP—continued					
Assistant Professor.....			1½	200	200
**Instructor.....			1½	100	100
Instructor.....			1½	195	195
Instructor.....			1½	195	195
Instructor.....			1½	195	195
Instructor.....			1½	195	195
Instructor.....			1½	195	195
2 Graduate Assistants.....			1½	300	300
Total.....				\$ 2,625	\$ 2,130
TOTALS—School of Education— Summer Term (First Session).....					
				\$ 7,937	\$ 7,347
SCHOOL OF HOME ECONOMICS —SUMMER TERM—FIRST SESSION HOME ECONOMICS					
Dean and Professor.....			1½	\$ 400	\$ 400
Professor and Head of Teacher Training in Home Economics.....			1½	400	400
Professor.....			1½	375	375
Professor.....			1½	375	375
Assistant Professor.....			1½	130	200
Assistant Professor.....			1½	200	200
Graduate Assistant in Demonstration School.....			1½	60	60
Graduate Assistant in Home Eco- nomics.....			1½		60
Instructor for Food Conservation (Part-Time).....			1½	130	
Total.....				\$ 2,130	\$ 2,100
TOTALS—School of Home Economics, Summer Term (First Session).....					
				\$ 2,130	\$ 2,100

* None except as indicated.

** To receive \$5.00 additional from School of Music.

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
SCHOOL OF MUSIC—SUMMER TERM				
—FIRST SESSION				
MUSIC				
Dean and Professor.....		1½	\$ 300	\$ 400
Assistant Professor.....		1½	200	200
Assistant Professor.....		1½	185	185
Instructor.....		1½	195	195
Instructor.....		1½	195	195
Instructor.....		1½	fees & 40	fees & 40
Instructor.....		1½	95
Total.....			\$ 1,270	\$ 1,275
TOTALS—School of Music—Summer Term (First Session).....			\$ 1,270	\$ 1,275
ALL SCHOOLS—SUMMER TERM				
—FIRST SESSION				
ALL DEPARTMENTS				
Graduate Assistants.....		1½	\$ 400	\$ 300
Student Assistants.....		1½	600	400
Total.....			\$ 1,000	\$ 700
TOTALS—Instruction, Summer Term (First Session).....			\$ 25,302	\$ 22,352
COLLEGE OF ARTS AND SCIENCES				
—SUMMER TERM (SECOND SESSION)				
BACTERIOLOGY AND BOTANY				
Assistant Professor.....		1½	\$ 200	\$ 200
Student Assistant.....		1½	30	30
Total.....			\$ 200	\$ 200
CHEMISTRY				
Assistant Professor.....		1½	\$ 195	\$ 200
Instructor.....		1½	195	195
Student Assistants.....		1½	60	60
Total.....			\$ 450	\$ 515

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
COLLEGE OF ARTS AND SCIENCES— SUMMER TERM—2ND SESSION—Cont'd				
ECONOMICS AND COMMERCE				
Professor.....		1½	\$ 375	\$ 375
Associate Professor.....		1½	300	300
Student Assistants.....		1½		25
Total.....			\$ 675	\$ 700
ENGLISH				
Acting Dean and Professor.....		1½	\$ 400	\$ 400
Professor.....		1½	375	375
Professor.....		1½	375	
Assistant Professor.....		1½	300	260
Instructor.....		1½	195	195
Instructor.....		1½	195	
Graduate Assistant.....		1½	30	30
Total.....			\$ 1,870	\$ 1,260
FRENCH AND SPANISH				
Professor.....		1½	\$ 300	\$ 375
Instructor.....		1½	195	195
Instructor.....		1½	195	
Instructor (Part-Time).....		1½	100	100
Total.....			\$ 790	\$ 670
HISTORY, GEOGRAPHY, AND POLITICAL SCIENCE				
Professor.....		1½	\$ 300	\$ 375
Associate Professor.....		1½	300	300
Assistant Professor.....		1½	260	260
Assistant Professor (Part-Time).....		1½	260	130
Instructor.....		1½	195	195
Instructor.....		1½	195	195
Instructor.....		1½		195
Student Assistant.....		1½		60
Total.....			\$ 1,510	\$ 1,710

INSTRUCTION—SALARIES (Continued)

POSITION	Now Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Revised
COLLEGE OF ARTS AND SCIENCES— SUMMER TERM—2ND SESSION—CONT'D				
HUMANITIES				
Professor.....		1½	\$.....	\$ 375
MATHEMATICS				
Professor.....		1½	\$ 300	\$ 375
PHYSICAL SCIENCE				
Assistant Professor.....		1½	\$ 260	\$ 260
Student Assistant.....		1½		30
Total.....			\$ 260	\$ 290
PSYCHOLOGY				
Professor.....		1½	\$ 375	\$ 375
Assistant Professor.....		1½	200	200
Instructor.....		1½	195	
Graduate Assistant.....		1½	65	30
Student Assistant.....		1½		30
Total.....			\$ 895	\$ 695
SOCIOLOGY AND SOCIAL WORK				
Professor (Part-Time).....		1½	\$ 187.50	\$ 375
Professor (Part-Time).....		1½	187.50	
Assistant Professor.....		1½	200	200
Assistant Professor.....		1½	200	
Student Assistant.....		1½		25
Total.....			\$ 895	\$ 660
ZOOLOGY				
Assistant Professor.....		1½	\$ 375	\$ 260
Student Assistants.....		1½		30
Total.....			\$ 375	\$ 290

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			New Paid	Requested
COLLEGE OF ARTS AND SCIENCES— SUMMER TERM—2ND SESSION—CONT'D ALL DEPARTMENTS				
Student Assistants.....		1½	105	105
TOTALS—College of Arts and Sciences —SUMMER TERM (Second Session).....			\$ 8,415	\$ 7,935
SCHOOL OF EDUCATION—SUMMER TERM (Second Session) EDUCATION				
Dean and Director of Summer Session.....		1½	\$ 400	\$ 400
Professor.....		1½	375	375
Professor (Part-Time).....		1½	100	100
Associate Professor.....		1½	300	300
Associate Professor.....		1½	200	300
Total.....			\$ 1,335	\$ 1,475
HEALTH EDUCATION				
Associate Professor.....		1½	\$ 300	\$ 300
INDUSTRIAL ARTS				
Assistant Professor.....		1½	\$ 200	\$ 200
Instructor.....		1½	195	195
Instructor.....		1½	195
Total.....			\$ 650	\$ 455
PHYSICAL EDUCATION				
Director.....		1½	\$ 200	\$ 200
Instructor.....		1½	195	195
Student Assistant.....		1½	23	23
Total.....			\$ 478	\$ 478

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
COLLEGE OF ARTS AND SCIENCES—				
SUMMER TERM—2ND SESSION—CONT'D				
WORKSHOP				
Instructor.....		1½	\$ 195	\$.....
Instructor.....		1½	195
Total.....			\$ 390	\$.....
TOTALS—School of Education—				
Summer Term (Second Session).....			\$ 3,153	\$ 2,708
SCHOOL OF HOME ECONOMICS				
—SUMMER TERM—SECOND SESSION				
HOME ECONOMICS				
Dean and Professor.....		1½	\$ 375	\$ 400
Professor.....		1½	375	375
Professor.....		1½	250	375
Assistant Professor.....		1½	130	260
Instructor.....		1½	195	195
Graduate Assistant.....		1½	50	100
Total.....			\$ 1,375	\$ 1,705
TOTALS—School of Home Economics				
—Summer Term (Second Session).....			\$ 1,375	\$ 1,705
SCHOOL OF MUSIC—SUMMER				
TERM—SECOND SESSION				
MUSIC				
Assistant to Dean and Associate				
Professor.....		1½	\$ 300	\$ 300
Assistant Professor.....		1½	260	260
Instructor.....		1½	195	195
Instructor.....		1½	195	195
Total.....			\$ 950	\$ 950

INSTRUCTION—SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
SCHOOL OF MUSIC—SUMMER TERM—SECOND SESSION—Cont'd				
BAND MASTERS' SCHOOL				
Professor.....		1½	\$ 375	\$ 375
Professor.....		1½	375	375
Recreation Leader (Part-Time).....		1½	100	100
Total.....			\$ 850	\$ 850
TOTALS—School of Music—Summer Term (Second Session).....			\$ 1,800	\$ 1,800
ALL DEPARTMENTS—SUMMER TERM—SECOND SESSION				
Graduate Assistants.....		1½	\$ 300	\$ 300
Student Assistants.....		1½	375	300
Total.....			\$ 675	\$ 600
TOTALS—Instruction—Summer Term, (Second Session).....			\$ 15,418	\$ 14,748
LIBRARY				
Librarian.....	21	11	\$ 3,800	\$ 3,800
Reference Librarian.....	18	11	2,700	2,700
Assistant Librarian.....	16	11	2,500	2,500
Cataloguer.....	5	11	2,250	2,250
Assistant Librarian.....	12	11	2,100	2,100
Assistant Librarian.....	5	11	1,900	1,900
Assistant to Librarian.....	3	11	1,800	1,800
Assistant Librarian.....	20	11	1,800	1,800
Assistant Librarian.....	3	11	1,800	1,800
Assistant Librarian.....	3	11	1,800	1,800
Assistant to Librarian.....	4	11	1,800	1,800
Stenographer.....	1	11	1,420	1,420
Special Student Assistants (3).....		11	1,000	1,000
Student Assistants.....		11	1,400	1,400
Special Assistants for Summer School.....		1½		500
Total.....			\$ 28,070	\$ 28,570
TOTALS—Library.....			\$ 28,070	\$ 28,570

INSTRUCTION—SALARIES (Continued)

POSITION	Percentage*	Time Employed by State Prior to Nov. 1, 1947	Number Months Employed per Year	ANNUAL SALARY	
				Now Paid	Requested
HOME DEMONSTRATION EXTENSION					
Nutritionist.....		11	12	\$ 2,064	\$ 2,064
Specialist in Food Conservation.....			12		2,700
Stenographer.....		24	12	1,476	1,476
Stenographer.....			12	1,200	1,200
Extra Clerical Assistance.....			12	250	300
Janitor.....			12	460	460
Home Demonstration Assistant.....			12	1,000	1,000
Home Demonstration Assistant.....			12	1,000	1,000
Reserved for Emergencies.....				2,700	
Total.....				\$ 10,100	\$ 10,200
TOTALS—Home Demonstration Extension.....				\$ 10,100	\$ 10,200
OPERATION AND MAINTENANCE OF PHYSICAL PLANT					
Chief Engineer and Foreman of Upkeep Work..... 1a		12	12	\$ 2,900	\$ 2,900
Heating and Plumbing Superintendent..... 1a-4		12	12	2,400	2,400
Assistant Plumber..... 11		12	12	2,080	2,080
Plumber's Helper..... 1a-3-4		7	12	1,435	1,560
Head Carpenter..... 12		12	12	2,002	2,002
Assistant Carpenter..... 1a		7	12	1,685	1,685
Assistant Carpenter.....			12	1,435	1,435
Head Electrician..... 13		12	12	2,400	2,400
Assistant Electrician.....			12	1,500	1,500
Head Painter..... 1a		8	12	1,820	1,820
Assistant Painter.....		8	12	1,372	1,435
Assistant Painter.....		7	12	1,260	1,305
Painter's Helper.....		17	12	786	786
Head Mechanic..... 1a		10	12	2,100	2,100
Assistant Mechanic.....		1	12	1,435	1,560
Mechanic's Helper.....		20	12	886	936
Night Watchman..... 2a-11		10	12	1,500	1,500

* None except as indicated.

INSTRUCTION—SALARIES (Continued)

POSITION	Percentage*	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				New Paid	Requested
OPERATION AND MAINTENANCE OF PHYSICAL PLANT—Continued					
Custodian of Building and Superintendent of Janitors.....			12	1,680	1,740
Janitors (20).....			12	13,960	13,960
Head Gardener.....	1		12	1,560	1,680
Gardeners (4).....			12	3,120	3,120
Campus Labor Foreman and Day Policeman.....	1a	12	12	1,560	1,560
Truck Driver.....			12	1,185	1,185
Helpers on Truck (2).....			12	1,560	1,560
Laborers on Campus.....			12	5,400	6,000
Laborers, General Helpers, Firemen.....			12	3,600	3,600
Steam Fitter and Head Fireman... 1a		10	12	1,776	1,800
Total.....				\$ 64,397	\$ 65,669
TOTAL—All Salaries as Listed.....				\$620,688	\$624,010
Contingent and Emergency Salary Fund.....					15,000
GRAND TOTAL—SALARIES.....					\$640,311

SUMMARY OF ITEMS MAKING UP NECESSARY AND REGULAR EXPENSE

	1 Year	Biennium
Office Supplies, Postage, and Stationery.....	\$ 13,920	\$ 27,840
Fuel, Power, Light, Water, Heat.....	28,750	57,500
Maintenance of Buildings and Grounds.....	23,100	46,200
Roads, Walks, Driveways.....	1,600	3,200
Travel Expenses.....	6,650	13,300
Educational.....	71,315	142,630
Telegraph and Telephone.....	2,000	4,000
Total.....	\$ 147,335	\$ 294,670

* None except as indicated.

INSTRUCTION—NECESSARY AND REGULAR EXPENSE

DESCRIPTION	Expenditures from July 1, 1945, to June 30, 1947	REQUESTED	
		1 Year	Biennium
GENERAL ADMINISTRATION AND GENERAL EXPENSE PRESIDENT'S OFFICE			
Office Expense.....	\$ 345	\$ 500	\$ 1,000
Travel Expense.....	752	900	1,800
Contingent Expense.....	1,643	1,200	2,400
Total.....	\$ 2,740	\$ 2,600	\$ 5,200
GRADUATE DIVISION			
Office Expense.....	\$ 53	\$ 100	\$ 200
ALUMNAE AND PUBLICITY OFFICE			
Office Expense.....	\$ 1,896	\$ 2,500	\$ 5,000
REGISTRAR'S OFFICE			
Office Expense.....	\$ 2,055	\$ 2,370	\$ 4,740
Travel Expense.....	9	50	100
Total.....	\$ 2,064	\$ 2,420	\$ 4,840
DEAN OF STUDENT'S OFFICE			
Office Expense.....	\$ 437	\$ 325	\$ 650
Travel Expense.....	25	50	100
Total.....	\$ 462	\$ 375	\$ 750
PERSONNEL DIRECTOR'S OFFICE			
Office Expense.....	\$ 927	\$ 1,000	\$ 2,000
Travel Expense.....	43	50	100
Total.....	\$ 970	\$ 1,050	\$ 2,100
BUSINESS MANAGER'S OFFICE			
Office Expense.....	\$ 4,538	\$ 4,200	\$ 8,400
Travel Expense.....	45	50	100
Total.....	\$ 4,583	\$ 4,250	\$ 8,500

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
GENERAL ADMINISTRATION AND GENERAL EXPENSE—Continued			
GENERAL EXPENSE			
Printing Freshman Course Books	\$ 160	\$ 300	\$ 600
Teacher's Class Books	50	75	150
Intelligence Tests—Testing Commit- tee Expense, Testing Supplies	327	350	700
Catalogs and Regular Bulletins	1,769	2,000	4,000
Miscellaneous Advertising and Special Bulletins	574	800	1,600
Commencement Expense	1,172	1,250	2,500
Multigraph Work—All Departments	2,251	2,500	5,000
Telegrams	188	200	400
Telephones	1,750	1,800	3,600
Furniture, Typewriters, and Office Machines for Executive Offices	1,547	1,000	2,000
Expense in Connection with Work- men's Compensation as Required under Chapter 17481	185	2,000	4,000
Replacements, Additions, and Rep- airs to Class-Room Furniture	189	1,500	3,000
House Rent for President	1,030	1,200	2,400
Total	\$ 11,192	\$ 14,975	\$ 29,950
GRAND TOTALS	\$ 23,960	\$ 28,270	\$ 56,540
COLLEGE OF ARTS AND SCIENCES DEAN'S OFFICE			
Office Expense	\$ 69	\$ 75	\$ 150
Travel Expense		50	100
Total	\$ 69	\$ 125	\$ 250
ALL DEPARTMENTS			
Travel Expense	\$ 322	\$ 500	\$ 1,000
ART			
Equipment and Supplies	\$ 624	\$ 500	\$ 1,000

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditure from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Extension
COLLEGE OF ARTS AND SCIENCES—			
—Continued			
BACTERIOLOGY AND BOTANY			
Equipment, Bacteriology.....	\$ 87	\$ 150	\$ 300
Supplies, Bacteriology.....	194	150	300
Equipment, Botany.....	304	350	700
Supplies, Botany.....	393	300	600
Biological Science.....		200	400
Total.....	\$ 978	\$ 1,150	\$ 2,300
CHEMISTRY			
Equipment.....	\$ 1,054	\$ 1,500	\$ 3,000
Supplies.....	4,009	3,200	6,400
Total.....	\$ 5,063	\$ 4,700	\$ 9,400
CLASSICS			
Equipment and Supplies.....	\$ 80	\$ 75	\$ 150
ECONOMICS AND COMMERCE			
Equipment and Supplies, Economics..	\$ 164	\$ 55	\$ 110
Equipment, Commerce.....	655	1,200	2,400
Supplies, Commerce.....	458	330	660
Total.....	\$ 1,277	\$ 1,585	\$ 3,170
ENGLISH			
Speech—Programs, Miscellaneous Ex- pense and Equipment.....	\$ 234	\$ 300	\$ 600
English—Equipment and Supplies...	48	75	150
Journalism.....	215	225	450
Total.....	\$ 497	\$ 600	\$ 1,200
HISTORY AND GEOGRAPHY			
History and Political Science— Equipment and Supplies.....	\$ 146	\$ 150	\$ 300
Geography—Equipment and Supplies	398	400	800

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditure from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
COLLEGE OF ARTS AND SCIENCES			
—Continued			
HISTORY AND GEOGRAPHY—continued			
Social Studies—Equipment and Supplies.....		\$ 100	\$ 200
Total.....	\$ 544	\$ 650	\$ 1,300
LIBRARY SCIENCE			
Books and Supplies.....	\$ 358	\$ 350	\$ 700
MATHEMATICS			
Equipment and Supplies.....	\$ 13	\$ 50	\$ 100
MODERN LANGUAGES			
Equipment and Supplies.....	\$ 111	\$ 50	\$ 100
PHILOSOPHY			
Equipment and Supplies.....	\$ 30	\$ 50	\$ 100
Humanities—Equipment and Supplies.....		50	100
Total.....	\$ 30	\$ 100	\$ 200
PHYSICS AND PHYSICAL SCIENCE			
Physics—Equipment.....	\$ 1,117	\$ 2,000	\$ 4,000
Physics—Supplies.....	277	400	800
Physical Science—Equipment and Supplies.....	325	700	1,400
Total.....	\$ 1,720	\$ 3,100	\$ 6,200
PSYCHOLOGY			
Equipment.....	\$ 1,576	\$ 1,000	\$ 2,000
Supplies.....	453	400	800
Total.....	\$ 2,029	\$ 1,400	\$ 2,800

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
COLLEGE OF ARTS AND SCIENCES			
—Continued			
SOCIOLOGY			
Equipment and Supplies.....	\$ 123	\$ 200	\$ 400
Transportation Expense, Student Case Workers.....	39	150	300
Social Work Instructor, Travel Expense.....	147	200	400
Social Studies—Equipment and Supplies.....	48
Total.....	\$ 357	\$ 550	\$ 1,100
ZOOLOGY			
Equipment.....	\$ 160	\$ 400	\$ 800
Supplies.....	103	200	400
Physiology—Equipment and Supplies	276	250	500
Total.....	\$ 539	\$ 850	\$ 1,700
TOTALS—College of Arts and Sciences	\$ 14,611	\$ 16,335	\$ 32,670
SCHOOL OF EDUCATION			
DEAN'S OFFICE			
Office Expense.....	\$ 408	\$ 400	\$ 800
Travel Expense.....	103	100	200
Total.....	\$ 511	\$ 500	\$ 1,000
ALL DEPARTMENTS			
Travel Expense.....	\$ 168	\$ 200	\$ 400
DEMONSTRATION SCHOOL			
Equipment and Supplies.....	\$ 3,123	\$ 2,400	\$ 4,800
INDUSTRIAL ARTS			
Equipment.....	\$ 568	\$ 600	\$ 1,200
Supplies.....	1,875	2,400	4,800
Total.....	\$ 2,443	\$ 3,000	\$ 6,000

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenses from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
SCHOOL OF EDUCATION—Continued			
KINDERGARTEN			
Equipment and Supplies.....	\$ 296	\$ 230	\$ 460
NURSERY SCHOOL			
Material and Upkeep, Equipment and Transportation.....	\$ 436	\$ 450	\$ 900
PHYSICAL EDUCATION			
Office Expense.....	\$ 71	\$ 75	\$ 150
SUPERVISOR, STUDENT TEACHING			
Travel Expense.....	\$ 538	\$ 800	\$ 1,600
WORKSHOP			
Office Expense.....	\$ 119	\$ 150	\$ 300
Curriculum Director and Workshop Staff Travel Expense.....	\$ 163	\$ 600	\$ 1,200
Total.....	\$ 282	\$ 750	\$ 1,500
TOTALS—School of Education.....	\$ 7,868	\$ 8,405	\$ 16,810
SCHOOL OF HOME ECONOMICS			
DEAN'S OFFICE			
Office Expense.....	\$ 179	\$ 150	\$ 300
Travel Expense.....	77	100	200
Total.....	\$ 256	\$ 250	\$ 500
ALL DEPARTMENTS			
Travel Expense.....	\$ 97	\$ 100	\$ 200
To Assist Home Demonstration Agents.....	15	150	300
Total.....	\$ 112	\$ 250	\$ 500

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from July 1, 1945, to June 30, 1947	REQUESTED	
		1 Year	Biennium
SCHOOL OF HOME ECONOMICS			
—Continued			
HOME ECONOMICS			
Equipment.....	\$ 1,424	\$ 2,000	\$ 4,000
Supplies.....	2,292	2,000	4,000
Home Management House—Equip- ment and Supplies.....	133	450	900
Total.....	\$ 3,849	\$ 4,450	\$ 8,900
TOTALS—School of Home Economics.....	\$ 4,217	\$ 4,950	\$ 9,900
SCHOOL OF MUSIC			
DEAN'S OFFICE			
Office Expense.....	\$ 67	\$ 75	\$ 150
Travel Expense.....	93	50	100
Total.....	\$ 160	\$ 125	\$ 250
ALL DEPARTMENTS			
Travel Expense.....	\$ 72	\$ 100	\$ 200
MUSIC			
Tuning and Repairing Pianos.....	\$ 1,685	\$ 1,400	\$ 2,800
Tuning and Repairing Organs.....	1,381	1,000	2,000
Supplies.....	169	100	200
New Equipment and Pianos.....	503	1,000	2,000
Public Music Supplies and Equip- ment.....	89	200	400
Orchestra Equipment and Music Supplies.....	191	100	200
Repairs to Instruments.....		150	300
Glee Club Music.....	147	150	300
Band Supplies.....		100	200
Total.....	\$ 4,165	\$ 4,200	\$ 8,400
TOTALS—School of Music.....	\$ 4,397	\$ 4,425	\$ 8,850
TOTALS, INSTRUCTION—ALL SCHOOLS.....	\$ 31,093	\$ 34,115	\$ 68,230

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennial
LIBRARY			
Books—General.....	\$ 10,698	\$ 11,000	\$ 22,000
Books—Special for Survey Courses....	14	300	600
Magazines.....	2,023	2,150	4,300
Bindings.....	1,768	1,800	3,600
Magazines (Back Files).....	937	700	1,400
Library of Congress Cards and Supplies.....	976	900	1,800
Total.....	\$ 16,416	\$ 16,850	\$ 33,700
TOTALS—Library.....	\$ 16,416	\$ 16,850	\$ 33,700
HOME DEMONSTRATION EXTENSION			
Extension, Nutritionist and Travel... Specialist in Food Conservation, Travel Expense.....	\$ 899	\$ 1,000	\$ 2,000
Supplies and Travel Expense Assis- tants.....		1,000	2,000
Printing.....		450	900
Operating—Office Supplies, Tele- grams, Telephone, Supplies for Demonstrations.....	2,446	700	1,400
Short Course.....		2,000	4,000
		500	1,000
Total.....	\$ 3,345	\$ 5,650	\$ 11,300
TOTALS—Home Demonstration Extension.....	\$ 3,345	\$ 5,650	\$ 11,300
OPERATION AND MAINTENANCE OF PHYSICAL PLANT			
Fuel.....	\$ 14,966	\$ 17,000	\$ 34,000
Gas.....	225	250	500
Light and Power.....	6,639	7,000	14,000
Water.....	3,367	4,500	9,000
Janitor's Supplies and Equipment....	1,876	2,600	5,200
Upkeep and Extension of Lights.....	373	800	1,600

INSTRUCTION—NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from July 1, 1945, to June 30, 1942	REQUESTED	
		1 Year	Biennium
OPERATION AND MAINTENANCE OF PHYSICAL PLANT—Continued			
Miscellaneous Supplies.....	916	1,200	2,400
Tools, Gas, Oil, and Other Supplies for Campus Upkeep.....	5,109	3,000	6,000
Electric Material and Supplies.....	1,622	1,500	3,000
Building Material—Lumber, Nails, Hardware, and Upkeep Supplies...	3,889	4,500	9,000
Paint and Paint Material.....	7,502	4,500	9,000
Punching and Heating Materials....	3,985	4,500	9,000
Relaying Steam and Hot Water Mains.....		500	1,000
Special Equipment and Furniture....	700	2,000	4,000
Additional Storm and Sanitary Sewers.....		500	1,000
Grading, Upkeep of Roads and Drainage and Widening Campus Drive from Library West.....		500	1,000
Widen Front Entrance Gates.....		600	1,200
Furniture for Student-Alumnae Building.....	936		
Permanent Improvements, Altera- tions, etc.....	12,852	1,500	3,000
Building Additional Stacks for Stack Room.....	437	500	1,000
Miscellaneous Equipment and Supplies.....		5,000	10,000
Total.....	\$ 65,394	62,450	\$ 124,900
TOTALS—Operation and Maintenance of Physical Plant.....	\$ 65,394	\$ 62,450	\$ 124,900
TOTALS—NECESSARY AND REGULAR EXPENSE—ALL DEPARTMENTS....	\$ 140,208	\$ 147,335	\$ 294,670

SPECIAL FUNDS

Description	Requested 1 Year
Auditorium.....	\$ 340,000
Reconstructing Old Auditorium into Class Rooms.....	25,000
	\$ 365,000

Appropriations were made for these improvements by the 1941 session of the Legislature. The needs for these buildings are as great, or perhaps even greater, than they were in 1941.

BUDGET RECOMMENDED BY
BOARD OF CONTROL

for

FLORIDA SCHOOL FOR THE
DEAF AND THE BLIND



DURING BIENNIUM 1943-1945

**BUDGET RECOMMENDED BY BOARD OF CONTROL
FOR
FLORIDA SCHOOL FOR THE DEAF AND THE BLIND**

State Appropriations for the Florida School for the Deaf and the Blind for each year of the Biennium July 1, 1941, to June 30, 1943:

For Salaries.....	\$ 92,182.50
For Necessary and Regular Expenses.....	116,042.30
Total.....	\$208,184.80

State Appropriations requested for each year of the Biennium 1943-1945:

For Salaries.....	\$ 93,465.00
For Necessary and Regular Expenses.....	121,074.00
Total.....	\$214,539.00

Total annual increase in Appropriation for Salaries.....	\$ 1,322.50
Total annual increase in Appropriation for Necessary and Regular Expense.....	5,031.70
	\$ 6,354.20

SUMMARY OF APPROPRIATION REQUESTED

DEPARTMENT OR DIVISION	SALARIES		NECESSARY AND REGULAR EXPENSE	
	One Year	Biennium	One Year	Biennium
GENERAL				
Administration.....	\$ 8,800	\$ 17,600	\$ 3,635	\$ 7,270
Maintenance and Operation of Plant.....	5,550	11,100	43,388	86,776
INSTRUCTION				
School for the Deaf.....	51,100	102,200	6,375	12,750
School for the Blind.....	15,735	31,470	5,176	10,352
CUSTODIAL CARE				
Dormitories.....	9,650	19,300	7,710	15,420
Dining Halls.....	2,735	5,470	38,070	76,140
Laundry.....			2,645	5,290
Hospital.....	3,690	7,380	655	1,310
Recreation.....			550	1,100
SCHOOL FARM				
Dairy Farm.....			12,870	25,740
Total.....	\$ 97,290	\$194,520	\$121,074	\$242,145

SALARIES

POSITION	Positions*	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
				New Paid	Requested
GENERAL ADMINISTRATION					
President.....	1-6 and 8	10	12	\$ 3,600	\$ 4,000
Business Manager.....		6	12	2,400	2,400
Bookkeeper.....	2a	13	12	1,200	1,200
Secretary.....	2a	3	12	1,020	1,200
Total.....				\$ 8,220	\$ 8,800
MAINTENANCE AND OPERATION OF PLANT					
General Foreman.....		28	12	\$ 2,400	\$ 2,400
Engineer.....		2	12	1,500	1,500
Night Watchman.....		1	12	1,200	1,200
Night Watchwoman.....			9	360	450
Total.....				\$ 5,460	\$ 5,550
INSTRUCTION SCHOOL FOR THE DEAF					
Supervising Teacher.....		6	10	\$ 2,300	\$ 2,400
Teacher.....			9	1,620	1,665
Teacher.....		2	9	1,485	1,575
Teacher and Coach.....			9	1,980	1,485
Teacher.....		5	9	1,395	1,440
Teacher.....		9	9	1,890	1,890
Teacher.....		2	9	1,395	1,440
Teacher.....		15	9	1,620	1,620
Teacher.....		7	9	1,665	1,710
Teacher.....		24	9	1,665	1,665
Teacher.....		11	9	1,575	1,575
Teacher.....			9	1,350	1,440
Teacher.....		5	9	1,575	1,620
Teacher.....		3	9	1,755	1,800
Teacher.....		1	9	1,440	1,530
Teacher.....		14	9	1,575	1,575
Teacher.....		1	9	1,440	1,530
Teacher.....	1b-6	11	9	1,665	1,665
Teacher.....		1	9	1,440	1,530
Teacher.....		14	9	1,620	1,620

* None except as indicated.

SALARIES (Continued)

POSITION	Percentage*	Year Employed by State Prior to Nov. 1, 1942	Number Months Employed per Year	ANNUAL SALARY	
				Now Paid	Requested
INSTRUCTION—Continued					
SCHOOL FOR THE DEAF—continued					
Teacher.....			9	1,440	1,440
Teacher.....		19	9	1,800	1,800
Teacher.....		15	9	1,440	1,440
Teacher.....		16	9	1,440	1,485
Teacher and Physical Education					
Director.....		4	9	1,440	1,485
Instructor—Carpentry.....		15	9	1,530	1,530
Instructor—Barbering.....		2	9	225	225
Instructor—Shoe Repairing.....		5	9	585	585
Assistant Sewing Instructor.....		12	9	270	270
Instructor—Painting.....		13	9	1,197	1,215
Instructor—Printing.....		15	9	1,395	1,395
Instructor—Beauty Culture.....		6	9	405	405
Colored Teacher..... 1b-6		27	9	585	585
Colored Teacher.....		19	9	630	630
Colored Teacher..... 1b-6		1	9	585	630
Colored Teacher..... 2a		21	10	700	700
Librarian and Clerk.....		1	9	990	1,080
Accompanist.....		4	9	225	225
Substitute Teacher.....			9	1,200	1,200
Total.....				\$ 50,532	\$ 51,100
SCHOOL FOR THE BLIND					
Teacher.....		17	9	1,350	1,350
Teacher..... 1b-6		36	9	1,440	1,440
Teacher.....		2	9	1,200	1,350
Teacher.....		4	9	1,575	1,575
Teacher.....		18	9	1,350	1,350
Teacher.....		2	9	1,215	1,305
Music Teacher.....		16	9	1,350	1,350
Music Teacher.....		31	9	1,665	1,665
Colored Teacher..... 2a		29	9	900	900
Colored Teacher..... 1b-6			9	585	630
Foreman—Workshop for Blind.....		21	9	1,620	1,620
Substitute Teacher.....			9	1,200	1,200
Total.....				\$ 15,510	\$ 15,735

* None except as indicated.

SALARIES (Continued)

POSITION	Percentages Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
INSTRUCTION—Continued				
CUSTODIAL CARE				
Girls' Supervisor.....1b-6	1	9	\$ 810	\$ 810
Assistant Girls' Supervisor.....1b-6		9	675	675
Blind Girls' Supervisor.....1b-6	1	9	585	585
Assistant Girls' Supervisor.....1b-6	3	9	855	855
Boys' Supervisor.....1b-6	20	9	1,125	1,125
Boys' Supervisor.....1b-6	1	9	675	675
Blind Boys' Supervisor.....1b-6		9	810	810
Assistant Boys' Supervisor....1b-6	17	9	585	585
Supervisor—Bloxham Cottage..1b-6	6	9	585	585
Supervisor—Bloxham Cottage..1b-6		9	585	585
Supervisor—Wartmann Cottage.1b-6		9	585	585
Supervisor—Wartmann Cottage.1b-6	11	9	585	585
Matron—Colored Girls' Super- visor.....1b-6	29	10	650	650
Colored Boys' Supervisor.....1b-6	4	9	495	540
Total			\$ 9,605	\$ 9,650
DINING HALLS				
Matron-Dietician.....1b-6		12	\$ 1,320	\$ 1,440
Housekeeper.....1b-6		10	765	800
Assistant Housekeeper.....1b-6		9	450	495
Totals			\$ 2,535	\$ 2,735
HOSPITAL				
Nurse.....1b-6		9	\$ 900	\$ 900
Assistant Nurse.....		9	270	360
Physician.....	12	9	810	810
Dentist.....	9	9	810	810
Ear, Eye and Throat Specialist.....	6	9	810	810
Totals			\$ 3,600	\$ 3,690
Total amount for Salaries.....			\$ 97,200.00	
Amount to be received from Incidental Collections.....				3,795.00
Total to be appropriated for Salaries			\$ 93,465.00	

* None except as indicated.

NECESSARY AND REGULAR EXPENSE

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Biennium
GENERAL ADMINISTRATION			
Labor.....	\$ 876.96	\$ 875.00	\$ 1,750.00
Postage and Parcel Post.....	360.00	360.00	720.00
Office Expense.....	430.88	400.00	800.00
Telephone and Telegraph.....	229.36	230.00	460.00
Freight and Express.....	372.45	375.00	750.00
Printing and Publicity.....	15.00	150.00	300.00
Gasoline, Oil, and Grease.....	517.95	450.00	900.00
Travel.....	109.55	200.00	400.00
Membership Dues.....	5.00	20.00	40.00
Claims and Legal Expense.....	142.42	100.00	200.00
Insurance.....	470.67	475.00	950.00
Office Equipment—New.....	75.94		
Totals.....	\$ 3,606.18	\$ 3,635.00	\$ 7,270.00
MAINTENANCE AND OPERATION OF PLANT			
Labor.....	\$ 6,968.08	\$ 7,500.00	\$15,000.00
Fuel Purchased—Oil and Coal.....	7,326.33	7,500.00	15,000.00
Gasoline, Oil and Grease.....	350.56	350.00	700.00
Electrical Supplies.....	767.60	800.00	1,600.00
Plumbing Supplies.....	1,518.63	1,500.00	3,000.00
Hardware and Lumber.....	1,393.97	1,400.00	2,800.00
Paint and Painter Supplies.....	1,400.00	1,600.00	3,200.00
Campus Supplies.....	178.30	200.00	400.00
Light and Water.....	5,573.12	5,600.00	11,200.00
Repairs and Alterations—Buildings...	6,908.07	7,450.00	14,900.00
Repairs and Alterations—Other Improvements.....	4,109.18	2,000.00	4,000.00
Repairs and Alterations—Equipment	4,249.78	4,000.00	8,000.00
Furniture for Buildings—New.....	1,270.73	1,588.00	3,176.00
Machinery and Tools—New.....	1,844.22	1,150.00	2,300.00
Improvements other than Buildings —New.....	213.50	750.00	1,500.00
Totals.....	\$44,112.07	\$43,388.00	\$86,776.00

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditure from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Bismark
INSTRUCTION			
SCHOOL FOR THE DEAF			
Labor.....	\$ 187.00	\$.....	\$.....
Postage.....	140.00	150.00	300.00
Telephone and Telegraph.....	50.00	60.00	120.00
Books—Classroom.....	382.27	400.00	800.00
Supplies—Classroom.....	908.51	1,200.00	2,400.00
Transportation—Students.....	822.68	1,280.00	2,560.00
Gas Purchased.....	86.30	90.00	180.00
Scholarships.....	250.00	375.00	750.00
Programs, Commencement, etc.....	27.50	200.00	400.00
Vocational Training:			
Printing Shop.....	980.43	1,000.00	2,000.00
Shoe Repairs.....	230.97	250.00	500.00
Woodworking Shop.....	500.00	600.00	1,200.00
Library Books—New.....	109.43	50.00	100.00
Educational Equipment and Apparatus—New.....	609.90	720.00	1,440.00
Total.....	\$ 5,344.99	\$ 6,375.00	\$12,750.00
SCHOOL FOR THE BLIND			
Postage.....	\$ 70.00	\$ 75.00	\$ 150.00
Books—Classroom.....	65.34	85.00	170.00
Supplies—Classroom.....	566.26	600.00	1,200.00
Transportation—Students.....	283.51	480.00	960.00
Scholarships.....	746.25	750.00	1,500.00
Piano and Organ Tuning and Repairs.....	83.25	150.00	300.00
Vocational Training:			
Broom, Mop, Mattress, and Re- casing Shop.....	3,009.42	2,250.00	4,500.00
Handicraft Supplies.....	72.44	75.00	150.00
Programs, Commencement, etc.....	23.18	100.00	200.00
Library Books—New.....		75.00	150.00
Educational Equipment and Apparatus—New.....	27.78	536.00	1,072.00
Totals.....	\$ 4,957.43	\$ 5,176.00	\$10,352.00

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenses from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Residual
CUSTODIAL CARE			
DORMITORIES			
Labor.....	\$ 1,503.85	\$ 1,800.00	\$ 3,720.00
Student Labor.....		400.00	800.00
Cleaning and Household Supplies.....	2,119.20	2,000.00	4,000.00
Bedding and Linens.....	2,220.00	1,800.00	3,600.00
Laundry Service.....	1,526.27	1,650.00	3,300.00
Totals.....	\$ 7,349.32	\$ 7,710.00	\$15,420.00
DINING HALLS			
Labor.....	\$ 6,356.22	\$ 7,685.00	\$15,370.00
Telephone.....	60.00	60.00	120.00
Supplies and Replacements.....	903.22	1,000.00	2,000.00
Meats and Fish.....	7,172.01	7,800.00	15,600.00
Eggs.....	932.66	1,000.00	2,000.00
Butter and Cheese.....	2,421.80	2,500.00	5,000.00
Produce.....	3,502.31	3,600.00	7,200.00
Staple Groceries.....	6,913.77	7,000.00	14,000.00
Canned Goods.....	7,554.41	7,000.00	14,000.00
Laundry Service.....	388.11	425.00	850.00
Totals.....	\$36,231.51	\$38,070.00	\$76,140.00
LAUNDRY			
Labor.....	\$ 1,892.25	\$ 2,295.00	\$ 4,590.00
Cleaning Supplies.....	140.56	350.00	700.00
Totals.....	\$ 2,032.81	\$ 2,645.00	\$ 5,290.00
HOSPITAL			
Medical and Hospital Supplies.....	\$ 642.04	\$ 650.00	\$ 1,300.00
Gas Purchased.....	1.44	5.00	10.00
Totals.....	\$ 643.48	\$ 655.00	\$ 1,310.00
RECREATION			
Athletic Supplies.....	679.85	500.00	1,000.00
Entertainments.....		50.00	100.00
Totals.....	\$ 679.85	\$ 550.00	\$ 1,100.00

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Balance
SCHOOL FARM DAIRY FARM			
Labor.....	\$ 2,993.21	\$ 3,200.00	\$ 6,400.00
Feed.....	6,843.14	7,400.00	14,800.00
Fertilizer.....	952.05	700.00	1,400.00
Other Supplies.....	837.65	500.00	1,000.00
Lights and Power.....	400.00	420.00	840.00
Gasoline, Oil and Grease.....	319.90	300.00	600.00
Repairs and Alterations—Equipment.....	94.53	250.00	500.00
Machinery and Tools—New.....	22.00	100.00	200.00
Clearing New Land.....	20.00		
Totals.....	\$12,482.88	\$12,870.00	\$25,740.00
GRAND TOTAL.....	\$117,440.52	\$121,074.00	\$242,148.00

SPECIAL EXPENSE

DESCRIPTION	Expenditures from July 1, 1941, to June 30, 1942	REQUESTED	
		1 Year	Balance
*BUILDING PROGRAM			
Service, Garage, and Maintenance Building.....	\$.....	\$.....	\$20,828.00
Second Boiler at Main Plant and Installation of New Heating Plant at Colored School, Bloxham and Wartmann Cottages and Underground Lines.....			18,554.61
Total.....			\$39,382.61

* The 1941 Legislature appropriated like amounts for this Program which was not used. The need for these Projects are as great now as it was in 1941. We therefore request a new appropriation.

BUDGET RECOMMENDED BY
BOARD OF CONTROL

for

FLORIDA A. & M. COLLEGE
FOR NEGROES



DURING BIENNium 1943-1945

BUDGET RECOMMENDED BY BOARD OF CONTROL
 FLORIDA A. & M. COLLEGE FOR NEGROES
 BIENNIUM 1943-1945

SOURCE OF REVENUE

State Appropriations made for each year of the Biennium 1941-1943:

Salaries.....	\$128,154.00
Necessary and Regular Expenses.....	59,943.00
Emergency.....	12,500.00
Installation Radio Facilities, W.T.A.L.....	500.00
Total.....	\$201,097.00

Other Sources:

Morrill (Federal).....	\$ 25,000.00
Bankhead-Jones (Federal).....	18,977.57
Incidental Collections.....	25,988.43
Hospital Collections.....	7,500.00
Total.....	\$ 77,466.00

GRAND TOTAL..... \$278,563.00

Legislative Appropriations requested for each year of Biennium 1943-1945:

Salaries.....	\$141,361.00
Necessary and Regular Expenses.....	65,523.01
Total.....	\$206,884.01

Estimated Income from Other Sources during each year of Biennium:

Morrill (Federal).....	\$ 25,000.00
Bankhead-Jones (Federal).....	20,827.56
Incidental Collections (estimated).....	25,988.43
Hospital Collections (estimated).....	9,500.00
Total.....	\$ 81,315.99

GRAND TOTAL..... \$288,200.00

Increase in State Appropriation..... \$ 5,787.01

Increase from Other Sources..... 3,849.99

TOTAL INCREASE..... \$ 9,637.00

SUMMARY OF APPROPRIATION REQUESTED

DEPARTMENT OR DIVISION	SALARIES		NECESSARY AND REGULAR EXPENSE	
	First Year	Biennium	First Year	Biennium
Officers of Administration.....	\$20,536.00	\$41,272.00	\$ 1,315.00	\$ 2,630.00
Division of Arts and Science.....	61,536.00	123,072.00	6,500.00	13,000.00
Division of Education..	26,388.00	52,776.00
Division of Agriculture	16,860.00	33,720.00	19,505.00	39,010.00
Division of Mechanic Arts:				
Building Repairs and Maintenance.....	32,390.00	64,780.00	21,445.00	42,890.00
Division of Home Eco- nomies.....	11,160.00	22,320.00	4,000.00	8,000.00
Division of Health and Nurse Training.....	9,440.00	18,880.00	1,455.00	2,910.00
Administrative Depart- ment.....	16,940.00	33,880.00	25,945.00	51,890.00
Library.....	7,300.00	14,720.00	5,425.00	10,850.00
Totals.....	\$202,610.00	\$405,220.00	\$85,590.00	\$171,180.00
Less amount to be paid from funds received from other sources...	61,249.00	122,498.00	20,066.99	40,133.98
Leaving amount to be paid from State Ap- propriation requested	\$141,361.00	\$282,722.00	\$65,523.01	\$131,046.02
Total.....	\$202,610.00	\$405,220.00	\$85,590.00	\$171,180.00

Total appropriated each year of the Biennium.....\$288,200.00

SALARIES

POSITION	Preparation	Time Employed by State Prior to Nov. 1, 1942 Years	ANNUAL SALARY	
			Now Paid	Proposed
ADMINISTRATION				
President.....	1a-2a	19	\$ 4,200	\$ 4,600
Vice-President and Director of Athletics.....		25	2,400	2,400
Dean of Men and Personnel Director.....	2	17	1,800	1,800
Office Manager and Secretary to President.....	2	17	1,620	1,620
Totals.....			\$ 8,220	\$ 10,420
BUSINESS OFFICE				
Business Manager.....	1a-2a	19	\$ 2,400	\$ 2,400
Head Bookkeeper.....	1a	14	1,920	1,920
Assistant Bookkeeper.....		6	1,320	1,320
Student Accounts.....	2a	12	1,380	1,380
Secretary to Business Manager.....		2	1,200	1,200
Voucher Clerk.....		2	1,080	1,200
Receiving Clerk and Post Office.....		12	1,380	1,380
Post Office Clerk.....			1,200	1,200
Dietitian.....	2	4	1,925	2,000
Total.....			\$ 13,805	\$ 14,000
REGISTRAR'S OFFICE				
Registrar.....		18	\$ 2,400	\$ 2,400
Recorder.....		16	1,320	1,320
Clerk.....		1	900	1,200
Totals.....			\$ 4,620	\$ 4,920
PERSONNEL OFFICE				
Commandant.....		19	\$ 1,800	\$ 1,800
Dean of Women.....		9	\$ 1,320	\$ 2,100
Personnel Director for Women.....	2	4	1,500	1,800
Assistant Dean and Campus Hostess.....	2a	5	1,272	1,235
Totals.....			\$ 5,892	\$ 6,935
DIVISION OF ARTS AND SCIENCES				
DEPARTMENT OF SOCIAL SCIENCES				
Dean and Professor.....		13	\$ 2,400	\$ 2,400
Chaplain and Instructor of Sociology.....		7	1,650	1,650

* Note except as indicated.

SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	ANNUAL SALARY	
		New Paid	Requested
DIVISION OF ARTS AND SCIENCES—Continued			
DEPARTMENT OF SOCIAL SCIENCES—continued			
Associate Professor.....	13	1,650	1,800
Instructor.....	4	1,650	1,650
Associate Professor.....		1,650	1,650
Secretary to Deans.....	8	1,200	1,200
Totals.....		\$ 10,200	\$ 10,350
DEPARTMENT OF MATHEMATICS			
Head and Professor.....	20	\$ 2,400	\$ 2,400
Associate Professor.....	9	1,650	1,650
Associate Professor.....		1,500	1,500
Totals.....		\$ 5,550	\$ 5,550
DEPARTMENT OF SCIENCE			
Head and Professor.....	16	\$ 2,202	\$ 2,200
Associate Professor.....	4	2,202	2,400
Associate Professor.....	11	1,920	1,920
Associate Professor.....	6	1,920	1,920
Associate Professor.....	4	2,000	2,400
Associate Professor.....			1,650
Totals.....		\$ 10,244	\$ 12,490
DEPARTMENT OF BUSINESS			
Assistant Professor.....	6	\$ 1,380	\$ 1,380
Instructor.....		1,212	1,212
Total.....		\$ 2,592	\$ 2,592
DEPARTMENT OF ENGLISH			
Professor.....	14	\$ 1,920	\$ 1,920
Associate Professor.....		1,650	1,650
Associate Professor.....	3	1,650	1,650
Assistant Professor.....	7	1,380	1,380
Assistant Professor.....	8	1,485	1,608
Totals.....		\$ 8,085	\$ 8,208

SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	ANNUAL SALARY	
		Now Paid	Requested
DIVISION OF ARTS AND SCIENCES—Continued			
DEPARTMENT OF PHYSICAL EDUCATION			
Head Coach and Director.....	8	\$ 2,400	\$ 2,400
Intra-Mural Coach and Instructor.....	6	2,000	2,000
Assistant Coach.....	1	1,500	1,680
Girls' Instructor.....	7	1,512	1,608
Girls' Instructor.....	9	1,485	1,608
Totals.....		\$ 8,927	\$ 9,356
ART DEPARTMENT			
Instructor.....	19	1,596	1,608
Instructor.....		1,200	1,200
Totals.....		\$ 2,796	\$ 2,808
DEPARTMENT OF MODERN LANGUAGE			
Professor.....	7	\$ 1,650	\$ 1,920
Associate Professor.....		1,650	1,650
Totals.....		\$ 3,300	\$ 3,570
DEPARTMENT OF MUSIC			
Director and Instructor of Pipe Organ.....		\$ 2,160	\$ 2,160
Pipe Organ.....		1,872	1,872
Instructor Piano.....		1,200	1,200
Instructor Voice.....	2	1,200	1,200
Bandmaster.....	11	1,380	1,380
Totals.....		\$ 7,812	\$ 7,812
DIVISION OF AGRICULTURE			
Dean and Instructor.....	19	\$ 2,400	\$ 2,400
Animal Husbandry.....	8	2,000	2,160
Smith-Hughes Instructor.....	13	1,900	1,900
Agricultural Chemistry.....	8	2,000	2,000
Agricultural Economics.....	9	2,000	2,000
Poultry.....		2,000	2,000
Field Crops.....	18	1,800	2,000

SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1947 Years	ANNUAL SALARY	
		Now Paid	Requested
DIVISION OF AGRICULTURE—continued			
Horticulture.....	4	1,800	1,800
Stenographer.....	6	600	600
Totals.....		\$ 16,500	\$ 16,800
DIVISION OF MECHANIC ARTS			
Dean and Instructor.....	17	\$ 2,400	\$ 2,400
Architectural Drawing.....		1,500	1,500
Cabinet Making and Industrial Education.....		2,000	2,000
Building Construction.....	16	1,800	2,000
Tailoring.....	16	1,740	1,740
Electrical Engineer.....		1,500	1,500
Masonry.....		1,000	1,500
Plumbing.....	18	1,800	2,000
Printing.....	16	1,800	1,920
Printing.....	14	1,800	1,920
Painting.....	18	1,740	1,800
Auto Mechanics.....	9	1,500	1,500
Assistant Auto Mechanic.....	4	1,200	1,200
Dry Cleaning.....	4	1,200	1,200
Teacher Trainer.....	5	2,000	2,000
Secretary.....	1	900	900
Barbering.....	2	1,100	1,200
Laundry and Dry Cleaning Assistant.....			600
Radio Engineer.....			1,650
Total.....		\$ 27,660	\$ 31,190
DIVISION OF EDUCATION			
Dean and Director of Extension.....	17	\$ 2,400	\$ 2,400
Associate Professor.....	2	2,160	1,815
Associate Professor.....	7	1,620	1,620
Instructional Education.....	13	1,485	1,485
Associate Professor.....	9	1,485	1,680
Associate Professor.....	8	1,485	1,485
Professor and Principal Training School.....	14	1,650	1,650
Critic Teacher.....	12	1,380	1,380
Critic Teacher.....	10	1,350	1,350

SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	ANNUAL SALARY	
		Now Paid	Requested
DIVISION OF EDUCATION—continued			
Critic Teacher.....	14	1,380	1,380
Critic Teacher.....	4	1,200	1,200
Critic Teacher.....	12	1,200	1,200
Critic Teacher.....	18	1,200	1,200
Critic Teacher.....	11	1,200	1,200
Beauty Culture.....	4	1,200	1,200
Industrial Arts.....	5	1,200	1,200
Critic Teacher.....			825
Critic Teacher.....			720
Assistant Professor.....	1	1,380	1,608
Secretary.....	15	900	900
Totals.....		\$ 25,965	\$ 27,588
DIVISION OF HOME ECONOMICS			
Dean and Director.....	19	\$2,400	\$ 2,400
Instructor Foods.....	1	1,764	1,620
Instructor Clothing.....	13	1,380	1,380
Instructor Foods.....	1	1,380	1,500
Applied Art and Design.....	2	1,380	1,380
Teacher-Trainer.....	5	1,980	1,980
Stenographer.....		900	900
Totals.....		\$ 11,184	\$ 11,160
DIVISION OF HEALTH AND NURSE TRAINING			
Resident Physician.....	17	\$ 2,000	\$ 2,000
Superintendent of Nurses.....		1,680	1,680
Registered Nurse.....	6	1,200	1,200
Registered Nurse.....	1	1,200	1,200
Registered Nurse.....	10	1,200	1,080
Intern.....		180	180
Clerk.....	9	900	900
Laboratory Technician.....		1,200	1,200
Totals.....		\$ 9,560	\$ 9,440

SALARIES (Continued)

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	ANNUAL SALARY	
		New Paid	Requested
LIBRARY			
Head Librarian.....	1	\$ 2,200	\$ 2,200
Assistant Librarian.....	12	1,500	1,500
Assistant Librarian.....	11	1,200	1,200
Assistant Librarian.....	4	1,200	1,200
Librarian.....			1,200
Totals.....		\$ 6,100	\$ 7,300
Special.....		\$ 3,900	\$.....
GRAND TOTAL.....		\$192,973	\$202,610

NECESSARY AND REGULAR EXPENSE

DIVISIONS	Approximate Expenditures from July 1, 1942 to June 30, 1943	REQUESTED	
		First Year	Bienium
DIVISION OF ARTS AND SCIENCES			
Library (Books and Periodicals).....	\$ 3,000	\$ 3,000	\$ 6,000
Equipment for Library.....	2,425	2,425	4,850
Equipment for Chemistry, Physics and Biology.....	1,000	2,000	4,000
Music (includes Band Instruments and Pianos).....	2,000	2,000	4,000
Supplies and Equipment for Commercial Department.....	1,000	1,000	2,000
Equipment for Registrar's Office.....	315	315	630
Office Equipment and Supplies—Director of Publicity.....	500	500	1,000
Chairs and Desks for Classrooms.....	1,000	1,000	2,000
Totals.....	\$ 11,240	\$ 12,240	\$ 24,480
DIVISION OF AGRICULTURE			
Poultry Department (Housing).....	\$ 1,000	\$ 2,000	\$ 4,000
Swine Department.....	600	1,600	3,200
Equipment Agricultural Building.....	1,000	2,000	4,000
General Farm Equipment, Labor, and Supplies.....	5,805	8,323	16,646
Animal Husbandry and Dairying (including purchase of livestock).....	3,000	3,582	7,164
Campus Improvement and Upkeep.....	2,000	2,000	4,000
Totals.....	\$ 13,405	\$ 19,505	\$ 39,010
DIVISION OF MECHANIC ARTS			
Mechanical Drawing.....	\$ 300	\$ 300	\$ 600
Auto Mechanics.....	1,000	2,000	4,000
Cabinet Making and Carpentry.....	500	500	1,000
Printing.....	1,000	1,000	2,000
Electrical.....	500	500	1,000
Radio Shop Equipment.....	500	500	1,000
Masonry.....	500	500	1,000
Plumbing and Heating.....	1,000	1,000	2,000
Painting.....	500	500	1,000
Laundry and Dry Cleaning.....	1,300	1,300	2,600
Tailoring.....	500	500	1,000

NECESSARY AND REGULAR EXPENSE (Continued)

DEVISIONS	Approximate Expenditures from July 1, 1942 to June 30, 1943	REQUESTED	
		First Year	Residual
DIVISION OF MECHANIC ARTS—Continued			
Office Equipment.....	250	250	500
Painting, Carpentry Heating, Plumbing, and Masonry Repairs to the following buildings:			
Agricultural Building—Administration Building.....	1,000	1,200	2,400
Melvin Lodge—Teachers' Cottage.....	850	600	1,200
Carnegie Library—Lury Moten School....	850	850	1,700
Farm Implement House—Horse Barn....	200	350	700
Gymnasium—Home Economics Building..	600	450	900
N. B. Young Hall.....	350	175	350
Greenhouse Construction and Equipment.....			
Tucker Hall—Library Annex.....	812.50	650	1,300
E. B. Jones—Jackson Davis Hall.....	850	625	1,250
Ashmore House—Nurses Cottage.....	375	275	550
Brooder House—Cow Shed.....	100	250	500
Bus and Truck Sheds.....			
Old Science Hall—Clark Hall.....	750	625	1,250
Dining Hall.....	1,200	1,500	3,000
Gilbs House—Duplex House.....	1,375	1,200	2,400
Gwynn Cottage—Laundry.....	750	685	1,370
Hospital—Science Hall.....	1,000	1,030	2,060
Mechanic Arts Building—Campus Elec- tric System.....	1,632.50	2,130	4,260
Totals.....	\$ 20,445	\$ 21,445	\$ 42,890
DIVISION OF HOME ECONOMICS			
Demonstration Material—Four			
Departments.....	\$ 1,500	\$ 1,500	\$ 3,000
Furniture—All Departments.....	1,500	2,500	5,000
Totals.....	\$ 3,000	\$ 4,000	\$ 8,000
DIVISION OF HEALTH			
Equipment for Hospital.....	\$ 1,455	\$ 1,455	\$ 2,910
ADMINISTRATIVE DEPARTMENT			
Gas, Fuel, and Light.....	\$ 8,750	\$ 8,750	\$ 17,500
Electric Power.....	1,200	1,200	2,400

NECESSARY AND REGULAR EXPENSE (Continued)

DIVISIONS	Approximate Expenditures from July 1, 1942 to June 30, 1943	REQUESTED	
		First Year	Reserves
ADMINISTRATIVE DEPARTMENT—Continued			
Water Rent.....	1,000	1,000	2,000
Campus Globe Lights.....	375	375	750
Stationery.....	800	800	1,600
Freight and Express.....	1,100	1,100	2,200
Schedule Blanks, Ledgers, Telephones, and Telegrams.....	1,000	1,000	2,000
Postage.....	850	850	1,700
Commencement and Public Assembly.....	500	500	1,000
Printing and Publications.....	1,500	1,500	3,000
Traveling Expense of President.....	1,000	1,000	2,000
Night Watchman.....	2,520	2,520	5,040
Student Labor.....	3,750	3,750	7,500
Truck Driver.....	600	600	1,200
Workers' Compensation Expense.....	1,000	1,000	2,000
MEN'S DEPARTMENT			
Furniture Replacement for Boys' Dormi- tories.....	\$ 400	\$ 400	\$ 800
WOMEN'S DEPARTMENT			
Furniture Replacement for Girls' Dormi- tories.....	\$ 600	\$ 600	\$ 1,200
Total.....	\$ 26,945	\$ 26,945	\$ 53,890
Special.....	\$ 9,100	\$.....	\$.....
TOTAL—Necessary and Regular Expenses...	\$ 85,500	\$ 85,500	\$ 171,180

BUILDINGS

STATEMENT

The appropriation of \$150,000 for the Agricultural and Applied Industrial Science Building, voted by the Legislature in 1941, has not been used. The pressing necessity for this building is emphasized more than ever now from the fact that in connection with the war work practically every demand bears upon some phase of science, industries, or agriculture.

In addition to this, several thousand dollars worth of apparatus for scientific instruction is housed in the wooden building. Added to the fact that there is not ample room in this building, there is danger of the destruction of the building and loss of the accumulated equipment for which we have expended large sums during the past number of years.

BUDGET RECOMMENDED FOR BOARD OF CONTROL EXPENSES

RESOURCES

State Appropriation for each year of the Biennium 1941-1943:

Salaries.....	\$ 9,610.00
Necessary and Regular Expense.....	4,900.00
Special Expense—Department of Architecture	1,500.00
Total.....	\$16,010.00

Appropriation requested for each year of the Biennium 1943-1945:

Salaries.....	\$ 10,200.00
Necessary and Regular Expense.....	4,900.00
Special Expense—Department of Architecture	1,500.00
Total.....	\$ 16,600.00

DETAIL OF EXPENSE—SALARIES

POSITION	Time Employed by State Prior to Nov. 1, 1942 Years	Number Months Employed per Year	ANNUAL SALARY	
			Now Paid	Requested
*Secretary.....	22	12	\$ 2,500	\$ 2,500
**Stenographer and Bookkeeper.....	16	12	1,700	1,700
Stenographer and Clerk.....	7	12	1,700	1,700
Extra Help (only during emergency).....			50	50
Supervising Auditor.....	1	12	3,600	4,200
Total.....			\$ 9,610	\$ 10,210

- * Receives from State Plant Board as Secretary and Assistant Nursery Inspector..... \$1,680.00
- ** Receives from State Plant Board as Stenographer and Bookkeeper..... 300.00

NECESSARY AND REGULAR EXPENSE

DESCRIPTION	For 1943	REQUESTED	
		One Year	Two Years
Travel Expense, Board Members and Secretary.....	\$ 1,500	\$ 2,400	\$ 4,800
Printing Biennial Report.....	800	400	800
Postage.....	250	350	700
Telephone and Telegraph.....	150	200	400
Stationery, Record Books, and Office Supplies.....	1,000	350	700
Traveling Expenses—Supervising Auditor...	1,200	1,200	2,400
Total.....	\$ 4,900	\$ 4,900	\$ 9,800

SPECIAL EXPENSE

DESCRIPTION	For 1943	REQUESTED	
		One Year	Two Years
DEPARTMENT OF ARCHITECTURE			
Salaries.....	\$1,455.67	\$ 1,450	\$ 2,900
Travel.....	44.10	50	100
Total.....	\$1,499.77	\$ 1,500	\$ 3,000

BIENNIAL REPORT

OF THE PRESIDENT

of the

UNIVERSITY
OF FLORIDA

to the

BOARD OF CONTROL



FOR THE BIENNIUM

ENDING JUNE 30

1942

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REPORT OF THE PRESIDENT OF THE UNIVERSITY

*To the Honorable Board of Control of
State Institutions of Higher Learning of Florida.*

GENTLEMEN:

The last biennial report to the Board of Control was presented shortly after the defense program of the United States was inaugurated. A critical situation was already developing in the entire country which essentially effected all institutions including colleges and universities. As long as the American people clung to the hope of avoiding being plunged into the greatest disaster in human history, we endeavored to preserve the normal functions of our institution. Two years ago we still cherished the thought that the primary objectives of education and other important agencies of civilization could be preserved without involvement in a global war. These hopes were blasted and any illusions of carrying on as usual were dispelled early in the biennium which this report covers.

In September, 1940, the Congress of the United States passed the Selective Service Act providing for the conscription of man power for defense purposes. Immediately an intensive national program was inaugurated for the defense of our common country against the bandit nations which were already attacking and plundering the free peoples of Europe and Asia. While America still prayed for an escape from the ordeal, the deliberate and unexpected attack by a ruthless Japanese task force on Hawaii, followed by overt declarations of war on the part of the Axis powers, plunged us irrevocably into a struggle for the preservation of all those rights and privileges which have been the birthright of our people, including their very lives and liberties.

The Board of Control was prompt in offering to the President of the United States all of the facilities of the institutions under it for the promotion of the war effort. Immediately, the Administration of the University of Florida began reshaping its plans, programs and objectives with the sole purpose of directing all of these towards a consummation of the war by victory. The adjustments involved many activities including accelerated curricula which would enable students to complete their work and leave the University for war service in a minimum of time; modified courses furnishing the maximum of skills and knowledge essential to war service; a lengthening and expanding of military training at the University; provision for certain specific types of training such as aeronautics, radio, and civilian defense; and a physical fitness program designed for the hardening and conditioning of students for participation in the war. The University community was organized on a pattern set up by the State and local defense councils for the complete and effective cooperation in the protection of buildings, property and civilians in case of attack. Some of these activities will be touched upon more fully later on in this report.

As a result of the unpredictable character of our national situation and the almost certain development of unforeseen factors, it became necessary to make the plans and services of the University as flexible as possible. The application of this policy will be obvious as this report proceeds.

ENROLLMENT AND EXTENSION SERVICES

University Enrollment: Contrary to our expectations, the incidence of the war did not reduce enrollment to a very large extent. This is readily discernable

from a comparison of the registration figures for the 1940-42 biennial period with those of the year just preceding, which had topped all previous records:

<i>Regular Session</i>	<i>No. Students Enrolled on College Level</i>	<i>Summer Session</i>	<i>No. Registrations On College Level (Both Terms)</i>
1939-40	3,456	1940	2,805
1940-41	3,438	1941	2,917
1941-42	3,239	1942	3,202
<i>P. K. Yonge School—Sub-Collegiate Level</i>			
	1939-40		454
	1940-41		477
	1941-42		485

General Extension Division: The war has greatly increased the demand for services rendered by the General Extension Division although there has been some reduction in enrollment in the usual correspondence and extension classes, and some of the service functions. Cooperation with the State Defense Council in its training program has created the necessity for rapid planning and for the serving of large groups immediately. The Governor designated the Dean of the General Extension Division as Coordinator of Training for the State Defense Council. The statement of the Dean, included in this report, reveals that 1,751 persons have been enrolled in Defense Council Teacher Training Courses and that on June 1, 1942, there were 79,974 persons enrolled in the Citizens Defense Corps, with 27,898 already trained and 38,213 in training.

Agricultural Extension Service: Likewise, war times place much heavier burdens upon the Agricultural Extension Service. In the final analysis, food production will be a decisive factor in the winning of the war. Widespread famine visited Russia following the other World War. The Germans have penetrated Russia even further in the present conflict, occupying practically all of the vast agricultural areas of the Ukraine and the Caucasus. We will not be called upon to feed adequately our Army and Navy, but to maintain supplies of food for the imperiled populations of the British Isles, and for Russia and China as well. Accordingly, the Secretary of Agriculture has set up greatly increased quotas for food production in cooperation with federal agencies. The obligation for the production, conservation and distribution of a vastly increased farm output falls upon the Agricultural Extension Service, through its program of education and guidance of farm people. This service was created at the beginning of the other World War and played an indispensable role in it. Apparently it will be needed even more in the present conflict. The report of the Director of this Service sets out in clear outline the multiplication of effort which has been precipitated in this emergency. Meanwhile, the usual benefits to farm people have been provided for without diminution.

RESEARCH

Concurrently with the assistance which is being carried to the farm home by the County and Home Agents of the Agricultural Extension Service, the army of researchers, who are maintained jointly by the government and the State, are continuing the agricultural research upon which further developments of our State and, even more, the solution of many problems of production and distribution precipitated by the war must depend. Later we shall have something to say regarding the training of technicians for the essential war purposes through the

Engineering Defense Training Program. It should be pointed out that a successful mechanized warfare is dependent upon furnishing trained technicians, but likewise upon vigorous research along scientific lines. Perhaps at this point, our enemies have the longest lead which must be overcome for the winning of the war.

BUILDING AND PLANT IMPROVEMENT

During the biennium a number of important building improvements have taken place, at relatively little expense to the State. Though the last legislature appropriated funds for the construction of three new buildings at the plant, in Gainesville, and the rehabilitation of an old one, because of the exigencies of war, work has actually gone forward only on one of these, the Agricultural Experiment Station Building. This building was condemned about fifteen years ago. At the close of the present biennium, rehabilitation had progressed to the point where nearly half of the building had been completed and it is anticipated that at least a half or two-thirds will be ready for occupancy by January 1, 1943.

Notable among the buildings undertaken, as state sponsored federal projects, during the last biennium, but brought to completion in the present biennium, is the new fire-proof Law Library which, with the rest of the plant of the Law College, was appropriately dedicated in the fall of 1941 to the memory of Nathan Philemon Bryan, first Chairman of the Board of Control, United States Senator from Florida, and United States Judge for the Fifth Judicial Circuit. Though the Legislature in 1939 appropriated funds for use as a sponsor's contribution on this project, no part of the appropriation was ever released and the total amount of \$42,657 which was used as a sponsor's contribution, in order to secure a federal grant of \$31,251, was derived from incidental funds and sundry savings from various departments of the University.

Likewise, the Legislature of 1939 appropriated funds to be used as a sponsor's contribution for the construction of an addition to the Florida Union Building. No part of this was released but one floor of the proposed addition has been constructed from funds derived from student fees and savings effected. This has provided badly needed quarters for the University bookstore and has relieved the congestion in the Cafeteria thereby making it possible to accommodate a much larger group of students at meal time.

Two additional sections of Buckman Hall have been remodeled, making much needed dormitory rooms available and reclaiming space that was approaching uselessness.

Other important additions to the plant in Gainesville are the new Wood Products Laboratory and an Horticultural Greenhouse.

The principal off-campus improvement consist of several buildings erected at the Range Cattle Station in Hardee County. This branch station was established in accordance with legislative authority and the buildings provided for by special appropriations.

The total cost of buildings and plant improvements, as seen from a detailed list attached, amounted to slightly over \$300,000 during the 1940-42 biennium, of which approximately \$176,764 was derived from State funds, and the balance of nearly \$123,529 from federal funds, gifts, earnings and other sources.

From the outset of the present emergency a policy of economy has been inaugurated limiting expenditures to the necessities for promoting the war effort, maintaining the services which could not be abandoned, and preserving the plant.

Therefore, much of the appropriation made by the last Legislature for capitol improvements has remained unexpended, including funds for three major building projects, to-wit: (1) the addition of a wing to the Library Building, at a cost of \$150,000, which would relieve the congestion and overflow from the General Library; (2) the College of Business Administration Building, at a cost of \$150,000, which would provide for badly needed class rooms and office space; and (3) the new Dairy Barn for the Experiment Station at a cost of \$50,000.00.

GIFTS AND GRANTS

Gifts and grants to the University during the period covered by this report amounted to approximately \$100,000, the largest single contribution coming from the General Education Board in the amount of \$20,000 for the purchase of books for the General University Library. In addition to this grant, the General Education Board also made available three graduate fellowships to members of our faculty, totalling \$4,800.00.

Grants for research in special fields were received totalling \$39,360.00 from the following:

The State Board of Pharmacy for the Bureau of Professional Relations, School of Pharmacy	\$10,300.00
Alfred P. Sloan Foundation, for continuation of the Sloan Project in Applied Economics	14,500.00
Dr. F. Phillips Canning Co. and Florida Citrus Canners Corp.	200.00
Florida Limerock Foundation for experimentation with limerock	14,000.00

Fellowships and scholarships amounting to \$25,562.57 were received as follows:

Florida Federation of Garden Clubs Horticultural Fellowships	2,000.00
Rockefeller Foundation, International Health Division Fellowships	1,800.00
U. S. Sugar Corporation; Renewals of the Duncan U. Fletcher Scholarship, the Napoleon B. Howard Fellowship and the James D. Westcott Scholarship	4,000.00
Renewals of Sears Roebuck Agricultural Scholarships	5,410.00
Burpee Horticultural Fellowship for Latin American Student	500.00
Student Body Inter-American Scholarship	200.00
Vocational Rehabilitation Scholarships	9,512.57

Miscellaneous gifts amounting to \$7,981.86 were received including:

A bequest from Mrs. Edith Ramsauer to perpetuate the D. W. Ramsauer Medal for outstanding work in Pharmacy	\$ 100.00
Contribution from Mr. Louis D. Beaumont "for any needed purposes"	2,900.00
Donation from Mr. F. R. Parsons for the Dice Collection	250.00
Contributions to the Wood Products Laboratory	2,500.00
Equipment for the Engineering College	1,215.00
Books from Mr. Julien Yonge	100.00
Books from other donors	100.00

Also, miscellaneous awards, medals and gifts not classified here were received of an estimated value of \$2,000.00.

AID TO STUDENTS

In addition to fellowships and scholarships already mentioned, employment was provided for a total of 3,264 students during the biennium, with compensation in the amount of \$319,786, and loans were made to 583 students totalling \$27,200.00.

SCHOLARSHIP

Despite the confusion emanating from the war, there has been no lessening of studious application on the part of the majority of the student body; in fact, the war seems to have developed a consciousness of the necessity of doing serious work and in the shortest possible time. The honor point averages of the student body as well as the number of students and grades of those qualifying for membership in honorary societies such as Phi Beta Kappa, Sigma Xi, and Phi Kappa Phi, all evidence improvement rather than deterioration in the quality of work that has been done during the biennium.

RELIGIOUS AND SPIRITUAL LIFE OF STUDENTS

The religious and spiritual life of the student body has been developing in a gratifying manner. No religious activities can be required at a State institution but Church attendance is encouraged. The cooperation of the various churches and the development of student centers, fostered by the several denominations, have amplified the opportunity of religious development for both faculty and students. The Catholic, Episcopal, Baptist, Methodist and Presbyterian churches all have student centers located near the campus and led by student pastors or chaplains. A majority of the students of the University are affiliated with the churches and student centers help to deepen their spiritual life.

HONORARY DEGREES

The University has bestowed Honorary degrees on slightly more than a score of persons during its history. Four of these were conferred during the present biennium. In June, 1941, the degree of Doctor of Humane Letters was conferred upon Marjorie Kinnan Rawlings, noted Florida authoress and Pulitzer Prize Winner, and the degree of Doctor of Laws was conferred upon Raymond Robins, internationally known social economist, lecturer, author and philanthropist. In 1942, the degree of Doctor of Laws was conferred upon Willis Manville Ball, dean of Florida Journalist and long time editor of the Florida Times-Union; also upon General Albert Hazen Blanding, distinguished soldier of Florida, member of the Board of Control from 1922 to 1936, and in whose honor one of the nation's largest military training camps has been named.

INAUGURATION OF TEACHER RETIREMENT SYSTEM

Pursuant to an amendment to the Teacher Retirement Act by the 1941 Legislature, retirement benefits became available to the professional staff of the University of Florida on July 1, 1941. The system is on a contributory basis one-half of the payments being borne by the State and the other half by the faculty member. Participation was made optional for persons on the faculty previous to July 1, 1941, but for those affiliating with the staff after that date, it is a requirement. At this writing, 218 members of the faculty have asked for the privileges of the Retirement System, 110 who joined the staff after July 1, 1941, have automatically become members, 21 who had taught previously in Florida were already members, making a total of 349 of our staff who are now eligible for the benefits of this system. The inauguration of the Retirement System is an important step in advance because of the relatively low salaries paid

at the University in comparison to those paid in similar institutions. Retirement benefits, conditions of tenure and similar items have an important value in attracting and holding desirable members of the faculty.

WAR ACTIVITIES

While continuing many of its peace time functions, the University has made an all out attempt to adapt its facilities to the promotion of the war effort. We were among the first to adopt an accelerated program which would enable us to run our plant continually the year round and make it possible for students to complete the usual four-year courses in three years or less. This provided an opportunity for students entering the armed forces to finish their work or at least to get considerable more of their educational work accomplished than would have otherwise been possible. Last June 237 freshmen began their University work who ordinarily would not have entered school until September.

Among our specific war activities, mention might be made of the following:

1. *Civilian Protection School.* In March, 1942, the University of Florida contracted with the Office of the Chief of the Chemical Warfare Service, War Department, for the establishment of a Civilian Defense School here, which would provide for the training of groups of students in units of fifty men each, for courses of ten days' duration. This School was one of a number opened in the various regions. The Florida School served the southeastern states and its chief purpose was to train teachers and leaders who could, in turn, train others in their home communities. The University supplied dormitory facilities, mess accommodations, office space for instructors, class rooms, warehouse space for storage of supplies and munitions, and an outdoor practice area. The School was officially opened on June 1, 1942, under the direction of Colonel Thos. H. McIlhatton.

2. *Physical Fitness Program.* The national emergency brought into sharp relief the poor physical condition of our American manhood and, realizing that physical fitness was one of the major problems confronting us for the winning of the war, the University inaugurated a compulsory physical fitness program, requiring all able-bodied male students to take part, beginning with the first term of our 1942 summer session. Such a program, while adopted as a part of the University's complete cooperation in the war effort, at the same time meets a fundamental need in a sound educational plan. Students are given careful physical examination at the Infirmary and periodic check-ups are made from time to time. The program includes advice on medical and dental care, instruction in the fields of nutrition, health and hygiene, as well as proper physical exercise. Physical fitness should improve classroom work as well as increase the health and vigor of our students.

3. *Dissemination of Information Regarding Changing War Rules and Regulations.* In order that students and parents might be properly informed regarding the continuous changes received by the Administration of the University in the form of directives from Washington, we have issued a number of bulletins from time to time setting forth pertinent information and pointing out opportunities for pursuing educational work within the limitations imposed by war-time legislation. Addresses before the entire student body have been given on two occasions by the President and on other occasions by the several deans as well as high-ranking officials of the Army, Navy, Air Service and Marine Corps, to interpret or explain drastic modifications in the national war program. Among bulletins

sent out are the following: THE UNIVERSITY OF FLORIDA AND THE WAR EMERGENCY; A STATEMENT OF ADJUSTMENT IN UNIVERSITY POLICY FOR WAR TIME PROCEDURE WITHOUT LOWERING STANDARDS OF ADMISSION ON GRADUATION; PRELIMINARY PLAN FOR A HEALTH AND PHYSICAL FITNESS PROGRAM AT THE UNIVERSITY OF FLORIDA; ARMY, NAVY AND MARINE CORPS RESERVE PROGRAM FOR COLLEGE STUDENTS; SPECIAL WAR BULLETIN, THE SELECTIVE SERVICE STATUS OF STUDENTS, and others.

4. *Special Lecture Series on War Topics.* A series of special lectures on war problems has been offered University students and members of the University community during the past year, among which might be mentioned the following:

By MEMBERS OF THE UNIVERSITY STAFF

- PUBLIC SCHOOLS AND THE WAR, by Dean W. W. Little, General College.
THE CAUSES OF THE PRESENT WAR, by Dr. John G. Eldridge, Professor of Economics.
THE ORDINARY CITIZEN'S STAKE IN THE WAR, by Dean Walter J. Matherly, College of Business Administration.
WAR AIMS OF THE UNITED NATIONS VS. WAR AIMS OF THE AXIS, by Dr. James D. Glast, Professor of History and Political Science.
ADJUSTMENT TO A WAR ECONOMY, by Dr. C. H. Donovan, Associate Professor of Public Finance.
HUMAN RESOURCES AND THE WAR, by Dr. John M. MacLachlan, Professor of Sociology.
THE STRATEGY OF THE PRESENT WAR, by Dr. Emhart W. Patrick, Associate Professor of Social Science.
THE APPLICATION OF SCIENCE TO THE WAR, by Dr. Ralph A. Morgan, Professor of Chemical Engineering.
FOOD: A PRIMARY WEAPON OF OUR DEFENSE, by Dr. Guida D. Abbott, Head of the Department of Home Economics, Agricultural Experiment Station.
TECHNOLOGY OF MODERN WAR AND SOCIAL CHANGE, by Dr. John M. MacLachlan, Professor of Sociology.
HIGHER EDUCATION AND THE WAR, by Associate Dean W. H. Wilson, College of Arts and Sciences.
WHERE THE LIGHT DWELLETH, by President Jno. J. Tigert (Summer School Commencement Address relating to educated leadership in post-war adjustments and peace plans).
AFTERMATH OF WAR: SOCIAL AND INDUSTRIAL, by Dr. Harry K. Moore, Professor of Sociology.

By NON-UNIVERSITY PERSONS

- THE CIVILIAN'S PLACE IN THE WAR, by Mr. Charles H. Murchison, Regional Director of Civilian Defense, Atlanta, Georgia.
AVIATION EDUCATION, by Dr. Ben D. Wood, Civil Aeronautics Administration, Washington, D. C.

5. *Engineering, Science, and Management War Training Program.* The University of Florida has been designated by the U. S. Office of Education as its agency in the State of Florida for offering short, intensive, specialized courses in fields necessary to the war industry to men and women on the college level. Funds for organizing and teaching these courses and for purchasing necessary equipment are furnished by the Federal Government. Courses have been offered in Gainesville and in many of the larger centers of industrial and military activity including Pensacola, Jacksonville, St. Augustine, Daytona Beach, Orlando, West Palm Beach, Tampa, and Panama City. The University of Miami and the University of Tampa have collaborated with the University of Florida in offering courses in the Miami and Tampa areas respectively. Full-time day courses are offered for men and women who wish to qualify quickly for specific types of work while part-time night courses are given to up-grade men and women

who are now employed. Members of the faculty of the University of Florida prepare the course offerings and do part of the teaching. Other teachers are recruited from various schools and industries in the State. Typical courses include: Military Drafting and Mapping; Radio Communications for Military Personnel and Civil Service Employees of the Signal Corps; Aircraft Engineering for Naval Officers; Mold Loft Procedure and Layoff for Shipyard Employees; Safety Engineering Methods as Applied to the Protection of Industrial Plants, etc. Dean Joseph Weil, of our College of Engineering, has served as the University's Institutional Representative in the handling of this program from the outset. Having been recently named a Regional Adviser for the ESMWT national program by the U. S. Office of Education, he will be succeeded by Professor N. C. Ebaugh as Institutional Representative. As Head of the Mechanical Engineering Department of the College of Engineering, he is ably fitted to carry on the program in Florida. In 1940-41, approximately 1153 Floridians enrolled for these courses and funds amounting to \$85,114.79 were provided by the Federal Government. In 1941-42, about \$125,000.00 was expended for the training of 2,642 students.

6. *Civilian Pilot Training Program.* Civilian Pilot Training, under the Civil Aeronautics Administration, has been in progress at the University of Florida for a number of years. In 1940-41, 150 students received instruction under this program and, in 1941-42, 120 were trained. Graduates in the CAA courses have been used to supply the Army and Navy Air Forces with pilot personnel.

7. *ROTC Commissions.* The University, as a Land Grant College, continues to make its largest contribution to the war effort through the training of officer personnel. In 1940-41, there were 110 ROTC commissions granted University of Florida graduates and 19 ROTC certificates to men under twenty-one years of age, who were commissioned immediately upon reaching their majority. In 1941-42, 141 students were granted commissions.

8. *Economy and Salvage Campaign.* A concerted effort has been made to put into practice every possible economy during the war period. Memoranda have been sent to all department heads urging the necessity of conserving electricity, heat, water, office supplies, laboratory supplies and maintaining properties in good repair. During the past winter and spring, a very successful drive for metal, rubber and paper was conducted on the campus in which both faculty and students fully cooperated. The University's Committee on Conservation and Economy worked with the faculty group while the students conducted their campaign under the leadership of a group appointed by the Student Executive Council. Money derived from the salvage program was invested in war bonds which will be used to augment the University's scholarship fund.

9. *Cooperative Efforts with the State Defense Council.* The Administration of the University has actively cooperated with the State Defense Council in setting up appropriate committees for the handling of important war activities including Curricula and Assemblies, Extra Curricular Activities, Physical Fitness, Emergency and Safety, Public Relations and Publicity, all of which functioned through a University of Florida Defense Unit. Members of our staff have likewise served as chairmen of various important committees of the State Defense Council at the behest of Governor Spessard L. Holland and Mr. John Kilgore, Chairman of the Division of Information, Education and Morale. The General Extension Division has offered civilian defense training in the protection of personnel and property against war raids in several cities in Florida including Mari-

anna, Jacksonville, Daytona Beach, Miami, Bartow, and Orlando. The President of the University was invited to serve as Chairman for the State of Florida of the Committee on Conservation of Cultural Resources and in this connection has received the active support of the State Defense Council as well as the Works Progress Administration and the heads of the several branches of cultural institutions in the State. The General Extension Division serves as the medium through which information is distributed to all centers of the State on the care and protection of cultural resources in the war period.

10. *Agricultural Projects.* Some noteworthy contributions of the Agricultural Experiment Station and Agricultural Extension Service in the war effort, in addition to those already touched upon includes: (a) Experimental growing of plants for the production of rubber; (b) increasing the yield of important crops, such as potatoes, corn, oats, Sea Island cotton, etc. by use of improved varieties, control of pests, and the judicious use of fertilizers; (c) increasing the production of meats by the control of internal parasites and improved methods of feeding and breeding of livestock; (d) providing strategic and critical war materials and experimentation with substitutes to replace shortages; and (e) special instruction and attention to the planting of Victory gardens, canning of foodstuffs, preservation of fats and oils, etc. in rural communities.

11. *Students and Alumni Serving in the Armed Forces.* Thousands of students, alumni and former students of the University of Florida have been called into active service in the various branches of the armed forces such as the Army, the Navy, the Marine Corps, the Naval Intelligence, the Army Intelligence, the Federal Bureau of Investigation, the United States Air Corps, and the United States Civil Service for responsible government assignments. Applications for commissions require supporting letters of recommendation from the President of the institution which the applicant attended. This service has necessitated careful checks through the office of the Registrar and of the Dean of Students on all student records both from an academic as well as a character standpoint. Many students and alumni have also been investigated carefully by officers of the service in which they were seeking commissions, necessitating numerous personal interviews and long distance telephone calls. Selective Service Boards have been furnished complete and accurate information regarding students in the University who have been summoned for service.

Mr. Frank Wright, Alumni Secretary, has set up a splendid method of keeping records of students and alumni serving in the armed forces. Very inadequate records or information are available concerning Florida men who served in the last World War and this has been a serious handicap to University officials who have been asked for specific information relating to war service of alumni, from time to time, by members of Congress, the Veterans Administration, etc. Foreseeing that such information would be invaluable, every attempt has been made to secure the most up-to-date and accurate information possible regarding active participation in the war effort of our students and alumni. While the information, of course, cannot be wholly complete because of the wide areas over which Florida men are scattered, it is believed that the records are as nearly complete as is possible under the circumstances. Approximately 4,000 of our former students are now in the service. At least 1,229 of our graduates are commissioned officers and 66 are non-commissioned officers whereas 578 of our undergraduates are commissioned officers and 126 are non-commissioned officers. No definite information has been secured concerning 649 graduates in service and 478 under-

graduates; however, the Alumni Office is in constant correspondence with members of families of these men in search of information.

12. *University Faculty and Staff.* Approximately eighty members of the faculty and staff of the University have been granted leaves of absence to enter upon active service in the armed forces, the great majority of whom are commissioned officers. A number of them also are serving on important research projects and in key government positions, their services having been specifically requested by important officials identified with the national defense. The exit of such a large percentage of our faculty and staff has added innumerable burdens to those remaining at the University. In addition to assuming heavier teaching loads, there is scarcely a member of the staff who is not performing willing and unstinted service on University as well as local defense committees, councils, or boards. As pointed out earlier in this report, there has been no appreciable drop in enrollment, yet many of our best teachers and key men in the administrative staff have responded to the call of service, making it necessary to continue the usual functions of the University, plus the many arising from the war, with a greatly reduced staff and imposing upon those remaining the responsibilities formerly carried by themselves and their colleagues as well.

ECONOMIES AND REDUCTIONS IN UNIVERSITY BUDGETS

As an aid to the State in meeting its financial obligations, the University adopted, at the outset of the present conflict, a major policy that no replacement of personnel would be made for faculty or staff members entering active military service except where absolutely necessary. It further adopted as a major policy the limiting of expenditures for purchases to those essential for immediate needs and keeping in repair and usable condition laboratory facilities already on hand. Travel of faculty members to scientific meetings or special group meetings, unless identified with the war effort, was also cut to a minimum.

The State Budget Commission requested the University of Florida, through the State Board of Control, in June 1942, to cut all of the budgets for the fiscal year 1942-43 at least ten percent. Because of the aforementioned policy of not filling vacancies of men on leave, a considerable reserve had already been established or was anticipated in the Budget of the University. Due to the need of vital materials of construction for war purposes and the shortage of labor, it early became apparent that appropriations for much needed building projects at the University could not be used and that once again provision for additional classrooms and library space would have to be deferred. Likewise, the Agricultural Extension Service and the Agricultural Experiment Stations, in keeping with the request of the Budget Commission, reduced their operating budgets and curtailed to the utmost all extension and experimental work for which need existed but which might not be considered imperative to the war effort. For many years the need of adequate engineering research facilities has been keenly felt in Florida and an attempt was made to meet this growing necessity by the last session of the Legislature when an annual appropriation of \$50,000 was made for the Engineering Experiment Station. Because of the war crisis, no part of this appropriation has been sought and once again important research is left to the future.

It may be interesting to note that the University has, by virtue of the foregoing economies, been able to report large unexpended sums to the Budget Com-

mission and has refrained from claiming sums appropriated for its use. Some of these may be mentioned specifically as follows:

Out of a total appropriation of \$1,027,250 for salaries, and necessary and regular expenses in the University proper, a ten percent saving was pledged for the year 1942-43, or \$102,725.00. From a biennial appropriation of \$50,000 for the Radio Station, for general expenses and for the development of a modern antenna system, only \$1,893.25 had been used up to July 1, 1942. Out of building appropriations totalling \$480,000, only \$80,000 has been used. The entire appropriation of \$100,000 for the Engineering Experiment Station is unused. The saving from these sources for the biennium will amount to approximately \$640,000, or more than a third of the total appropriations.

In the Agricultural Extension Service, a ten percent reduction was effected in the regular yearly appropriation, and the entire amount of \$85,400 of special continuing appropriations remained unused. A saving of \$91,916 was made from the combined appropriations of \$194,200, or 47 percent of the whole.

In the Agricultural Experiment Stations, a saving of 13 percent of \$89,454 out of total appropriations in the amount of \$671,649 has been made. Also balances from 1941-42 appropriations for all University purposes, totalling \$232,216.63, will not be used.

All of these savings have been made by painstaking thought and effort. Needs of the University resulting from a continuous increase in enrollment for more than a decade, with no corresponding provision of classroom and laboratory facilities, as well as important agricultural and engineering research in a State whose development is largely dependent upon an intensified effort in these fields, have had to yield to the more serious demand of the moment, the winning of the war. With the cessation of hostilities or the termination of the war these needs will in no way diminish but will be greatly enlarged. These economies represent immense sacrifices and unfulfilled obligations to the youth of the State which must be met.

In concluding this report, I wish again to express appreciation for the co-operation and support which has been extended by the people of the State and by all State officials. The Governor, and the Board of Education, as well as the Board of Control have been peculiarly sensitive to our welfare and the difficult situation in which we have been placed. The attitude and spirit of the student body has been beyond anything that might have been expected. For all of these we are grateful. I am confident that all of us will work through the trying days that are ahead toward ultimate victory in this cruel war and for the preservation of our liberties and institutions, of which, I am sure, the people of Florida do not regard the State University among the least.

Respectfully submitted,

JNO. J. TIGERT,

President, University of Florida

**BUILDINGS AND IMPROVEMENTS
COSTS AND SOURCES OF FUNDS 1946-47**

	From State	From Fed. Government	From Gifts	Earnings of Other	Total
Law Library	\$ 36,177.94	\$ 37,751.00		\$ 6,179.96	\$ 79,998.90
Remodeling Section "D" Burkman Hall				14,007.13	14,007.13
Remodeling Section "E" Burkman Hall	5,077.26			15,414.54	20,491.80
Florida Union Building Addition	7,000.00				7,000.00
Underground Heating Lines	6,000.00				6,000.00
Fluorescent Lights for Library	7,713.45				7,713.45
Minor Improvements under \$100 such as partitions, roof repairs, etc.	7,217.85				7,217.85
Engineering Building Annex	178.54	1,013.57	1,610.50		3,802.61
Wood Products Laboratory, College of Agriculture	2,000.00		3,210.00		5,210.00
Remodeling Experiment Station Building	2,000.00				2,000.00
Agricultural Engineering Vocational Shop	2,000.00				2,000.00
Shop Building and Enclosure, Lake Wales	2,000.00				2,000.00
Temporary Buildings for Civilian Protection School, Chemical Warfare Division	6,000.00				6,000.00
Permanent Improvements to Grounds, Walks, Roads, Plantings and Sprinkler System	1,000.00				1,000.00
Meat Experiment Station	5,000.00	1,973.61		6,000.00	13,973.61
Isolation Bars and Sills					5,000.00
Soils Storage and Laboratory	2,500.00				2,500.00
Aeronomy Laboratory	750.00				750.00
Storage Warehouse	2,000.00				2,000.00
Addition to Dairy Products Laboratory	2,000.00				2,000.00
Cobalt Laboratory, Sanford				2,000.00	2,000.00
Pump House	75.00				75.00
Laboratory and Greenhouse					3,000.00
Garage and Storehouse			3,000.00		3,000.00
Citrus Station, Lake Alfred			1,000.00		1,000.00
Deep Well and Irrigation System					3,000.00
Kiwanis Station, Belle Glade					3,000.00
Water Main and Fire Hydrants					3,000.00
Race Cattle Station, Hardee County					3,000.00
Superintendent's House					3,000.00
Stork's Home					3,000.00
Shed, Garage, Feed Room, Corral, Pens, etc.					3,000.00
Sub-Tropical Station, Homestead					3,000.00
Greenhouse					3,000.00
Sheds for Plants, Machinery, Tools, etc.					3,000.00
Vegetable Crops Laboratory, Bithlo					3,000.00
Greenhouse and Laboratory					3,000.00
Watermelon Laboratory, Lehigh					3,000.00
Sheds and Equipment Shed	6,000.00				6,000.00
	1,000.00				1,000.00
TOTAL, 1946-47	\$15,743.91	\$ 35,316.37	\$ 6,000.56	\$ 79,582.63	\$196,793.77

*Building Funds—Other Amounts from Operating Funds.
†Special State Appropriations.

REPORT OF THE DEAN OF STUDENTS

To the President of the University:

Sir: During the past biennium the Office of the Dean of Students has had minor changes in personnel and organization. Assistant Dean of Students, J. Ed. Price, assumed a major responsibility for employment and placement, with Miss Eloise Trott as secretary. The attempt is being made to more completely centralize the employment on the campus and to integrate it with classroom work. Experience has shown, during the past five years, in dealing with students on NYA work projects that in many instances the work project can become a teaching device, supplementing classroom teaching. Consequently, since approximately forty percent of the student body is employed in some kind of part-time jobs, we believe a more careful supervision and integration of employment is necessary.

The demands on the part of the Armed Forces for college men have been very great. Every phase of student life has been disrupted and in some instances demoralized; however, students have rallied to the demands in a remarkable way. They have carried on as students in the face of the inevitable fact that sooner or later they would be called into service. The demands of the Armed Forces have come gradually and for that reason students have taken the fact that they would be in service eventually as a matter of course. These demands for college trained and technically skilled men have served in many cases to create a greater interest in school work and a more serious attitude on the part of students.

The Office of the Dean of Students during the past two and a half years has served as a clearing house on information for the various branches of the service, including the Federal Bureau of Investigation, the United States Civil Service, and other allied government agencies in their search for qualified recruits. This has meant, therefore, that many conferences have been held with representatives of these agencies in going over the qualifications of applicants. These qualifications not only include the scholastic record of the student, but the conduct record, the extra-curricular record, and other information that would enable the agencies to get a complete record of the applicant. It develops, therefore, that in practically every instance where a college student applies for connection with an agency, the college is used as first reference. This has entailed many interviews and the writing of thousands of letters as well as answering many questionnaires on students who have been registered at the University.

In addition to the above, the staff of the Office of the Dean of Students has been connected with practically every branch of defense effort in the community. The secretaries have been working with such organizations as the Pilot Club, first aid, nurses aid, the U.S.O., etc. The dean and assistant dean of students are members of the University War Policies Committee, working with sub-committees on the Physical Fitness Program; the Committee on Procurement, Employment, and Placement; the Committee on Extra-Curricular Activities; and the Air Raid Wardens. In spite of the accelerated war program on the campus, the Office of the Dean of Students has continued to carry on its usual duties, as follows:

Work with individual students; work with the faculty in dealing with student-faculty relationships; student government, and other student extra-curricular organizations; committee on Student Residence; inspection of rooming houses and publication of approved rooming facilities; social fraternities; student social affairs; honorary fraternities, societies, and clubs; scholarships and loans;

university employment and self-help; administration of NYA student aid program; placement; Freshman Week; conduct and discipline; university regulations; committee responsible for the investigation of all new fraternity buildings, additions to present buildings, and leases of fraternity organizations; expansion and enlargement of the placement service for graduates and former students who are seeking employment; publication of the UNIVERSITY NEWS; and chairmanship of the Board of Trustees responsible for the supervision of the estate donated to the Cooperative Living Organization by Dr. Joseph R. Fulk as a memorial to his late wife, Nellie Swanson Fulk.

Respectfully submitted,

R. C. BEATTY, *Dean of Students*

REPORT OF THE DEAN OF THE UNIVERSITY

To the President of the University:

Sir: I have the honor to submit the following report on the activities of the Office of the Dean of the University for the biennium ending June 30, 1942. With the creation of this position in September, 1939, the duties of the Dean were construed as assisting the Administration in the improvement of instruction, the correlation of various activities, articulation of the Library with the educational program, adjustment of teaching loads and evaluation of results and similar matters. To follow out these objectives has been my endeavor in the past two and one-half years.

The problem of improving instruction was met in some degree by the appointing of a representative committee which laid the groundwork for an objective rating of instruction. In addition, Professional Service Reports, which cover their teaching loads and their extra-curricular activities are circulated among the faculty twice yearly. In 1941, the Southern Association of Colleges and Secondary Schools instituted a Work Conference on Higher Education. One of the projects considered in this Conference was the matter of improving instruction among its members. The University committee is engaged in canvassing the results of the Conference and suggesting means in our own institution for implementation. A further effort in improvement of instruction took place in 1941, when a detailed survey was made of every building on the campus. Questionnaires were sent to all persons using the buildings, either as classrooms or in any other way. A digest was made of their remarks, both constructive or critical. Several of the worst and most glaring conditions were remedied at once. As a whole, the situation has not been relieved to any great extent, owing to the fact that we were unable to get any appropriation for additional buildings and that the war has brought building operations on the campus to a standstill.

Through the University Committee on Libraries, of which the Dean of the University is Chairman, a great deal has been accomplished in the articulation of the Library with the educational program. Much of what has been done will be reported by the University Librarian. One very successful innovation was the appointment of three sub-committees of the Library Committee, which cover the fields of the social sciences, the physical sciences and the humanities. These committees have surveyed the needs of the University in all fields, have assisted in the allotment of book funds to the various departments and in fields neglected

in the past because of the lack of a specific administrative unit in the University. The committees have assisted the administration in many other ways. As a result of their efforts, there is a more genuine understanding and interest in the Library on the part of the entire staff.

During the biennium, the Dean has been chairman of a number of committees which have successfully solved or are attacking certain problems. A study was completed of the coordination of the Department of Psychology in the College of Arts and Sciences and the Department of Educational Psychology in the College of Education. Under the direction of a committee of which the Dean of the University is chairman, a program of Training for Radio was instituted, whereby the candidate may obtain his degree from the Colleges of Arts and Sciences, or Business Administration, or Engineering with emphasis on the courses in each college which deal with the three general categories of radio broadcasting: programming, commercial activities or technical operation. Preliminary work has been done on the coordination of the Social Sciences, although progress in this direction has been limited due to war conditions. Much time and effort has gone into consideration of the various matters concerning tenure and academic freedom.

Mention should be made of an important function of this office which is the keeping of complete personnel records for the entire faculty and staff, which have been particularly useful in the various administrative duties which this office is called upon to perform. These were of vital importance in connection with the work involved in participation in the Teachers' Retirement System.

A most important activity of the biennium concerns the work of the War Policy Committee, to which is entrusted the coordination of the University's war effort. Much time and constructive thought have been given to the various phases of this difficult problem. The details of the Committee's work will be presented in the report of the President and those of the Deans of the various colleges.

Respectfully submitted,

H. W. CHANDLER, *Dean*

REPORT OF THE BUSINESS MANAGER

To the President of the University:

Sir: I have the honor to submit herewith a report of the Business Office and its subsidiary activities for the biennial period ending June 30, 1942.

The report includes a complete financial statement and balance sheet for all Colleges and Departments of the University, the Agricultural Experiment Stations and Agricultural Extension Service, as well as such auxiliary activities as Cafeteria-Soda Fountain, Bookstore, Infirmary, Dormitories, Student Activity, and other Custodian Funds. Detailed reports are printed annually as exchange publications and copies are available for general distribution.

Budget recommendations for the Business Office and Maintenance Departments for the Biennium ending June 30, 1945, are submitted to you with only a few increases in salaries, upkeep and plant maintenance. The amounts are not large and will be paid from receipts of auxiliary activities, but will not take care of the increased cost of living, nor additional duties and responsibilities required of the employees. However, I realize that sacrifices are necessary and that funds will not be available to meet these conditions.

BUSINESS OFFICE

While the enrollment in the regular term is decreasing due to war conditions, we are cooperating with the Government in making short courses of various kinds available to the Government for men in the Armed Service. Therefore, the Business Office has had no decrease in transactions required in the collection of student fees, rentals, purchasing of supplies and equipment, and preparing of vouchers and reports, notwithstanding a decrease in student enrollment, and we continue to operate on less than 1% of the total amount of funds handled. This is being accomplished by adjustments in the allocation of work of the staff and by the addition of better accounting methods which will speed up the actual handling of office routine and the preparation of numerous reports furnished from this office.

We continue to be handicapped by lack of convenient office facilities and space which we hope may be taken care of in the future with an increased building program.

MAINTENANCE DEPARTMENT

Buildings

Notwithstanding Federal building restrictions which have come about in the past biennial period, many improvements have been made to the physical plant by alterations to the present buildings in order to provide additional space and make more livable and up-to-date the class-rooms for our students and the Defense Training Program now in effect. This has placed a heavy burden on the Department in securing necessary supplies and labor to do the work. For your information, I list the larger projects which, under the supervision of Mr. W. L. Schoch, Superintendent of Building and Construction, have been completed during this biennial period:

A new fire-proof Law Library, a W.P.A. Project	\$75,000.00
(not including equipment purchased by University)	
Florida Union Annex in course of construction, paid from Student Funds	12,000.00
Rehabilitation of Section D of Burkman Hall	22,000.00
New Greenhouse for Horticulture Department	11,000.00
Cement Block building for Engineering Experimental Station staff and office of the K. S. M. D. T. C.	1,500.00
(From Lime Rock C.A.A. and K.S.M.D.T.C. Funds)	
Recreational building with home for Mr. Perry, Custodian of this project at Lake Washberg	1,000.00

The following buildings are in the course of construction but have not been completed:

Wood Products Laboratory, School of Forestry	50,000.00
(From State Funds and donors)	
Rehabilitation of Experiment Station building, including two temporary buildings constructed for storage, laboratory and office space. Spent to date	61,000.00

Other outstanding improvements are as listed:

First and seventh floors of Senate Building for use of A.A.A. and the General Extension Division, respectively	4,000.00
Repairs to Agricultural Engineering Shop constructed for class work in T. and E. Vocational Training in Welding courses	700.00
Science Hall alterations, painting, etc.	1,200.00
Painting various temporary barns, laboratories of the Agricultural College	400.00

Repairing and painting the first floor of Seagle building	100.00
Sundry buildings for Civil Defense Courses	1,000.00
(paid by the Government)	
Enlarging Bake Shop, new improvements in Cafeteria, and cabinets and tables for Soda Fountain	800.00
Improvements to the Gymnasium building and additional bathroom facilities in Basketball Court	1,000.00
Repairing and improving Langness Hall with tile-tex floors, additional lavatory facilities, and installation of fluorescent lights in all administrative offices	1,000.00
New roof on Military stables, farm stables, etc.	2,000.00
General repairs to various Departments	1,000.00

The wood-working shop, which was built by N. Y. A. help several years ago, has been a great help to this Department in turning out furnishing for building projects at a minimum cost, such as desks, shelves, doors, windows, etc., for various class-rooms in Stockman building.

ELECTRICAL MAINTENANCE DEPARTMENT AND TELEPHONE EXCHANGE

During the past two years special emphasis has been placed on the improvement of lighting conditions in the various buildings. In many offices, drafting rooms, and at study tables adequate lighting without any increase in current consumption has been accomplished by installing fluorescent lighting fixtures. Old fixtures removed from these rooms have been reinstalled in other buildings where needed.

Due to regular insulation tests on our campus distribution cables we have located and corrected two defective cable splices before break-down occurred, thus preventing interruption of electrical services due to cable failures. We have had no major electrical service interruption due to failure of our distribution system. In order to prevent any possible physical hazard in use of electrical equipment and appliances, special attention has been given to installing equipment with proper ground connections. Special grounded outlets have been installed in most buildings where required.

From our motor oiling records we find there has been a large increase in electric motor driven equipment. By regular inspection and oiling of these motors we have increased the life of this equipment and greatly prevented many motor failures.

The maintenance of our elevators with exception of Seagle Building has been handled by this department up to February 1st of this year, at which time all elevators were included in Otis Elevator Company's Monthly Service Contract.

Early this year we installed a motor driven siren above the Benton Engineering Building for "Air Raid" and "Black Out" signaling. At present this siren is operated from our main distribution vault by our electricians, but later when equipment is installed, the telephone switchboard operator will control this signal. Provision is also made for operation from Diesel alternator in case of City power failure.

Listed below are a few of the larger electrical jobs on which we have furnished supervision and labor during this biennium:

Laboratory Wiring and Fixtures Installed: Agriculture College, Agriculture Farm Shop, Agriculture Greenhouse, Chemistry Attic, Hydraulic Laboratory, Old "F" Club, Leland House, Poultry Laboratory, Poultry Houses, Slaughter House, New Parasite Laboratory, Basement, A.S.A. Office, and Preparatory Room of Seagle Building.

- Complete Wiring and Installation of Fluorescent Fixtures:** Drafting Room of Engineering Building, Law Library, Library, Language Hall, Peabody Hall (Art Class and Department of Architecture), Science Hall, Agronomy Laboratory, Museum Cases in Seagle Building.
- Rewiring and Installation of Fixtures:** Boston Engineering Attic, Boston Engineering Physics Department Shop, Buckman "D" and "E," Law Building, Peabody Hall, Science Hall, Electric Scoreboard of Stadium with new circuit, Experiment Station Building, Fumigation Greenhouse.
- Underground Service and Wiring:** U. S. Biology Laboratory, Soils Sample House, Alarm System for Artillery Building.
- Inter-Office Communication Sets:** Language Hall.
- Wiring for Motors:** Boston Engineering 191, Wood Products Laboratory, (also installed conduit for primary cable to Wood Products Laboratory in Wood Products Laboratory area), Dairy Products Laboratory.
- 24 Sterilamp unit and connected oil burner:** Horticulture Refrigeration Laboratory and Greenhouse.

Electrical Consumption

On the attached graph is shown the yearly kilowatt hour consumption and corresponding yearly cost, from 1925 through June, 1942. In the first 18 months of this biennium there was a gradual increase in KWH consumption with a corresponding higher yearly cost and lower rate per KWH. By the cooperation of various departments with Dr. Tigert's request for economy and the reduction in street lighting, the KWH consumption has dropped in the last 6 months.

Due to the increased cost of fuel oil in the months of May and June this year, our rate per KWH has increased, as is shown by the figures below:

	KWH	Amt. Paid	Rate per KWH
July—December, 1940	832980	9593.16	1.151¢
January—June, 1941	965820	10804.36	1.119¢
July—December, 1941	919760	10432.54	1.136¢
January—June, 1942	874900	10456.55	1.195¢

From above we find an average rate per KWH of 1.149¢ for this biennium.

Telephone Exchange

The Telephone Exchange which operates under the general supervisions of Mr. E. B. Godwin, Superintendent of Electrical Maintenance, has been handling from 1500 to 3000 calls per day (except Saturdays and Sundays), and during some busy days as high as 500 calls per hour have been recorded.

The average monthly cost per phone has increased from \$2.43 in 1939 to \$2.45 this biennium, but this is still \$0.45 less than the 1930 monthly cost per phone. We can expect an increase next biennium, as N. Y. A. funds are no longer available for student operators.

Since July 1941, a regular full time assistant operator has been employed and the service improved somewhat; however, the capacity of our switchboard has been taxed to the limit, and there are times when a call cannot be answered because all line cords are in use. Some relief has been obtained by the installation of inter-office communication sets in various buildings.

Our campus telephone cables are inadequate in certain areas, but this will be improved some in the next biennium by installation of some additional cables now on hand.

CENTRAL HEATING PLANT

The Central Heating Plant has operated most efficiently the past year as indicated by the report of Professor N. C. Ebaugh, as follows:

COMPARISON OF FUEL COSTS AT CENTRAL HEATING PLANT
1938—1941

	1	2	3	4	5	6
	Coal 1938-39	Coal Estimate based on load and weather increases 1939-40	Coal Estimate based on load and weather increases 1940-41	Oil Including esti- mate for summer of 1940 1939-40	Including esti- mate for June, 1941 1940-41	Including estimate for June, 1942 1941-42
Cold Weather Intensity, Degree Days	818	1537 88% inc.	1353 67% inc.	1537 88% inc.	1353 67% inc.	1078
Radiation Served, sq. ft.	73,000	93,000 28% inc.	94,000 29% inc.	93,000 28% inc.	94,000 29% inc.	95,000
Fuel Burned, Hot Water and Service	860 tons	1290 tons 50% inc.	1290 tons 50% inc.	3,284 bbls, 50% inc. 9,702.86 bbls.	4,000 bbls, 50% inc. 8,129.46 bbls.	42,000 8,122 bbls.
Total	1650.45 tons	3140 tons	2950 tons	1,328 bbls, \$12,997.93	Cost \$1.37 bbls. \$11,123.54	154 bbls, \$12,514.40
Fuel Cost	\$10,156.06	\$19,300.00	\$18,870.00	\$6,302.07	\$7,753.54	\$4,835.57
Saving due to oil and plant improvement						
Saving for 3 year period					\$14,055.61	\$18,090.57*

*Almost sufficient to pay for the cost of equipment necessary to convert from coal to oil.

SEWERAGE DISPOSAL PLANT

We regret to report that the Sewerage Disposal Plant which was constructed some fifteen years ago is overloaded to "approximately twice its capacity as the campus population has about doubled since it was built" (quoted from Professor N. C. Ebaugh, Campus Engineer and Head of the Mechanical Engineering Department), and is badly in need of major repairs or replacements, and this should be provided. The operation of this plant, due to its overloaded condition and the wearing out of the parts, has been a serious problem. Minor improvements, such as the installation of a Weir box and Dosing Tank and the construction of a Bar Screen in order to keep rags, paper, and other solids out of the tank, have been partially taken care of, as well as replacements of sprinkler heads which have worn out and come loose. As soon as I can secure from Professor Miles, who is making plans and estimates as a project in a Sanitary Course, I shall submit same to you for approval. In the meantime, I am recommending that we set up in this biennial budget an amount of \$40,000.00 for a new Sewerage Disposal Plant to be placed in a different location.

GROUNDS

Under the supervision of Mr. C. E. Nelson, Superintendent of Grounds, and in spite of the handicap of labor shortage due to war conditions, the work of campus upkeep, physical improvement, and beautification has shown substantial result.

One important piece of work was the installing of a 6-inch main water line from the Engineering building through the Plaza of the Americas as a continuation of the irrigation system and also to provide an auxiliary emergency water line. Over 1800 feet of 6-inch cast iron pipe was used and over 1000 feet of 4-inch cast iron pipe for the leads to the buildings, which included Language Hall, Science Hall, Peabody Hall, Horticulture building, Post Office, and the Auditorium. The cost of this work was \$1,500.00.

The large 30 acre field west of the stables has been improved by removing all barb wire fences, mowing, leveling, and ridding the area of weeds and rubbish. Dirt roads around and west of the stables were resurfaced with lime rock, at a cost of \$650.00.

Another improvement was the making of parking areas south of Language Hall and near the new Law Library. Over 3,000 colored cement blocks, constructed largely from salvaged materials, were laid, costing \$750.00. New cement sidewalks also were made in this area, costing \$250.00.

The Stadium road was improved and landscaped by planting dogwood, live oak, and red bud trees. Over 150 biotas and other plants were used in this project. For watering these trees and shrubs new water pipe lines were installed. Cost approximately \$500.00. New barb wire fencing around the Stadium wall together with digging up old shrubbery and replanting with yuccas cost \$750.00.

Large oak trees were planted west of Murphree Hall in the courtyard, and over 200 clematis were used to landscape this area. Large sycamore trees were dug up from the Ninth Street end of the campus and replanted east of Murphree Hall. The area south and northeast of this building was landscaped. New cement basket gutters were constructed on the south side of Murphree Hall, and 25 loads of lime rock were hauled from Arredonda for this purpose, costing \$900.00.

In the P. K. Yonge School area a new cement curb was made along the east side driveway, the lime rock road was repaired, and new grass plantings made. The running track was improved, a new water system for the playgrounds laid, and new water drains laid, at a cost of \$900.00.

Hundreds of new ties replaced decayed ties on the spur track. Rails were leveled. Holes were filled in and weeds and rubbish were cut or removed. The track was repaired. Cost \$750.00.

A new tile walk east of the Chemistry building, work of felling trees and leveling ground around the new Wood Products Laboratory, widening and re-surfacing road to the Horticultural grounds and Dairy Laboratory, various plantings of azaleas around the dormitories and patios, new cement walks south of Science Hall, repairing old walks east and laying new gravel walks south of the Chemistry building, hauling ten loads of lime rock from Arredonda to Lake Wausberg for new driveway, sum up to a total approximate cost of \$825.00.

This report does not detail general ground upkeep, daily care of stables and campus, hauling of materials for defense work, hauling of carloads of coal for the Heating Plant and of sand and gravel for the Maintenance Department, as well as the planting and staking of as many as 750 seedlings on the campus grounds.

MILITARY PROPERTY

There are no noticeable changes in the operation of the Military Property Supply Room, Quartermaster and Ordnance Divisions since the last report. However, this Department under the immediate care of Mr. A. J. Burnham, Assistant Military Property Custodian, has demonstrated increased efficiency in the Custodian set-up.

We are having our first experience with a summer R.O.T.C. Military Training Unit, necessitated by the war effort, and the work of supply seems to be progressing very effectively.

Army commutation of uniforms for Advanced Military students has been discontinued for the duration of the war, and uniforms in kind will be issued from Government stock from our supply room. This has increased the responsibility and demand upon the energy of the Custodian and his assistants in taking care of the U. S. Army ordnance.

The War Department has called in 8 of our 75-mm. guns, and all of our 50-50 Army rifles. We now are using the Armory for a Military class-room.

CAFETERIA—SODA FOUNTAIN

Under the supervision of Miss Mary S. Fawcett, our Dietician, this Department continues to render excellent service in making the Cafeteria the eating center of the campus. The rising cost of foodstuffs and related overhead has made it increasingly difficult to operate without loss—which we were able to avoid by decreasing service quantities. However, it will be necessary to increase cost of food service to avoid loss in the future.

An ever increasing number of patrons has offered an additional problem in view of the limited quarters available. We have had to confine the patronage principally to the students and to abridge service to faculty and townspeople. The Cafeteria has a seating capacity of 320, and during 1940-41 we considered that we had reached the maximum service we could offer. The majority of students are served in one hour, meaning that ten people are seated every minute

and that each seat is occupied by slightly more than three people every meal hour. The average patronage during 1940-41 was 640 customers. During 1941-42 the average has reached 1,000, and this is exclusive of our staff of about 100. Extra employees have had to be added to meet the expanding service.

Last February the University Soda Fountain was placed under the management of the Cafeteria in order to insure better sanitary conditions, proper food preparation, and a central purchasing and cooking unit, in an effort to get maximum returns from the equipment in use. This change relieved the Soda Fountain of maintaining a food preparation unit, and, while restaurant service is offered, the same food is served as in the Cafeteria.

New equipment and improvements in sanitation and service are: In the Cafeteria a complete new steam table unit, a meat and vegetable machine, exhaust fans and ventilators, and the bake shop enlarged. In the Soda Fountain tile floors repaired, new dishwashing machine installed, and the space formerly occupied by the Bookstore has been equipped with porcelain tables and chromium chairs, as an additional small dining room.

All of this makes for better and more efficient service. However, with the above mentioned maximum attendance it is practically impossible to maintain efficiency unless our seating capacity can be enlarged.

BOOKSTORE

The separation of the Bookstore from the Soda Fountain and Lunch Room with change of location to the new Florida Union Annex was a great step. The new quarters are larger and much more commodious. Whereas, formerly the space occupied was about 480 square feet, there is now available the approximate amount of 2400 square feet of floor space, permitting greater display as well as offices for the operating staff, which is under the supervision of Miss Hellice Rathbun, Chief Clerk.

The new Bookstore is finished with salt glazed brick walls, durable tile floors, insulating tile ceiling, and is equipped with modern fluorescent lighting—making an exceedingly attractive sales-room.

In addition to furnishing text-books and schoolroom supplies, the store also furnishes the supplies used by the University departments and in addition sends out to the correspondence students throughout the State, books and supplies necessary to their courses. The Bookstore also handles an attractive line of collegiate goods, such as pennants, stationery, and seal and ring jewelry.

It is the object of the Bookstore to operate on as close a margin of profit as possible and to take care of new equipment and book obsolescence and also give the maximum of service and assistance to the students.

DUPLICATING DEPARTMENT

The Duplicating Department has been a great economic asset to the University. This Department is the outcome of an effort initiated some years ago to centralize the duplicating work of the colleges and departments, and the result has been a real saving to the institution. During the past year the bookkeeping system was reorganized—so that its true financial picture is shown monthly. Managerial duties have been taken over by Mr. G. T. Bond in the place of Mr. L. C. Hicks, who is away on leave of absence during the war.

In September, 1941, the Department enlarged its service by assuming the handling of student photographs for the Seminole, the University student annual. In addition, the Duplicating Department has extended its facilities in aiding the war effort by doing work for the Civilian Protection School, Engineering, Science Management, and the course in War training. It also is serving the State and Federal Agricultural Experiment Station.

Improvements to the physical plant during the last biennium have included arrangements of the plant space, with additions to the operating machine. The older equipment generally is not in good condition because of wear and tear. Especially to be noted is the multilith machine, which badly needs replacement.

The Duplicating Department is entirely self-supporting, receiving its operating funds as compensation for supplies, printing, photographic and bindery services performed for other departments of the University at a saving 15% to 25% lower than the cost through outside concerns. This work is carried on by seven full-time employees and six part-time student employees.

REPORT OF NON-EDUCATIONAL FUNDS
JULY 1, 1940 THROUGH JUNE 30, 1942

Distribution of Cash	Balance July 1, 1940	Debits	Credits	Balance June 30, 1942
AUXILIARY FUNDS				
Cafeteria and Soda Fountain	8,699.15	394,921.61	296,955.93	54,965.81
<i>Disbursements--</i>				
Thomas, Duckman, Hall	7,653.56	83,394.74	199,372.00	9,311.56*
Flatcher		31,473.99	33,473.99	
Murphy		79,493.08	79,493.08	
Soda	13,566.00			13,566.00
Room Reservations	16,723.50	36,740.75	29,713.75	13,716.50
Infirmary	18,194.00	14,263.36	42,351.44	16,281.77
Radio Station	5,296.27	10,858.29	16,373.44	2,659.83
Bookery	1,295.52	212,653.31	212,699.50	1,932.33
F. K. Young Cafeteria	893.45	14,534.87	11,473.38	61.66†
TOTALS	61,312.81	691,410.92	696,634.92	61,688.37
AGENCY FUNDS				
Student Activity	12,314.95	158,942.85	143,848.88	9,427.92
University Incidentals		1,76,929.44	176,929.44	
Station Incidentals		156,192.82	156,192.82	
ROTC Student Clothing Funds	1,548.84	24,491.79	23,064.18	886.65
Leslie D. Beaumont		2,990.00		1,981.00
Laboratory Supplies	771.61	19,665.00	8,491.52	2,887.09
Pharmacy Professional		19,898.00	19,780.58	55.88
Cash Deposit—Student Bank	14,218.48	64,378.19	443,663.00	24,872.47
Scholarships and Loans	12,398.24	84,619.17	85,441.18	10,558.23
Day Lilly Research		311.00		311.00
Drug Research	127.80		10.24	117.56
E D T C—Federal Funds		321,512.92	321,512.92	
ESMPC—Federal Funds		97,486.57	97,486.99	
Fla. Agr. Exp. Station—Federal Funds	8,355.64	245,792.96	245,856.86	9,811.74
Swimming Pool and Locker	3.00	3,828.00	3,828.00	
Russ Project in Applied Economics	832.80	21,437.80	21,970.15	4,345.65
OSD Aeronautics Authority	2.05	19,190.75	17,603.49	1,589.29
Wood Products Laboratory		550.69	347.35	1,641.75
Fla. Union Assoc.—Special Building Fund	7,297.27	37,669.24	21,696.54	13,998.15
Engineering Experiment Station		16,217.54	7,549.15	2,658.35
Accounts Payable	18,342.47	97,943.87	891,946.74	24,559.00
Albert A. Murphy Memorial Fund	2,995.47	88.85		2,912.52
YMCA Furniture Fund	741.50	2.00	340.81	382.67
Time Oil Fellowship	229.43	1.37	224.69	
General Education Bl. F. K. Young Lab.		250.87	250.87	
TOTALS	\$ 29,897.45	\$7,569,172.42	\$7,599,945.14	\$ 133,791.11
SPECIAL TRUST FUNDS				
Patton Museum Fund	1,276.77	28.00	673.19	623.18
Total	\$ 1,276.77	\$ 28.00	\$ 673.19	\$ 623.18
TOTAL ALL FUNDS	\$ 31,174.22	\$7,601,299.54	\$7,601,373.47	\$ 134,414.29

* Debit.
† Debit.

Respectfully submitted,

K. H. GRAHAM, Business Manager

FLORIDA AGRICULTURAL EXPERIMENT STATION AND AGRICULTURAL EXTENSION SERVICE
REPORT OF INCOME AND DISBURSEMENTS
1949-1952

	Income 1949-1951	Disburse- ments 1949-1951	Reverted 6-30-51	Income 1951-1952	Disburse- ments 1951-1952	Balance Forward 7-1-52
STATE APPROPRIATIONS						
Main Experiment Station						
Salaries	94,637.28	89,121.56	4,915.79	116,662.00	119,739.19	2,423.82
Necessary and Regular Expense	165,714.92	83,064.69	29,670.34	129,994.00	116,139.49	4,054.51
Vegetable Crops Laboratory						
Salaries	2,469.60	2,469.60		11,366.00	8,354.40	3,011.60
Necessary and Regular Expense	14,333.30	13,179.24		13,149.00	12,341.96	807.04
Strawberry Investigations Laboratory						
Salaries	3,365.60	3,172.00	193.19	4,049.00	3,385.40	1,415.40
Necessary and Regular Expense	1,035.40	1,253.74	181.66	1,569.00	1,485.95	83.05
Gladys Investigations Laboratory						
Salaries				3,609.00	1,900.00	2,609.00
Necessary and Regular Expense				1,409.00	1,318.35	80.65
Citrus Disease Investigations						
Salaries	3,469.60	548.00	2,556.60			
Necessary and Regular Expense	413.19	124.85	218.74			
Potato Disease Investigations						
Salaries	94,252.91	7,617.79	7,635.21			
Necessary and Regular Expense	2,469.60	2,999.69	9.31			
Potato Investigations Laboratory						
Salaries				7,669.60	7,337.37	42.23
Necessary and Regular Expense				1,793.60	1,795.48	2.52
Foran Insect Investigations						
Salaries	1,200.00	1,683.33	216.67			
Necessary and Regular Expense	3,079.43	992.32	6,517.32			
Celery Investigations Laboratory						
Salaries	12,853.55	4,960.00	3,953.55	18,269.00	9,797.13	8,971.87
Necessary and Regular Expense	5,966.55	4,776.86	1,699.09	4,809.00	4,809.00	
Fumigation Research						
Salaries	2,100.00	2,666.00	275.14			
Necessary and Regular Expense	919.96	681.92				
Grape Pest Investigations						
Salaries	2,239.00	2,126.00				
Necessary and Regular Expense	900.00	900.00				
Watermelon and Grape Investigations						
Salaries				9,219.60	4,267.32	2.00
Necessary and Regular Expense				4,763.60	4,763.60	
Citrus Experiment Station						
Salaries	66,419.24	39,487.71	18,303.52	69,848.00	86,479.45	4,568.57
Necessary and Regular Expense	29,413.35	19,394.58	27.77	28,462.00	24,039.28	3,571.72

	Income 1945-1947	Exhibition- Receipts 1945-1947	Reverted to State 6/30/47	Income 1947-1948	Exhibition- Receipts 1947-1948	Balance Forward 7-1-48
State Soil Conservation Emergency Appropriation				14,000.00	6,218.00	8,782.11
Special Vegetable Crops Laboratory				4,500.00	3,500.00	2,475.82
Special Vegetable Crops Laboratory				10,000.00	4,055.00	5,511.96
Plant Pathology and Entomology				10,000.00	6,100.00	3,653.54
North Florida Mobile Units	4,194.94	4,176.71	1,054.77	10,000.00	4,002.21	8,095.43
Bright Leaf Tobacco Investigations—Haw Moth	7,189.60	2,618.14	179.84			
Laboratory at Hastings						
Total Experiment Station State Appropriation	\$ 402,164.66	\$ 478,488.37	\$ 143,856.09	\$ 418,140.00	\$ 333,309.79	\$ 87,409.11
AGRICULTURAL EXTENSION SERVICE						
Offset for Federal Funds						
Scholar	6,681.64	16,083.76	3,207.97	68,500.00	10,000.00	600.20
Summary and Special Expense	11,494.76	18,756.20	11,204.47	47,870.00	16,000.12	10,075.68
Special Funds						
4-H Club Camp	6,000.00	1,000.00	1,017.13			
Scholar and Expenses of Extension	100,000.00		100,000.00			
Agency—Chapter 1018						
Total Agricultural Extension Service Appropriation	\$ 184,276.40	\$ 97,484.20	\$ 19,434.57	\$ 116,370.00	\$ 26,000.12	\$ 11,075.88
Total State Appropriations	\$ 614,581.47	\$ 573,991.56	\$ 163,310.66	\$ 534,510.00	\$ 415,314.71	\$ 99,514.29
EXPERIMENT STATION						
Hatch	11,000.00	11,000.00		11,000.00	11,000.00	
Adams	11,000.00	11,000.00		11,000.00	11,000.00	
Parson	6,000.00	6,000.00		6,000.00	6,000.00	
Blackwell-Jones Fund	10,000.00	10,000.00		10,000.00	10,000.00	
Total Experiment Station Federal Funds	38,000.00	38,000.00		38,000.00	38,000.00	
Agricultural Extension						
Smith Lever	43,000.00	43,000.00		43,000.00	43,000.00	400.27
Copper-Gordon	20,113.74	20,113.74		20,113.74	20,113.74	1,815.42
Farmer Development	8,000.00	8,000.00		8,000.00	8,000.00	
Blackwell-Jones	170,137.85	170,137.85		170,137.85	170,137.85	
Total Agricultural Extension Funds	\$ 281,251.59	\$ 281,251.59		\$ 281,251.59	\$ 281,251.59	\$ 2,215.69
Total Federal Funds	\$ 306,251.59	\$ 306,251.59		\$ 306,251.59	\$ 306,251.59	
Incidental Income						
Experiment Station	100,000.00	100,000.00		100,000.00	100,000.00	10,000.00
Grand Total Funds	\$ 1,000,000.00	\$ 1,000,000.00	\$ 100,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 100,000.00

UNIVERSITY OF FLORIDA
REPORT OF INCOME AND DISBURSEMENTS
1940-1942

	Income 1940-1941	Disburse- ments 1940-1941	Residual 6-30-41	Income 1941-1942	Disburse- ments 1941-1942	Balance Forward 7-1-42
STATE APPROPRIATIONS						
University of Florida						
Salaries	\$ 794,782.33	\$ 784,972.46	\$ 9,810.87	\$ 793,600.00	\$ 783,322.68	\$ 10,277.32
Necessity and Regular Expense	292,117.74	285,006.11	7,111.63	290,160.00	284,151.29	6,008.71
Extra Salary for Distinguished	17,000.00		17,000.00			
Chair of Administration and Southern History	2,318.65	2,214.42	1,044.23	2,300.00	2,288.44	11.56
Department of Forestry—Chapter 17675	7,349.00	7,349.00		7,349.00	7,349.00	
School of Forestry—Chapter 17675	19,100.70	21,864.97	(2,764.27)	19,210.32	20,485.14	1,923.41
Radio Station, WRUF—Salaries				3,000.00	3,000.00	4,200.00
Radio Station, WRUF—Necessity and Supplies				3,000.00	3,000.00	4,443.51
Radio Station, WRUF—Equipment	17,743.22		17,743.22			11,492.19
A. F. Smith Building, Section 2—Chapter 19104	7,750.00	2,750.00	5,000.00	11,500.00	4,500.00	11,000.00
Agriculture College Fund—Chapter 1564 and 19117				2,750.00	2,750.00	11,250.00
Total State Appropriations	\$ 1,336,714.65	\$ 1,353,874.63	\$ 78,280.02	\$ 1,343,297.47	\$ 1,350,113.86	\$ 71,183.61
Warrill-Nelson Fund	25,000.00	25,000.00		25,000.00	25,000.00	
Blackburn-Johnson Fund	16,977.37	16,977.37		16,977.37	16,977.37	
Total Federal Funds	\$ 41,977.37	\$ 41,977.37		\$ 41,977.37	\$ 41,977.37	
EXTRACURRICULAR INCOME						
American Legion Interest	2,200.00	2,200.00		2,200.00	2,200.00	
Samuelson Interest	2,512.39	2,512.39		2,512.39	2,512.39	
Total Extracurricular Income	\$ 4,712.39	\$ 4,712.39		\$ 4,712.39	\$ 4,712.39	
UNIVERSITY INCOME						
General Extension Division	\$11,667.45	197,285.99	(185,618.54)	\$12,670.18	250,641.24	\$13,022.70
Total University Income	\$ 11,667.45	197,285.99	(185,618.54)	\$ 12,670.18	250,641.24	\$ 13,022.70
OTHER INCOME						
Alachua County Appropriations for F. K. Young School	10,000.00	10,000.00		10,000.00	10,000.00	
McClellan Building Fund	5,943.50	5,943.50		5,943.50	5,943.50	
McClellan Building Fund—Chapter 18113				60,000.00	60,000.00	60,000.00
McClellan Agricultural Experiment Station Building				63,316.05	63,316.05	63,316.05
Total Building Funds	\$ 6,943.50	\$ 6,943.50		\$ 63,316.05	\$ 63,316.05	\$ 63,316.05
Grand Total University	\$ 1,377,445.00	\$ 1,428,422.00	\$ 70,563.14	\$ 1,399,379.11	\$ 1,406,128.07	\$ 103,251.04

* Dollar.

REPORT OF THE REGISTRAR

To the President of the University:

SIR: As registrar of the University of Florida I have the honor to submit the following report for the regular sessions of 1940-41 and 1941-42 and the summer sessions of 1941 and 1942. In compiling this report I have included only the most pertinent information for the periods mentioned and a summary of enrollment and graduation figures for the entire period of the University's operation in Gainesville.

ENROLLMENT

TABLE 1. ENROLLMENT DURING THE BIENNIUM

A. Enrollment by Schools and Colleges for the Regular Sessions, 1940-41 and 1941-42.

College of Agriculture	1940-41	1941-42
School of Architecture and Allied Arts	177	149
College of Arts and Sciences	45	35
College of Business Administration	295	255
College of Education	210	231
College of Engineering	93	89
School of Forestry	149	169
General College	28	27
Graduate School	2152	2122
College of Law	175	127
School of Pharmacy	171	160
	39	35
	3564	3330
Less Duplicates	126	91
NET TOTAL ENROLLMENT	3438	3239

B. Enrollment by Schools and Colleges for the Summer Sessions, 1941 and 1942.

I. SUMMER SESSIONS AT GAINESVILLE

	1941			1942		
	1st	2nd	Total	1st	2nd	Total
	Term	Term		Term	Term	
College of Agriculture	22	18	41	54	46	100
School of Architecture and Allied Arts	6	6	12	29	13	42
College of Arts and Sciences	114	101	215	199	126	325
College of Business Administration	83	82	165	194	85	279
College of Education	660	324	984	324	170	494
College of Engineering	23	13	36	94	84	178
School of Forestry	3	3	6	1	1	2
General College	467	322	789	321	734	1555
Graduate School	312	162	474	142	39	181
College of Law	54	—	54	38	34	72
School of Pharmacy	7	1	8	14	13	27
	1902	1115	3017	1796	1406	3202
Less Duplicates			408			1247
Number of Individuals Enrolled at Gainesville			2609			1955

TRADE AND INDUSTRIAL SCHOOL AT DAYTONA BEACH

	1941				1942			
	1st Term	2nd Term	3rd Term	Total	1st Term	2nd Term	3rd Term	Total
Undergraduates	149	154	107	410	126	115	89	330
Graduates	28	27	31	86	16	12	6	34
Less Duplicates				67				26
Number of Individuals Enrolled at Daytona Beach				343				294
RECAPITULATION								
Individuals Registered at Gainesville							2109	1955
Individuals Registered at Daytona Beach							338	294
Less Duplicates							2	2
NET TOTAL INDIVIDUALS REGISTERED							2445	2249

TABLE II. ENROLLMENT IN THE UNIVERSITY OF FLORIDA FROM 1885 TO 1942

Regular Session	Number Enrolled	Summer Term	*Number Enrolled	Total
1905-06	135	—	—	135
1906-07	102	—	—	102
1907-08	103	—	—	103
1908-09	103	—	—	103
1909-10	186	—	—	186
1910-11	241	—	—	241
1911-12	302	—	—	302
1912-13	321	1913	140	461
1913-14	361	1914	269	630
1914-15	395	1915	402	797
1915-16	447	1916	539	986
1916-17	460	1917	434	894
1917-18	421	1918	434	855
1918-19	554	1919	612	1,166
1919-20	664	1920	743	1,407
1920-21	823	1921	783	1,606
1921-22	1,002	1922	895	1,897
1922-23	1,183	1923	1,028	2,211
1923-24	1,347	1924	944	2,291
1924-25	1,488	1925	987	2,475
1925-26	1,609	1926	908	2,517
1926-27	1,968	1927	1,209	3,177
1927-28	2,073	1928	1,686	3,759
1928-29	2,270	1929	1,613	3,883
1929-30	2,257	1930	1,480	3,737
1930-31	2,388	1931	1,530	3,918
1931-32	2,558	1932	1,746	4,304
1932-33	2,628	1933	1,686	4,314
1933-34	2,371	1934	1,310	3,681
1934-35	2,848	1935	1,602	4,450
1935-36	2,983	1936	1,706	4,689
1936-37	3,069	1937	2,136	5,205
1937-38	3,278	1938	2,631	5,909
1938-39	3,438	1939	2,501	6,029
1939-40	3,456	1940	2,805	6,261
1940-41	3,438	1941	2,622	6,060
1941-42	3,239	1942	2,463	5,702

*These figures include the enrollment in the demonstration school, except for the Summer Sessions of 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, and 1942.

TABLE III. DIPLOMAS, CERTIFICATES AND DEGREES CONFERRED SINCE 1905

	Diplomas & Certificates	Baccalaureate	Professional	Masters'	Doctors'	Honorary Degrees
* 1905-1938	1,730	5,054	53	467	23	21
1938-39	446	408	—	22	2	2
SS 1939	122	166	—	47	—	—
1939-40	457	437	—	22	1	—
SS 1940	83	170	—	41	3	—
1940-41	452	488	2	33	4	2
SS 1941	71	187	—	41	1	—
1941-42	381	386	1	22	4	2
SS 1942	116	140	—	17	2	—

* For distribution by years see The Biennial Report for the biennium ending June 30, 1941.
 † In the column headed "Diplomas and Certificates" is grouped the number of all awards made upon the completion of curricula of less than four years duration.

Respectfully submitted,

July 1, 1942

R. S. JOHNSON, Registrar

REPORT OF THE ACTING ASSISTANT UNIVERSITY EXAMINER

To the President of the University:

SIR: As Acting Assistant Examiner, and in the absence of the Examiner, I wish to submit the following report covering the activities of the Board of University Examiners for the biennium beginning July 1, 1940, and ending June 30, 1942.

The Board of University Examiners regularly handles admissions to the University and the General College testing program. The work of the Board will be discussed under placement tests, progress tests, comprehensive examinations, and other related activities.

PLACEMENT TESTS

In cooperation with the General College, the Board of Examiners has conducted a placement test program for all high school seniors of Florida, both boys and girls. It has been possible to return meaningful results of these tests to school officials throughout the State before the closing date of their respective schools, and thus render a decided service through them to their students. On the basis of these measures, good students can be encouraged to attend the University and poor students led to try other things in which they have a greater chance of success.

In 1941, 9,873 high school seniors and in 1942, 10,066 high school seniors took placement tests. The results of this program are combined in one volume for each year and sent to the colleges and universities of the state.

The tests used in the placement program were the Henmon-Nelson Test of Mental Ability; the Cooperative English Test, Effectiveness of Expression; and three parts of the Cooperative General Achievement Test covering Social Studies, Natural Sciences, and Mathematics. In case a language was studied, a supplementary test in French, Spanish, or Latin was offered.

Admissions are handled directly through the Registrar's Office.

PROGRESS TESTS

In order to provide students, their parents, and instructors with a gauge of success in their various courses, progress tests are offered by the Board of Examiners from time to time during each General College course. It has been found that the scores made on a series of progress tests in a given course are the best single predictive measure yet devised of what a student will do on the comprehensive examination.

These tests are made up of items submitted by the staff teaching the course and are given to all sections simultaneously. In this way an unstandardized measure is given meaning, as it provides a comparison with more students than are taught by a single instructor.

In order that these tests may be most effective as a teaching device, every effort is made to return them while the student is still interested in the results and can attempt to catch up on his low points. For this reason almost all of these tests are back in the hands of students and instructors at the class meeting following the test period. In the meantime the tests have been scored and the results recorded, the items analyzed as to validity and difficulty for future use of the staff, and all this reported to the staff.

In 1940-41, one hundred progress tests were given to 35,287 examinees, and in 1941-42, one hundred and twenty progress tests were given to 38,737 examinees. This work involved the production of 89,111 test booklets, and the scoring of 7,742,867 test items or about 100,000 individual answer sheets. In addition, most of these tests (i. e., all the regular session and some of the summer tests) were analyzed and the results returned to the staffs and used in making later tests and for statistical analysis of testing procedures. A definite improvement in testing procedure and methods of building tests has been possible as a result of this analyzing, and it is likely that the tests now being used are in many respects superior to what could have been done without these findings.

The value of the progress test is dual: It is designed primarily to provide a measure of success in course work of an individual, and it is implicitly a powerful teaching device.

COMPREHENSIVE EXAMINATIONS

All General College courses culminate in a comprehensive examination which is administered by the Board of Examiners to all students alike and serves as a basis for determining all final grades.

Comprehensive examinations are offered in May and August in year courses and in January, May, July, and August in half-year courses. Twenty-nine examinations were given by the Board of Examiners in 1940-41 to 6,835 persons, and 33 comprehensive examinations were given in 1941-42 to 6,269 persons. For the first time the Board undertook to prepare all booklets for the comprehensive period.

Since the Board of Examiners came into existence in 1935 it has issued approximately 48,204 final grades in comprehensive courses, produced 136,607 comprehensive examination booklets, and administered comprehensive examinations to around 100,000 examinees.

Like the progress tests, all comprehensive examinations are studied item by item and the items classified and filed for future use in making tests.

Comprehensive examination scores show a high correlation with other measures of a student's success, and it is thought that they give the best single measure yet devised of a student's mastery of the material covered. As a result of the use of comprehensive examination scores in grading, it is possible to remove the personal estimate element from the grading problem and relieve the staffs of the responsibility of assigning grades. In assigning letter grades on comprehensive examination scores, the staff is invited to come in and give its suggestions. No person's rank order in the group is ever altered, and grades are assigned according to the results of the comprehensive examination.

This total program of examining relieves the teaching staff of a large amount of clerical work and makes it possible to offer General College courses to larger classes than might otherwise be done so effectively with present facilities.

OTHER ACTIVITIES

Many studies and investigations become desirable, and some are attempted with occasional changes of method or technique when such changes seem warranted by the findings. Among those problems studied during the past biennium are optimum length and difficulty for progress tests, ability of different raters using the same procedures and papers to rate these papers the same, differences in small group distributions when all scores are based on comparison within a larger group, and methods of eliminating errors in clerical work of scoring and recording. Some of these studies have led to saving of time and effort, and several of them have been published in nationally known magazines.

In addition to the regular load of University testing, the Examiner's office acted as Florida agent for the National Teacher Examinations and also conducted an evaluative program for graduate students in Education, in cooperation with the College of Education. The office facilities of the Board were loaned to the Sloan Foundation for work on the rural housing study reported in the April, 1942 issue of *Educational and Psychological Measurement*.

Future Plan. It is hoped that the work of the Board of Examiners may be so continued as to render the maximum service to faculty and students, and more immediately to assist the University in its war program to the fullest extent. The Board plans to continue the testing programs as in previous years.

As a result of the highly technical nature of its work, the office of the Board of Examiners must employ and train a small crew of student workers to carry on the routine. This offers training to the small number employed of an unparalleled nature in the field of test building and administration, and nearly all the students so employed become operators of office machines and equipment as used by the Board in scoring and recording. These people are given training and in return render the University a service of no small value at low cost.

Respectfully submitted,

ROBERT GINGER, Acting
Assistant Examiner

REPORT OF THE DEAN OF THE GRADUATE SCHOOL

To the President of the University:

SIR: I have the honor to submit the following report for the biennium ending June 30, 1942.

During the biennium 138 candidates earned the master's degree and 12 the degree of Doctor of Philosophy. Since graduate study was established in 1910, the University has graduated 695 masters and 38 doctors. Thus about one-fifth of all masters' degrees and nearly one-third of all doctorates were conferred in this biennium.

The School has a two-fold purpose: to train selected students in the more advanced areas of knowledge and to promote the advancement of knowledge. In these critical days it is essential to continue to train some qualified students beyond the undergraduate level. The presence of a group of advanced students with able minds has a stimulating effect upon the entire University program. So significant is this truth that a university can usually be judged by the quality of its graduate work.

Prior to the outbreak of war our enrollment had a steady and fairly rapid increase. The war has brought about a decline in the number of graduate students, since the men are affected by the Selective Service Act, and since fewer women are attending summer school, perhaps due to the call of occupations other than teaching. Furthermore, the pressing demands for technically trained men has called away students into industry and defense work.

Care is exercised to make requirements for the various degrees conform to the best standards. In certain departments some universities have abandoned the requirement of a master's thesis. On the contrary, we believe the thesis to be an important part of the work. Writing a thesis offers a chance for the student to show how well he can collect and organize material and whether he possesses the qualities of persistence, originality, and insight.

One of our acute problems results from the fact that departments with staffs best prepared for superior instruction and research are at the same time carrying a heavy teaching load on the undergraduate level. It should be recognized that an advanced course, dealing with material close to the frontier of knowledge in the field, makes much heavier demands upon a professor's time and energy than a course on material that is familiar and well known. The student-clock-hour method of measuring teaching loads does not take this into account.

Registration in graduate work at the School of Trade and Industrial Education at Daytona Beach totalled 165 for the three summer terms of 1940 and 66 for the three summer terms of 1941.

During the week of June 22-27, 1942, a short course for doctors of medicine was held in Jacksonville under the joint auspices of the Florida Medical Association, the Florida State Board of Health, and the Graduate School of the University. Approximately 200 were registered.

Respectfully submitted,

T. M. SIMPSON,
Dean Graduate School

REPORT OF THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES

To the President of the University:

SIX: I respectfully submit the following report on activities of the College of Arts and Sciences for the biennium ending June 30, 1942.

CURRICULAR REVISIONS

During the last two years particular attention has been given to the improvement of the courses of instruction and to the development of a better educational program. Departments have studied their individual problems, various committees have made investigations and reports, and the faculty has adopted curricular revisions and enlargements which have enhanced the work of the College.

The most noteworthy additions are the following: First, the Division of Geography and Geology, which has been organized to provide instruction and research in geography and geology, to serve students desiring these subjects as part of their general education, to furnish some of the training for students preparing for certain business careers, and for the United States Foreign Service, and to prepare students for teaching positions and research work in these sciences; Second, the curriculum leading to the degree of Bachelor of Science in Chemistry, which affords an especially strong foundation in chemistry for students who desire to make chemistry their profession. Students receiving that degree are eligible for full membership in the American Chemical Society after they have had two years of postgraduate study or experience in the field of chemistry or chemical engineering.

Besides these two outstanding additions, modern and improved courses have been developed by the various departments, some of them especially designed to meet the needs of war-time conditions.

FACULTY PERSONNEL AND ACCOMPLISHMENTS

In addition to the carrying out of their assigned teaching and administrative duties, members of the faculty of the College have to their credit various intellectual accomplishments during the present biennium. Indeed, so numerous and diverse have been the contributions of the faculty that too much space would be required to recount in detail the activities of individual members; therefore a summary will be presented. They have been active in research, the publication of books, learned articles and reviews, editorship of learned journals, delivering of numerous addresses before civic and other bodies, heading of short courses, acting as consultants and advisers, attendance at the meetings of scientific societies and professional groups, the presentation of papers, the holding of offices in national, regional and state organizations, serving on important state- and nation-wide committees, and in many other educational pursuits. Their constructive participation has resulted in an enrichment not of the organizations and themselves alone but of the College as well, and likewise the students in their classes.

Especially has there been a marked improvement in the amount and quality of the research work produced. For instance, the staff of the Department of Biology and Geology alone has published thirty-six separate papers in various recognized biological journals since the last biennial report.

During the biennium a gratifying number of the members of the faculty have been promoted in rank in evidence of their meritorious service. Some have been granted leaves of absence for graduate study, a part of whom have obtained higher degrees. A number have entered the armed forces of the country. In most cases we have been able to care for the work of the absent ones by a division of their work among others, that is, without employing substitutes.

Members of the faculty are rendering various and valuable services as civilians toward winning the war. Since the inauguration of the Selective Service one member of our faculty has been serving on Selective Service Board No. 2 of Alachua County, and another as Government Appeal Agent with the same Board. Many members of our teaching staff are rendering highly specialized and technical services while others are rendering valuable patriotic services in many other ways. Indeed, to recount in detail all the contributions to the war effort made by the different members of the faculty would require many pages.

Professor Wm. J. K. Harkness of the University of Toronto was an exchange from that University and Professor J. S. Rogers, Head Professor of our Department of Biology and Geology, occupied Professor Harkness's position in Toronto in 1940-41. The Dean of the College received the honorary degree of Doctor of Science from Stetson University in 1941 and was awarded the Herty Medal for work in chemistry in 1942.

During the biennium, Professor L. M. Bristol and Professor H. O. Enwall have been placed on special status. Professor J. M. Farr and Associate Professor W. S. Cawthon have requested retirement effective July 1, 1942. Dr. C. L. Crow, Professor Emeritus of Modern Languages, passed away in the spring of 1942. For many years before his retirement he served the College with distinction. He was loved and admired by us all.

CONDITIONS AND NEEDS

Some of the rooms occupied by the Department of Biology and Geology have been greatly improved during last year. The basement and two lecture rooms on the first floor have been floored with plastic tile; a roomy office and two convenient service rooms have been gained for the Department by remodeling the front stair well. A former office has been remodeled and furnished to provide a graduate reading and seminar room. The model room has been rearranged and the storage of charts, models, dissections and lantern slides has been improved. A very satisfactory system for the handling and checking of department property has been developed, which provides definite economy in time and material. Although improvements have been made, many needs of the Department are apparent. The flooring in most of the rooms above the basement is unsightly. Some of the proper functions of the Department are barred by lack of space. A part of the equipment has deteriorated, and funds are needed for overhauling and repairing.

The physical condition of the building and equipment of the Department of Chemistry is reasonably good. However, certain needs are clearly evident and some of them are acute. Among these may be mentioned increased space for departmental library and full-time librarian; equipment for lecture demonstrations and research; and additional laboratory space for research students and agricultural chemistry. During the last two years, the Naval Stores Research, under the Department of Chemistry, has undertaken several important investigations, the results of which have been reported monthly.

The greatest need of the Department of History and Political Science as has often been stressed, is a better arrangement of classrooms and offices conveniently located, where the Department could be housed in one building. Another pressing need of the Department, like many others, is adequate library facilities, especially for graduate work.

We make no recommendation for additional facilities for journalism because of the urgency of the war situation at this time. However, just so soon as the war is terminated, we urge that a model city room be acquired. Under present circumstances we propose to improve and professionalize our instruction in journalism and advance further the splendid cooperation between Florida publishers and the Department.

The Division of Language and Literature has the usual problems of adequate offices, supplies and equipment. Because of the great extension of short-wave broadcasting in foreign languages, and because of the war, there is more need than ever for a closer connection between foreign language instruction and the radio and press.

A considerable advance has been made in the quality and quantity of apparatus and equipment by the Department of Physics owing to the increased allotment for the present biennium. However, the adequacy of the housing of the Department, which has often been presented in the past, is the most pressing physical need of the College.

The Bureau of Vocational Guidance has established a shelf of vocational information in the reading room of the University Library, which has been of great value in the counseling work of the Bureau. Improved service has also been extended to students by arranging for special conferences between students seeking vocational advice and faculty members who are authorities in the fields concerned.

The Department of Psychology has been handicapped in carrying on the necessary laboratory work owing to the paucity of apparatus and the extremely small amount of space at its disposal.

The Department of Sociology, like most of the departments of the College, has made gratifying progress despite the lack of space and facilities. At the present time one small office is available for the regular use of the Department. This means that the Head Professor, the Assistant Professor, and two graduate assistants engaged in detailed research must work in an over-crowded space. Much of the material developed in the Department would be of value for distribution to State leaders and interested persons, if means were available.

The Department of Speech is gradually building up apparatus to aid in the diagnosis and treatment of speech defects. Recordings of outstanding speakers have been secured for aid in classroom teaching, and microphone and public address apparatus are now available as a help in the teaching of radio speaking. The Department would be greatly aided in its teaching by the acquisition of a "microphone." A workshop, in which to construct and paint scenery used in plays, would add greatly to the Department's progress.

SCHOOL OF PHARMACY

This report on the School of Pharmacy represents the report by the Director, with only slight modifications.

The work of the biennium has been characterized by improved instruction, continued research and greater professional service to Florida pharmacists and

physicians. Recently the war effort and the accelerated program of instruction have been emphasized.

The curriculum was improved by the introduction of a course in applied physiology replacing histology and microscopy. Space was acquired for research in pharmacognosy and for experimental animals.

Many gifts were received in the form of money, books, apparatus and student prizes.

The Bureau of Professional Relations was established July 1, 1940 to assist pharmacists, physicians and dentists in solving mutual problems. It was made possible by donations amounting to \$10,500 during the biennium by the Board of Pharmacy. Its program is approved by both the Florida medical and pharmaceutical associations. To date it has distributed over 40,000 pieces of literature. The active work is carried on by a new staff member who devotes much time to field work. The Bureau already has a national reputation as a model.

More native plants were added to the Medicinal Plant Garden. Drainage and sprinkler systems should be installed. Excellent research on mints was carried out during the biennium. A WPA project compiling a bibliography of Florida medicinal plants is practically complete and is of much assistance in answering the many inquiries received about medicinal plants.

Graduate work is at a high level. All faculty members have attended state and national meetings of professional organizations. Their ability was recognized by appointments on committees and election to offices in such organizations. Fifteen research and twenty-five professional papers were published by them during the period. The Head Professor of Pharmacy was awarded the Ebert prize for research.

The staff has assisted in defense work by serving on advisory and instructional committees. The State Defense Council has designated the School as an emergency drug manufacturing unit. An accelerated program of instruction is being given.

BASIC BUDGETARY CONSIDERATIONS

The Equity Committee appointed by the Dean has considered the needs of the different departments and many special problems involving promotions and salaries for the ensuing biennium. Its basic considerations for equity in salaries, in which the Dean concurs, are in part as follows:

"In the deliberations of the Committee the faculty member's length of tenure of service, his financial status, and the size of his family have been factors to which practically no weight has been attached; whereas intellectual promise, excellence of teaching, actual academic achievement, publications and research, professional recognition, and significant service to the State of Florida have been controlling considerations. Accordingly, the Committee has avoided making any recommendation of increase which is not based on actual academic merit. Necessarily, some salaries should remain unchanged, unless there is a general adjustment of salaries based solely upon the increase in cost of living."

The proposed budget for the College, including the School of Pharmacy, which is submitted herewith has been derived conservatively from these considerations as an aid. No new positions have been recommended. Requests for funds for supplies and equipment have been adjusted to conditions that prevail.

Respectfully submitted,

TOWNES R. LEIGH, *Dean*

REPORT OF THE PROVOST FOR AGRICULTURE

To the President of the University:

SIR: I submit the following reports upon the three divisions of the College of Agriculture, namely, teaching division, Agricultural Experiment Station, and the Agricultural Extension Service for the biennium ending June 30, 1942.

Respectfully submitted,

WILMON NEWELL,

Provost for Agriculture

REPORT OF THE DEAN OF THE COLLEGE OF AGRICULTURE

To the President of the University:

SIR: For the biennium ending June 30, 1942, the following report for the teaching Division of the College of Agriculture, the School of Forestry and the Conservation Reserve is submitted.

Curricula of the College have received attention. Revisions have been made to bring them up-to-date and to meet the needs of the changing agriculture of the State. Relation of courses in agriculture to those of the General College has been given careful thought and satisfactory coordination is being worked out.

Attention has been given to increasing the efficiency of instruction by repairing equipment and buildings and adding such new equipment as has been possible. Facilities of the Department of Botany have been modernized by additions and repairs. A building formerly used for other purposes has been renovated and equipped for Farm Shop in the Department of Agricultural Engineering. A new greenhouse, classroom, work shop and heating plant have been added for Horticulture. The laboratory for Genetics in the Department of Agronomy has been properly equipped. These improvements and additions have made it possible to greatly improve instruction in the College. By special arrangements with the Agricultural Experiment Station its library has been kept open for the use of students at night. The College Farm has been merged with the College Station Farm and its operation as a separate unit discontinued.

J. Wayne Reitz, on leave of absence for advanced study, has returned having secured the degree of Doctor of Philosophy from the University of Wisconsin. Because of the heavy teaching load in the Department of Soils, George D. Thornton, previously connected with the University of Georgia, has joined the faculty as Assistant Professor of Soils. E. L. Fouts was appointed Professor of Dairy Manufactures. O. W. Anderson and Raymond M. Crown, having resigned to accept positions elsewhere, have been replaced by O. K. Moore and Douglas J. Smith, respectively. When W. G. Kirk left to take charge of the Range Cattle Station for the Experiment Station his place was filled by E. S. Glasscock. The teaching staff for Agricultural Chemistry, carried out in cooperation with the College of Arts and Sciences, has been strengthened by the addition of E. E. Frahm as Assistant Professor of Agricultural Chemistry. On October 17th, 1941 A. W. Leland, who had rendered efficient service as the College Farm Superintendent for twenty-five years, died.

For many years the necessity of adding another breed of cattle to the Dairy herd had been recognized. In January, 1942 a beginning was made toward this end by the purchase (in cooperation with the Experiment Station) of three Guernsey heifers from one of the best herds in the country. This widens the scope of instruction in dairy cattle.

School of Forestry

The principal curricular changes have been the addition of two courses in game management and zoology has been added as an elective because of its relation to game management. The two-year ranger course has been discontinued but changing conditions in forestry in the State may necessitate its reinstatement sometime in the future.

Summer Camp for 1942 was held on a property that has been completely protected against fire for 15 years belonging to the Georgia Forest Products Company near Brunswick, Georgia. Data for detailed maps and estimates of standing timber growth were collected.

Demand for foresters and those trained in certain phases of forestry has increased. For the summer of 1942, 52 men from the School have been working on Federal lands in the west on fire protection and White Pine Blister Rust eradication.

Assistant Professor P. W. Frazer was called to active duty in the Quartermasters Corps. Wilbur DeVall, former teaching fellow, has received his master's degree and has been appointed instructor.

The Forest Products Laboratory is under construction. A modern dry kiln, gift of the Moore Dry Kiln Company, is ready for operation. Much material used in the construction of the building has been contributed by firms and individuals interested in forest products. A new bus, for student transportation, has been added to the equipment.

During the first year of the biennium enrollment in the School increased but during the second year the number decreased. It has averaged about 150 for all forestry courses. During the biennium 16 received their degrees in Forestry.

Conservation Reserve

Development of the Conservation Reserve (Welaka) has been carried forward along lines previously planned. More than 10,000 slash pine seedlings have been planted during the biennium and harvesting of mature and turpentine trees, in accordance with modern forestry practices, has been initiated. The Reserve has provided facilities for students in reforestation and tree growth under different ecological conditions.

Extensive use of the Reserve has been made by the Department of Biology and during the year several studies, made possible by its facilities, have been completed. The more important of these are: Relations between water temperature and oxygen requirements of certain Florida fishes, by J. C. Hart, exchange student from University of Toronto; Plant Associations of the Welaka area and their relationships to the various soil types, by A. L. Laessle; Ecological relationships of the orthoptera of the Reserve, by J. J. Friauf; Comparative survival of wild and penreared quail on the Reserve by O. E. Frye; Mammals of the Reserve, by J. C. Moore; and Life history and food relationships of the long-tailed shrew, an insect eating mammal, also by Moore. Basic studies, of this character, are of

great value and wide application, laying as they do the foundations for an understanding of Florida's wild life.

Respectfully submitted,
H. HAROLD HUME, *Dean*

REPORT OF THE DIRECTOR OF THE EXPERIMENT STATION

To the President of the University:

Six: I respectfully submit the following report of the University of Florida Agricultural Experiment Stations for the biennium ending June 30, 1942.

A World at war—when foods, feeds and fibers are so vitally necessary—places a new and added emphasis on the work of the agricultural experiment stations. Upon these stations devolves the responsibility of devising and discovering methods and means of protecting, improving and increasing the State's varied agricultural output to meet present urgent demands. A review of activities of the biennium discloses that this obligation is definitely being met through results and findings of immediate application and assistance in the Nation's war effort. During the past year a realignment of investigational work has been completed stressing particularly that research which has the most direct usefulness and bear on wartime needs.

New varieties of vegetables with higher yields and better quality have been developed and released; higher yielding and better varieties of corn, oats, sugar cane, forages and other crops have been distributed; a most satisfactory soil building lupine, recently released, is now extensively used and will aid greatly in some areas during this time of nitrogen shortages; pastures and new feeds have been developed; cultural practices have been advanced; plant pest control methods have been simplified and improved; new or substitute plant materials are being tested; micro element deficiencies of fruit, vegetable and field crops are being identified and remedied; these, and many other activities are of direct benefit to the Nation particularly at this time.

Investigations under the 178 projects now in progress have been very satisfactory and fruitful. Brief statements of some of these accomplishments are made in this report. The 26 Station bulletins and the annual reports for 1941 and 1942 published during the biennium give more detailed discussions of the research in progress and of the results obtained. In these will be found also citations of 280 articles published in scientific journals, trade and farm papers by Station workers; these deal with varied phases of Florida agriculture.

To date, leaves of absence have been granted to one staff member who was called into the Bureau of Economic Warfare and to 12 others who have been called into military service; in addition, 28 of the Stations' laboratory assistants and laborers have likewise entered military service.

IMPROVEMENTS AND LAND ADDITIONS

The Board of County Commissioners and interested citizens of Hardee County, in June, 1940, deeded a 1000-acre tract of land to the State Board of Education for the establishment of a Range Cattle Station. In April, 1941, that Board

donated an adjoining tract of 1180 acres, making the total for that Station 2180 acres. Through the cooperation of the Works Progress Administration one mile of road was built on the property and land was cleared for building sites. Major improvements on this property consist of two residences for staff workers, garage, and other buildings. To date 835 acres have been put under fence.

At the Sub-Tropical Station a new greenhouse and service building were constructed; additional acreage of rockland was cleared; sufficient orchard heating equipment was provided for about 20 acres, and additional irrigation equipment was secured.

Two so-called Mobile Units, with an agronomist in charge of each, were established to conduct cooperative field crop experiments with growers in several northern Florida counties. Headquarters for these units are at the North Florida Station.

At the Celery Laboratory 6.5 acres of land, a greenhouse and service building were deeded by the Board of County Commissioners of Seminole County to the State Board of Education for Station use.

At the Main Station an implement shed, a building for housing cattle for internal parasite investigations, two concrete silos, and a small addition to the Dairy Products Laboratory which will serve as a meats laboratory were built. An additional 50 acres of land was cleared and 8 miles of fence erected. The old Experiment Station Building is in process of complete renovation. This necessitated the locating of different departments in various temporary quarters, and required the construction of two 26 x 100 feet frame buildings for temporary storage and housing of laboratories.

The Citrus Disease Laboratory, Cocoa, was discontinued on August, 31, 1940.

EDITORIAL

New bulletins published were 26, 13 each year, totalling 1,266 pages and 234,500 copies. They covered a wide variety of research topics in different fields of agriculture. In addition, 25 new press bulletins were published, totalling 132,600 copies, and 14 of these 2- to 4-page leaflets were reprinted in the number of 51,000 copies.

Staff members other than Editors delivered 296 talks over the Florida Farm Hour, noon-day WRUF radio program, and 116 of these talks were revised and forwarded as Farm Flashes to from seven to twelve other Florida radio stations.

Experiment Station information was widely printed by both daily and weekly newspapers, being distributed through a weekly clip-sheet, over press association wires, and by direct mail. Two dailies carried questions and answers columns weekly.

Of articles written by the Editors, four Florida farm journals printed seven for a total of 234 column inches, one Southern farm periodical printed seven amounting to 122 inches, and four national journals also printed seven articles which totaled 235 column inches. Copies of radio talks made by staff members were forwarded in generous numbers to Florida farm papers, who used from four to ten of them each month. The Station staff also contributed heavily to scientific journals.

LIBRARY

Material for 733 volumes was sent to the bindery and 561 volumes were received by gift, purchase and exchange. Thus a total of 1,294 volumes were acces-

sioned for the biennium, bringing the number of bound volumes in the library to 16,642. The library received the record number of 29,169 pamphlets, periodicals and continuations. Workers at branch stations were lent 729 volumes, the librarian borrowed 147 volumes from other libraries, and the resident staff borrowed 3,607 volumes. Catalog cards which were prepared and typed numbered 23,363.

During the last year of the biennium 8,941 pieces of reserve material were used by students, and 4,532 students used the library.

The classification of all agricultural literature in the library has been completed, and all books have been given call numbers in addition to the original accession numbers. This will facilitate the use of the library.

HORTICULTURAL PROTECTION SERVICE

Intensive work in the frost forecasting service, conducted in cooperation with the United States Weather Bureau, covered the entire peninsula. In the administration of the forecasting and temperature survey work this area was subdivided into ten districts in charge of eight assistant meteorologists. Each of these men, though attached to the Lakeland office, made his winter residence within the local area under his supervision. These ten districts were equipped with 369 temperature survey stations, all in operation during the biennium. Of these stations, 239 were completely equipped with thermographs so that the duration of critical temperatures could be measured. Results of the temperature survey were published in ten mimeographed volumes. At many of the stations there are now complete records for seven consecutive seasons. Specialized frost forecasts were issued during the winter season for a network of 83 forecast stations each placed in a carefully planned location so that the temperature forecast could easily be adapted to individual farms. During the 1940-1941 season a total of 15,106 separate temperature forecasts were made of which 95.7 per cent were accurate and 99 per cent within 3° of being correct. In the 1941-1942 season a total of 12,382 forecasts were made of which 97.6 per cent were accurate and 99.5 per cent within 3° of being accurate. Forecasts were distributed twice daily through a network of 29 commercial radio stations, by telephone and telegraph services and by the daily press. Considerable research in frost protection was conducted at the meteorological laboratory near Lakeland and at other sites. During the summer seasons research in forecasting was carried on at Lakeland and the field men were assigned to assist in the special hurricane weather service. A Shipper's Bulletin was published daily in season for the benefit of growers who market in eastern and middle western markets.

AGRICULTURAL ECONOMICS

The completed study of production credit in Florida citrus and vegetable areas was reported in Station Bulletin No. 367. It was found that 25.3 and 71.8 per cent of the citrus and vegetable growers, respectively, who were interviewed, borrowed for production purposes. An extended and recently completed study of a general farming area of the State demonstrates that marked variations in farming returns between different areas, as affected by race, tenure, size of business, labor efficiency and crop yields, are due principally to different types of soil on which the farms are located.

Extension Circular No. 61, "Food for Home and Victory" was prepared for immediate use in the National Food Production Program from farm and home data

obtained in cooperation with State Home Demonstration workers. Mimeographed summaries of cooperative cost accounts with citrus growers were prepared for the eighth and ninth seasons and returned to cooperating growers for their information and guidance. Florida Truck Crop Competition Bulletin No. 224 was brought up to date by the issuance of mimeographed supplements covering the 1939-40 seasons.

In the study of Florida citrus marketing cooperatives particular attention was given to production services rendered to members; basic reasons for cooperative failures are being sought. The ninth consecutive season of the study of the citrus cost of production and grove organization has been completed. Early completion of the Florida farm products price index series is anticipated, and the project on breeding efficiency and depreciation of Florida dairy herds as related to soil types, and conducted in cooperation with the Department of Animal Industry, continues. The 187 farm management records from Columbia County are being analyzed for specific factors which contribute most to the success or failure of individual farms.

AGRONOMY

Major attention was given to variety tests and fertilizer requirements of field crops, crop rotation, pasture establishment, management and evaluation, breeding and selection of improved crops, and introduction and trial of new grasses, legumes, grains, forage and pasture plants.

Investigations, in cooperation with the U. S. Department of Agriculture, have focused attention on three new grasses and one legume which have possibilities as forage crops. Fertilizer tests were made with cotton, corn, peanuts, oats, sugar cane, tobacco, hay and pasture crops and a wide variation in the nutrient requirements was found. In general, corn, cotton and grains respond best to nitrogen, peanuts little to any fertilizer, tobacco to a complete fertilizer high in potassium, and legumes such as clover and lespedezas to calcium, phosphorus and potassium. In experiments with trace elements some field crops on mineral soils responded to zinc, boron, copper, and magnesium.

Crop rotation experiments continue to indicate the value of proper sequence of field crops to avoid disease and insect damage, to maintain soil fertility and to produce profitable yields. Expansion in pasture investigations covers more soil and climatic conditions, more specific fertilizer and trace element uses, wider use of new pasture plants and combination plantings in an effort to obtain data relative to both summer and winter grazing conditions.

Breeding and selection of corn, oats, peanuts, sugar cane, tobacco, nepier grass, clovers, blue lupine, pasture grasses and sea island cotton have increased yields and quality of these crops.

ANIMAL INDUSTRY

Investigations of mastitis in dairy cattle have shown that a specific mixture of resublimed crystals of iodine and heavy medicinal mineral oil is effective in destroying causative bacteria in chronic infections of the udder. External parasites of poultry including lice, mites and fleas were controlled by feeding 5 per cent sulfur in the regular mash, together with the dusting of sulfur on the soil at the rate of two pounds per 100 square feet. Internal parasites of sheep were controlled by feeding phenothiazine in a grain mixture. It was found that larvae of stomach worms in cattle were able to survive a non-grazing period of 373 days

which demonstrates that the climatic conditions of Florida are decidedly favorable for the perpetuation of these parasites.

Napier grass proved to be a satisfactory pasture grass for dairy cattle. An experimental plot of eight acres furnished 1529 cow-days grazing and supplied 56.5 per cent of the total digestible nutrients required for maintenance and milk production. A yield of 25.6 pounds of milk and 1.2 pounds of butterfat daily per cow was obtained. To reduce cost, one per cent of marble dust was used as a calcium supplement replacing one-half of the bonemeal that was added to the mixed concentrates fed to dairy cattle. It was found that marble dust could be used satisfactorily as a source of part of the calcium in mixed concentrates.

Investigations of calcareous mineral supplements for poultry feeding show that Florida oyster, clam, and coquina shells, were good sources of calcium as proven by tests for egg production, breaking strength and thickness of egg shell.

In controlled feeding trials with swine it was found that peanuts were deficient in calcium, and that the condition referred to as "down in the back" was a calcium shortage. By proper mineral supplementation, it was possible to obtain satisfactory gains in feeder pigs on a ration of peanuts alone, and no weak bones were produced.

Investigations in wintering beef cattle indicated that one of the cheapest and most practical roughages was shocked sugar cane. A digestibility trial revealed that freshly-cut shocked sugar cane had a higher feeding value than sugar cane silage.

ENTOMOLOGY

A major portion of the time was spent on investigations on the control of root-knot. As before, a heavy mulch, regardless of what plant material was used, was effective in decreasing the infestation to the extent that very susceptible plants such as okra have been grown satisfactorily. Effort are being made to determine how mulching controls, and study is made, in cooperation with the Department of Soils, of the comparative flora and fauna in mulched and unmulched areas.

The finding of root-knot resistant strains of vegetable crops by selection has received attention; a resistant conch pea has been found as has also a somewhat resistant strain of Kentucky Wonder beans. The effect of a two-year fallow in a three-year rotation on tobacco root-knot is under observation.

A study of the biology, food plants, ecology and control of the lubberly locust has been concluded, a similar one for aphids is in progress, and one for cutworms has been started. Investigations of insects of pecans, mole crickets, and plant bugs continue.

A bulletin on insects attacking truck and garden crops has been revised and printed, and special effort has been made to aid home gardeners in the Food for Victory Program by correspondence and radio talks.

HOME ECONOMICS

Nutritional investigations during the past 7 years yielded data on the nutritional and physical status of 8,000 rural children. Of this group 90 per cent had gross defects, some of which were related to nutrition. The endemic nature of nutritional anemia was noted and associated with soil and plant deficiencies. The number of children with gingivitis and dental caries was not as great in the citrus sections as elsewhere. Roentgenograms of the wrists of children of the same age

and sex showed wide variations in development and maturity of bones. Apparently these variations were related to diet. A well balanced school lunch has been found very effective in improving nutrition of children.

Several methods for the determination of vitamins A and C are being evaluated. An interesting biological one was an association of a lack of vitamin A with changes in the leucocyte picture, particularly with an increase in large lymphocytes. In a survey for fruits and vegetables that were rich in vitamins A and C, locally grown pink guavas and Ceylon gooseberries were found to be excellent sources of both vitamins. A study of the fruit from certain crosses of tomato grown at the Vegetable Crops Laboratory indicated that this too has a relatively high vitamin A content.

Investigations on royal jelly have centered upon a study of a hydroxydecanoic acid which possesses unique physiological properties. The acid is being identified by oxidative procedures and formation of derivatives.

HORTICULTURE

Horticultural investigations included various problems dealing with production of vegetables, deciduous fruits, nuts, ornamentals, and with the preservation of fruits and vegetables.

Consideration has been given to the economical use of fertilizers in the production of vegetables. New crops have received attention and a crisp-heading lettuce has been found that is satisfactory when grown on suitable soils properly fertilized. Leguminous cover-crops were found valuable in vegetable production. The importance of legumes has been further emphasized in the maintenance of soil fertility in the production of tung and pecans. The results with legumes become significantly important as the nitrogen situation becomes more critical.

Vital plants which may have possibilities in the production of materials such as rubber, fiber, condiments, and others, and certain substitutes totaling 56 species are being tested for their adaptability in Florida.

Investigations in the preservation of fruits and vegetables have given noteworthy results. Pliofilm wrappers were found to keep these products in a condition almost equal to harvest freshness for a long period of time at proper temperatures. Citrus fruit wrapped in pliofilm and packed and shipped in standard containers held up better than in other types of wrappers.

The 1940 tung oil crop in Florida was the largest on record, amounting to approximately 1,000,000 pounds of refined oil. Yields in 1942 will be greater and will help in supplying this critical material for war purposes. An iron deficiency of tung has been determined and treatments with iron sulfate for its control were developed.

Attention has been given to certain types of ornamentals which can be planted about the numerous army bases and camps in Florida. The experimental *Camellia* planting now totals over 1000 plants of 515 varieties. Varieties of *Narcissus* bulbs responded differently when fumigated with methyl bromide and hydrocyanic acid gas. The portable gas analyzer developed in fumigation experiments was found to be adaptable for ethylene gas.

PLANT PATHOLOGY

Considerable information has been obtained on several plant disease problems and disseminated by means of bulletins, radio talks, consultation and demonstrations.

By means of cooperative demonstrations farmers in Suwannee County were shown how to manage tobacco plant beds to increase the yield of healthy plants.

The fungus which causes a leaf spot and tip-over of eggplant has been found to be carried in commercial seed, and to live at least one year in the soil and old plant material. A small percentage of infected seedlings in the plant bed or setting healthy plants in infested soil may result in severe infection in the field. Its perfect stage has been found and given the binomial *Diaporthe vexans*.

The application of a 1:25,000 solution of ethyl mercury phosphate to the soil around *Caladium* and *Iris* plants has provided considerable protection against infection by the fungus *Sclerotium rolfsii*, but the treatment is not safe to use with all plants.

Several chemicals have been found which will improve the percentage germination of seed of several varieties of plants when they are planted in soil infested with fungi that cause seed decay and damping-off. The organic content and hydrogen-ion concentration of the soil and temperature were found to influence the effectiveness of certain of the chemicals as seed protectants. The new organic compounds, tetramethyl thiuram disulfide and tetrachloro-para-benzoquinone have proved to be as good or better than the inorganic compounds in preventing seed decay and are less injurious to the seed.

More than 8,000 collections have been added to the herbarium. Many plants and plant diseases have been identified for residents of the state.

SOILS

The passage of a state-wide soil survey law transferred the entire responsibility for this work to the Agricultural Experiment Stations and set up a definite fund for its development. The program is in full cooperation with the U. S. Department of Agriculture. Field work of the survey has been completed in Alachua and Collier Counties and recently initiated in Manatee County. Good progress has been made in several other parts of the State where soil conservation programs require field information of this type.

Marked progress has been made in the evaluation of soil reaction (pH), especially in relation to certain physical and chemical characteristics that are associated with various soil types. This greatly increases the precision of liming recommendations, which is of great importance in guarding against the disastrous effects of overliming. Data have been obtained on the relation of soil reaction, organic matter content and other soil type characteristics to fertilizer losses through fixation and leaching.

The study of type and distribution of soil microorganisms has been continued but most emphasis in the field of soil microbiology has been given to investigation of factors affecting nitrogen fixation by various strains of legume bacteria *Rhizobium*. Fertilizer treatments, including lime on certain soils and drainage on others, stand out sharply. Striking differences also were shown by organisms isolated from different sources. This study is especially significant in view of the wartime shortage of nitrogenous fertilizers.

In the field of trace element studies, a fully quantitative spectrographic method was developed for molybdenum, the zinc method was considerably modified and certain critical changes which were effected in the method for the highly important element, cobalt, have increased its sensitivity several times.

BRANCH STATIONS

CITRUS STATION

(Lake Alfred)

Mineral deficiency studies in citrus originally stressed the effect of these deficiencies on production. The outstanding development of the last biennium has been the determination of the extent to which these deficiencies affect the quality of fruit and the resistance of the tree and fruit to the hazards of cold. This work was briefly mentioned in the last report. It was not realized then that the influences mentioned were as important as they have since proved to be. Originally, work along this line dealt primarily with the amount of production and secondarily with the tree condition. During the last few years there has been more emphasis on fruit quality, and it was found that the correction of mineral deficiencies in citrus not only tremendously increased the gross production but frequently resulted in increases of 25 to 50 per cent in the sugar content together with increases in citric acid, vitamin C and other important constituents. This has resulted not only in better fruit on an analytical basis but also in better and richer flavor to a degree obvious to the consumer.

The last biennial report mentioned that some increase in cold resistance was present where deficiencies were corrected. Data collected subsequently demonstrated conclusively that the correction of mineral deficiencies actually increased the resistance of the fruit to damage due to freezing and also reduced leaf drop and wood damage. While crops on deficient trees were a complete loss, well-fertilized trees showed a fruit loss of 0 to 20 per cent under identical conditions.

Correction of mineral deficiencies has resulted in heavier scale infestation. This necessitated the development of a much more efficient control program. Scale insects have been found to thrive better on normal than on deficient leaves and are favored by the increased shade following heavier foliage resulting from deficiency correction.

The use of magnesium, copper, manganese and zinc in citrus nutrition, along lines developed at the Citrus Station, has had almost universal acceptance by the citrus industry. The result has been a considerable improvement in total production and in the quality of the fruit shipped. Likewise the industry suffered much less from the two freezes of 1940 than was expected. This can be traced largely to the application of the above mentioned elements to citrus groves in general.

EVERGLADES STATION

(Belle Glade)

Some of the crop diversification and soil conservation goals, set up earlier, and mentioned in the last report are being approached. The growing in the Everglades of excellent quality green or Pascal celery, Iceberg lettuce, Red Creole and Grano onions and U. S. 34 sweet corn is directly a result of the efforts of Station workers. Planting material of a new pasture grass has been given to ranchers in widely scattered points in South Florida to establish 44 1-acre planting stock areas. Other types are under investigation.

Better yields of corn and grain sorghum indicate that the Everglades growers can soon grow their required feed concentrates. Sweet potatoes yielded over 500 bushels per acre when allowed to grow beyond the harvest stage for table stock, and may thus show promise for use as stock feed.

The Station herd of pure bred Devon cattle is used in successful breeding and

nutrition experiments. Over 40 bull calves were furnished to Florida ranchers. In the steer feeding experiments emphasis was placed on Everglades pastures and home grown forages and concentrates.

Improvements have been obtained in plant pest control by the use of new fungicides and insecticides and through new and improved methods of application such as "vapo-dusting." Substitutes for copper in spray and dust materials have been successful in some instances. Wireworm control was effected by certain cultural practices and favorable results were had by the introduction of cane borer parasites.

Plant breeding experiments have continued with valuable results, with most attention given to sugarcane, where 55,000 seedlings, each a new variety, were set in the field during the biennium. Two seedlings of the 1936-37 series prove equal to and possibly better than any variety now in commercial production.

New varieties of beans have been produced which are resistant to rust and mildew and breeding experiments are in progress with various grasses, corn, celery, okra and tomatoes.

Soil test methods and a field lysimeter placed in operation are of definite aid to various experimental work. Active cooperation was continued with the Soil Conservation Service on the important problem of the conservation of Everglades organic soils and much basic information on conservation practices has been obtained.

NORTH FLORIDA STATION

(Quincy)

The development and distribution of two high yielding smut and leaf rust resistant varieties of oats, Quincy No. 1 and Quincy No. 2 is a significant contribution to Florida agriculture. Likewise, Florida White and Florident Yellow corn, originated and distributed by the Florida Stations, improve grain crop production on many Florida farms. These corn varieties are high yielding, prolific, open pollinated varieties with flinty kernels and a long, heavy, tight husk which offers weevil resistance. Heretofore, such a type of corn did not exist on the commercial market. This Station is also producing and distributing the single cross seed involved in making double cross Florida W-1 hybrid corn. This hybrid is gaining favor on Florida farms.

Red rot and mosaic resistant sugar cane varieties, developed at the Everglades Station and distributed by this Station, have almost completely replaced other varieties in Northwest Florida. Blue lupine (*Lupinus angustifolius L.*), introduced by this Station several years ago, is still being distributed, but by now its use has spread through Florida, into Georgia, Alabama, Mississippi, Louisiana, and Texas.

The development of grass-legume pastures that carry from three-fourths to to one and a half cows per acre seven months per year has stimulated much interest in pasture improvement work.

Rotational grazing combined with periodic treatment with phenothiazine gave a high degree of control of internal parasites of sheep, major problem of Florida sheep growers. An effective and practical year-round pasture and feed program for farm herds of beef cattle has been developed. Feeding trials show the importance of feeding protein and mineral supplements to hogs fattening on corn and peanuts.

Application of copper oxide sprays or para-dichlorobenzene has proven effective in controlling downy mildew of cigar wrapper tobacco seedlings. Breeding

for resistance to root-knot, black shank and mosaic offers encouraging results. The commercial acreage of wrapper tobacco of Florida and Georgia continues to be planted to black shank resistant varieties which were originated at this Station.

SUB-TROPICAL STATION

(Homestead)

Malnutrition symptoms of avocado, mango, loquat and many other economic plants growing on rockland soil were corrected by zinc sprayed on the foliage. Zinc sulfate added to copper fungicides increased yields and reduced spray burn on potatoes and tomatoes growing on marl.

Cleopatra and rough lemon proved better than other rootstocks. New varieties of avocado were found which show promise for commercial use and a commercially practical method of asexually propagating sapodilla was developed. Pineapples were grown successfully on rockland soils heavily mulched with pine sawdust and shavings. Variety trials of 15 kinds of vegetables were conducted on marl soil.

Supplementing complete fertilizers with intermediate applications of inorganic nitrogen proved practical for growing Tahiti (Persian) limes on rockland soil. Tests indicated that the percentage of potassium in papaya fertilizers need not exceed 5 per cent, and poultry manure proved highly satisfactory as a source of nitrogen for papayas. Potato fertilizer tests showed that 4 per cent nitrogen is in excess of requirements for good yields provided a cover crop is maintained between seasons. Field tests indicated that chance weeds form as satisfactory a cover crop as sesbania or velvet beans.

Evidence was obtained of the existence of a virus affecting limes. Pathogenicity was proved for a *Phytophthora* isolated from roots of avocado trees showing decline and *Cercospora* spot proved controllable with lower concentrations of copper fungicides than were previously recommended. Scab of poinsettias caused by a new species of *Sphaeceloma* was described. It was demonstrated that larvae of cucumber beetles (*Diabrotica* sp.) cause "healed holes" in potato tubers.

RANGE CATTLE STATION

(Hardee County)

Physical improvements of this Station began January 12, 1941, and the building program proper was started on April 20. In addition to the items mentioned earlier a barn, machine shed, scale shed, corrals and two bridges have been constructed.

The Station herd now consists of 59 native and grade cattle, 5 Brahman heifers, one Brahman and one Shorthorn bull. All cattle will be used in experimental projects.

Pursuant to the soil survey which was made in June, 1941 the following projects have been started: 1) fertilizer, variety and incorporation tests with clover; 2) the effects of fertilizers on yield and chemical composition of grasses alone and in combination with legumes; 3) breeding beef cattle for adaptation to Florida environment; 4) wintering the beef herd on Florida ranges; 5) water control and plant species adaptation for pasture purposes on low-lying lands; 6) management practices such as creep feeding of calves, controlled breeding, rotational grazing, maintenance of pastures, mineral supplements and other problems relating to the range industry.

FIELD LABORATORIES

VEGETABLE CROPS

(Bradenton)

The personnel of the laboratory has been expanded by the addition of an entomologist, and a horticulturist for investigations of gladiolus culture. New facilities include a greenhouse and a temporary laboratory building, which have been built as a single unit.

Positive results of recent research include the release of three new tomato varieties, bred for resistance to fusarium wilt and for adaptability to Florida conditions. Zinc deficiency symptoms on field-grown tomatoes have been identified by experimental work, and adequate control measures found. A study of various phases of crisp-head lettuce production has resulted in the publication of Bulletin 365, which covers the results of the research program with the crop to date.

Research is continuing on varieties, fertilizers, and field control methods for insects and diseases with relation to both vegetable crops and gladioli. Cork oaks are under trial and various herbs and plants which might serve as rubber sources are being tested.

WATERMELON AND GRAPE INVESTIGATIONS

(Leesburg)

Work at the Watermelon and Grape Investigations Laboratory during the past biennium has been concentrated on the testing of several varieties of wilt resistant watermelons that could be released to commercial seed growers. Several fairly large plantings scattered over the state have been made by commercial growers and seedsmen cooperating to test these varieties under more variable conditions than are present in central Florida. Present indications are that three very resistant varieties tentatively named Blacklee, Whitelee, and Hawklee, and having more desirable commercial characteristics than the Leesburg variety, will be released to seedsmen next season. Work has been started to develop a watermelon variety which will be resistant not only to wilt but also to anthracnose.

The search for stainless sprays for use to control late rots of grapes has continued. To date nothing has been found better than copper sulphate with some form of sticker and spreader added to give it stability. A survey of the wild species of grapes in the State has been made and living material from promising vines has been moved to the experimental vineyard at Leesburg for use in breeding to obtain varieties better adapted to Florida conditions. Various intercropping methods have been tested in vineyards.

Additional plantings and selection have been made with Sea Island Cotton to insure a source of pure strain of the seed. With the addition of an agronomist to the staff more agronomic problems have been undertaken, not only with the above mentioned crops but also with peanuts, sweet potatoes, castor beans, various legumes and herbs.

POTATO INVESTIGATIONS

(Hastings)

Tests showed that yields of potatoes in the Hastings section could be increased at least 25 per cent by replacing the standard varieties, Spaulding Rose and Katahdin, with Sebago, a new variety. Profitable increases in yield of

Katabdin potatoes were demonstrated by increasing the standard rate of seedling from 3 to 15 bushels per acre.

Experiments proved that ring rot of potatoes could be controlled completely and loss from late blight reduced by using proper methods of selecting and handling seed potatoes.

A sulfur-limestone soil treatment which controlled potato scab in infected land the first year proved impractical, since the disease was severe again in the second year after treatment.

Some cabbage stocks proved superior to others in yield, thus indicating that seed should be purchased by stock number. Of the major plant food elements, nitrogen proved to be the most essential for cabbage production on Bladen fine sandy loam soil.

STRAWBERRY INVESTIGATIONS

(Plant City)

Trials with calcium cyanamide have indicated this material to be effective in the control of the strawberry bud nematode which causes the so-called crimp disease. Vegetable seed treatments with standard and new treatments, particularly organic, have been very promising.

CELERY INVESTIGATIONS

(Sanford)

The scope of the Laboratory's work was broadened late in the biennium by the addition of an entomologist to the staff.

Tests with celery continued to show that fertilizers with 100 per cent inorganic nitrogen produced the largest yields at the lowest cost. Further trials indicated again that 5 per cent nitrogen fertilizers at the rate of 1000 pounds per acre gave optimum yields. Starter solutions were not found effective. No conclusive data were obtained from the use of liquid fertilizers. Experiments with iceberg lettuce indicated that plantings in November and December are most likely to produce marketable crops. Variety tests with celery are in progress and have begun with cabbage.

In field tests no material was found more effective in controlling celery blight than bordeaux mixture with a high copper and low lime content. Certain basic coppers were found satisfactory on celery both for disease control and decreased foliage injury except where conditions were most favorable for blighting. Semesan appeared satisfactory in preliminary trials for the control of root-knot and damping off of celery in the seed bed, and in two years' trials, chloropicrin was found very effective also, and formaldehyde quite beneficial.

PECAN INVESTIGATIONS

(Monticello)

Work of this laboratory, in cooperation with U. S. D. A. Bureau of Entomology, has been confined principally to the control of the pecan nut casebearer and the leaf casebearer. Experiments with winter washes and insecticide sprays have been continued to further substantiate the data already obtained.

The most promising creosote mixtures used in experiments prior to 1942 for control of pecan casebearers in their hibernacula are no longer obtainable. Tests are being continued with other creosote mixtures. Data show that only fair con-

trol of first brood nut casebearers can be expected from single spray applications of any insecticide.

Respectfully submitted,

WILMON NEWELL,

*Procust for Agriculture and Director
of the Experiment Stations*

REPORT OF THE DIRECTOR OF THE AGRICULTURAL EXTENSION SERVICE

To the President of the University:

SIR: I respectfully submit the report of the Agricultural Extension Service of the College of Agriculture for the biennium ending June 30, 1942.

The Extension Service is designated by the U. S. Department of Agriculture to be the responsible subject matter agency that taps scientific and economic information affecting agriculture and uses this information in guiding farm people. This organization has carried forward on every sector of the farm front the general educational work in agriculture and home economics as related to production, adjustment, conservation, marketing, rehabilitation and transportation. It has served as the main collaborating state body in connection with programs of the Agricultural Adjustment Agency and the establishment of soil conservation districts. It has cooperated in programs relating to vocational agriculture, rural electrification, the Federal Surplus Commodity Corporation, Federal feed and seed loans, the Crop Reporting Board, State Department of Agriculture, State Live Stock Sanitary Board, State Marketing Board, State Board of Health, and commodity and production organizations.

The Director of Extension has served as Administrator of the State Soil Conservation District Law and as Chairman of the Agricultural Advisory Committee of the State Defense Council. The Vice-Director is a member of the State AAA Committee and the Florida U. S. D. A. War Board. The State Home Demonstration Agent is Chairman of the Food and Housing Committee of the State Defense Council. The county agents serve as secretaries of the county U. S. D. A. war boards and many of them serve as committee representatives in the County Defense Councils. Various members of the administration, specialist and county staffs serve on state and national committees.

Projects include Administration, Publication and Printing, County Agent Programs, Home Demonstration Programs including (a) Food Conservation (b) Nutrition (c) Home Improvement (d) Clothing, 4-H Club work for boys and girls, Citriculture, Poultry Husbandry, Agricultural Economics, Farm Forestry, Land-Use Planning, Soil Conservation, and Farm and Home Demonstration work for Negroes.

Personnel.—12 supervisors, 23 specialists, 165 county Extension workers (white men and women) 18 county Extension workers (Negro men and women), total 158 serving agriculture and rural homes in 61 counties. The counties are served by the following employees. Two counties are served by one county agent, one home agent and an assistant for each; twenty-four counties are served by one county agent only; one county is served by one home demonstration agent only; and thirty-six counties are served by one county agent and one home agent.

County appropriations in support of this work vary between counties and total approximately \$148,000 per year.

Negro agents are employed in counties having the greatest Negro agricultural population. Number of counties served, 14; number of men employed, 9; number of women employed, 9. Negro agents' work is harmonized with that of county and home agents.

Since the work of county and home agents requires much travel to farms and homes in the counties, the average monthly mileage as reported by county agents was 16,455 miles, and for the home agents was 14,016 miles.

PUBLICATIONS AND PUBLICITY

The editorial staff consists of one editor and two assistants. They edit and supervise the distribution of bulletins, circulars and other printed material, supply newspaper and the farm journal releases to state papers, and distribute radio material.

The Agricultural News Service clippings are supplied weekly to Florida papers, mats and news pictures are furnished from time to time, editorial articles are written by the editor and members of the staff.

WRUF furnishes a radio period from 12 to 1 P.M. each weekday known as the Florida Farm Hour. Each program includes three or more speaking parts in addition to market reports. In 1941 the Farm Hour presented 14 remote control broadcasts relating to agriculture from various points in the state. Farm Flashes were sent daily to seven other Florida radio stations.

The bulletins and publications are sent out on request and are also supplied to the offices of the county Extension personnel and to Federal offices cooperating with the Extension Service and institutions requesting them. The largest distribution is made through the county Extension agent's offices.

	Number Published	Editions
Bulletins	8	125,000
Circulars and record books	22	316,000
Miscellaneous publications	29	77,150

FINANCIAL STATEMENT

Sources of Revenue.—The Extension Service is supported by three sources of revenue.

	Amount	Percent
U. S. Department of Agriculture	\$467,398.67	48.4
State Appropriations	212,228.35	22.0
County Board Appropriations	285,009.98	29.6
	<u>\$964,637.01</u>	<u>100.00</u>

The legislature of 1939 passed an act appropriating \$80,400.00 per year to apply on the salaries and expenses of county Extension agents. The purpose of this bill was to more nearly equalize county salaries. To date this annual appropriation has not been available.

A special allotment from the Bureau of Agricultural Economics was set up for the land-use planning program. On July 1, 1941, this appropriation was reduced from \$11,000 to \$3,500. The program was discontinued as of June 30, 1942, due to reduced appropriations by Congress to BAE.

COOPERATING FEDERAL AGENCIES

The Agricultural Adjustment Agency includes more problems in common with the Extension Service than any other of the federal agricultural agencies. It made conservation payments to 49,447 farmers in 1941. AAA also operated the cotton and tobacco parity programs, sugar marketing program, and cotton mattress program. The State AAA Administrative Officer is chairman of the Florida USDA War Board, and the chairman of each county AAA committee serves as chairman and the County Agent serves as Secretary of the county war board. State War Board membership is made up representatives of all Federal agencies. The AAA Administrator and Assistant Administrator serve in a joint capacity with the Extension Service.

County agents serve as secretaries or ex-officio members of the county AAA committees and their offices are AAA headquarters.

The home demonstration office has assumed the responsibility for making cotton mattress furnished to low income farm families. The cotton and the ticking were supplied through the Agricultural Adjustment Agency. Persons receiving the mattresses were required to make up the mattress. Storage space for the cotton and work rooms were provided from local sources.

Home Demonstration agents serve on state and county nutrition, clothing, rural welfare, conservation and health committees.

COOPERATION WITH COLLEGE AND STATION

The College of Agriculture offered a three weeks' short course during June and July of 1940 and 1941 for county and home demonstration agents. These courses offered credits optional for advanced degrees. The Extension agents attending were allowed official time for the period attending but paid their personal expenses.

The Extension Service and the Florida Experiment Station work cooperatively in the conduct of meetings, contests, and other informational programs. Similar cooperation exists between this service and the Florida State College for Women and the Florida A. & M. College for Negroes.

Staff members contribute subject matter used in Extension programs.

STATE EXTENSION GOALS COMMITTEE

To help secure production of needed farm crops requested by the U. S. Department of Agriculture, the Extension Service, in cooperation with the Agricultural Adjustment Agency and the State War Board, established Extension Goals Committees. These committees were headed by district agents, specialists and county personnel that would encourage cooperation and adjustment on the farms to meet the goals set up for Florida.

Each extension specialist assumed responsibility for the commodity with which he works and made plans so that all counties could be contacted and county committees established. County and home agents represented the goals committees in the counties and they in turn worked with the Agricultural Adjustment Agency and War Board of the county to present the needs to the farmers within the county. Reports to date indicate that all production goals will be met in 1942, with the exception of peanuts where the goal was set at 275 percent increase, and although not reaching this large goal there will be a very substantial increase.

4-H CLUB WORK

This work is conducted with both boys and girls. The 4-H clubs are under the direction of county and home agents. This includes leadership training courses for boys and girls, organized study of rural and farm problems, the production of crops and livestock, home skills, direction in recreation, and training in democratic principles. This program includes contests in the production of baby beef, poultry, hogs, dairy cattle, and vegetables, and in clothing, baking, food preparation and related lines. These are concluded at state shows and contests and awards are made to successful contestants that provide attendance at 4-H summer camps, trips to the National 4-H Congress, trips to the National 4-H Camp in Washington, D. C., trips to the National Dairy Show, in addition to scholarships awarded by the State Bankers' Association and private institutions and individuals.

4-H Regional Camps.—Three regional camps are established in Okaloosa, Madison and Lake counties. Each camp is equipped to accommodate 125 4-H club members.

Due to the many additional duties placed on county agents and to limitations in travel, the 4-H programs were necessarily curtailed. Local 4-H club voluntary leaders have given valuable help in the organization, enrollment, holding meetings and completion of projects and records.

Emphasis is placed on the production and use of agricultural garden, poultry, dairy and animal products by the boys and girls.

In 1942, on account of travel restrictions, it became necessary to abandon the 4-H annual short courses at state institutions and in place of these state events, 4-H club camps were held in the counties under the direction of the Extension Service.

POULTRY

The Poultry Extension program is tied in closely with the research and teaching work of the college. The Florida Poultry Council has rendered valuable assistance to Extension poultry work, in programs dealing with egg production, feeding schedules, handling practices livability and production costs.

The Central Florida Fair Association, Orlando, has made available ample space and accommodations to hold the annual 4-H club poultry and egg show and judging contests.

Florida National Egg Laying Test has been in operation for 15 years. In 1941 the highest records were made by a Florida pen entered by Crescent Farms, Bradenton, Florida. This pen of 13 pullets produced 3,550 eggs during the year's test, the highest record ever reported in this state. Its records have supplied valuable information as to livability and feeding practices.

Poultry Production Goals for 1942.—The U. S. Department of Agriculture set up production goals for 1942 to meet war needs and home consumption. The Department called for a 12 percent increase in egg production, 14 percent increase in poultry for slaughter, and 10 percent increase in turkeys. Indications are that, with the exception of turkeys, these goals will be exceeded.

The poultry Extension program includes the following: Production of healthy pullets; practical poultry units on farms; culling to eliminate unprofitable birds; green feeds in rations; 4-H club work; cooperation with poultry associations; cooperation with the State Live Stock Sanitary Board to issue certificates to the

hatcheries and breeders so that healthy chicks will be distributed from these hatcheries; a disease control program in cooperation with the Florida Experiment Station; the use of artificial lights; and broiler production.

LIVESTOCK AND AIRYING

The Extension dairy program involves work with county agents, home demonstration agents, and 4-H club members while the beef program is carried along principally by the county agents. There are approximately 44,000 dairy cows on the farms and 86,000 dairy cows supplying whole milk to people off farms. In both cases production and consumption have materially increased. Commercial dairying involves many distribution problems. Dairymen have been assisted in making adjustments necessitated by the location of military camps at various places in Florida.

In the production of meats from beef and pork, better prices and food needs have brought about many changes.

In cooperation with the Live Stock Sanitary Board and the Bureau of Animal Industry the program to control Bangs' disease, tuberculosis and parasites has been a very definite educational job contributing to the upbuilding of the animal industry. The state markets have provided sales programs, and with better prices, inferior stock is being marketed. The Extension specialists and county agents have helped cattlemen and dairymen to locate, select and purchase better animals.

The war demands, together with cholera control, grazing and fattening practices, have caused a greatly increased number of marketable hogs.

In all livestock work the 4-H club program has had an important part. The boys and girls have been encouraged by awards and scholarships offered by individuals, banks, railroads, county officials and county boards.

AGRONOMY

The agronomy program has emphasized the demand for increased peanut production for oil purposes. The AAA program assumed the responsibility to secure a supply of extra seed needed and the needed harvesting and picking machinery.

The improved pasture program has been effective in a large area of Florida. The soil conservation program of the AAA and results from production practices on farms and from records of the North Florida Experiment Station provided the basis for recommendations governing pasture improvement.

1. 325,000 acres have been established in permanent pastures; 2. Flue-cured tobacco production, although governed by AAA regulations, is now furnishing a very substantial part of the farmer's income; 3. It is now apparent that some citrus counties that did not formerly produce Sea Island cotton may be the main producing counties. Boll weevil control is highly important in Sea Island cotton production.

CITRUS FRUIT CULTURE

The Extension citrus project went forward in all citrus growing counties. Producing better fruit at lower cost and marketing it efficiently continue to receive stress.

Soil samples were taken from 4,240 citrus groves aggregating 46,510 acres. Liming recommendations were followed on 4,146 groves, involving 48,177 tons.

Dolomitic limestone was used almost entirely, 17,500 tons of which were obtained as AAA grant-in-aid, at a saving to the grower of \$1.00 to \$3.00 per ton. Magnesium has been supplied very largely through the use of dolomite, applied for changing the soil reaction to a more favorable level.

Manganese, zinc, and copper have been applied both in the fertilizer and to the foliage. Reports from 67 demonstrations show a 55 percent increase in yield, with an increase of only three percent of fertilizer used, and a reduction of 39 percent in production costs.

Cover Crops.—In 21 groves where the cover crop had been mainly crotalaria, the yield of fruit has been increased 64 percent and production cost per box was reduced by 23 percent.

Reports show that 9,371 growers were assisted with their cover crop practices on 140,500 acres.

Irrigation Advancement.—Production records covering five years, show a 20 percent average increase in yield from irrigated groves over non-irrigated. The average cost of irrigation was \$5.68 per acre, approximately 3.2 cents per box. The cost of production was seven cents per box less on the irrigated groves, and the returns were 15 percent higher.

Assistance was given to 1,383 growers in melanose control, 300 growers in oil spraying to control scale, and 1,100 growers in the control of rust mite.

The Extension Service distributed about 14,000 copies of spray schedules issued by the Florida Citrus Commission.

Frenching in the chronic and acute forms has largely disappeared from the groves under intensive foliage applications of zinc. Bronze leaf, a foliage symptom of magnesium deficiency, has been brought under control by the almost universal use of dolomite, frequently supplemented by magnesium sulfate and more lately by seawater magnesium.

The influence of magnesium on the yield of citrus fruits and consequent production cost is seen in the records of 31 groves where dolomite has been used for the last three years in building up from a very low soil reaction level and supplying a pronounced deficiency of magnesium. The yield has been increased 67 percent and the cost per box of producing the fruit has been reduced 40 percent by the treatment.

Meetings.—Four hundred educational citrus meetings were held in 24 counties.

The growers' institute held at Camp McQuarrie, Lake County, ran through four days each year with an average daily attendance of 150.

FORESTRY

The forestry program has included the following:

1. *Fire Protection.*—In areas where pine timber is the main forestry product, burning continues to be an extremely destructive practice. In cooperation with the U. S. Forest Service a determined effort is being made to overcome this practice.

2. *Thinning.*—Some areas are overstocked with pine trees. The problem here is to select the most valuable trees for lumber and harvest and market other less valuable trees for pulpwood, firewood, cross-ties, posts, etc.

3. *Gum Farming.*—The present demand is for a large production of turpentine and rosin required by war industries. This provides another source of farm income and if properly handled yields substantial returns.

4. *Marketing*.—Ways and means of marketing and delivering small supplies of farm timber products that will justify the cost and give fair returns and enable farmers to produce a substantial amount of the needed increases of turpentine and resin have been suggested.

5. *Destructive Pulpwood Cutting*.—Large areas have been devastated of all trees and much valuable timber sold for pulpwood that should have been left for the production of lumber for building purposes, fence posts and construction work.

6. *Norris-Dunay farm forest projects* provide for planting and protecting natural reforestation. Through cooperation with the U. S. Forest Service, the State Forest Service and the Agricultural Adjustment Agency, there have been about eight million trees planted each year in 35 counties.

The Extension Forester has launched a campaign for the planting of red cedar on suitable soils.

AGRICULTURAL ECONOMICS

This program provides for studies in the following:

1. *Citrus Grove Management*.—In this a study is made of management practices dealing with fertilization, cultivation, value of cover crops and soil correctives. Apparently the cost of production in many areas is higher than conditions justify.

2. *Irish Potatoes and Celery*.—This study has been carried on six years and cost records were secured from farmers, marketing associations and packing-houses.

Similar studies were made with celery in the Everglades to determine production costs and returns from celery grown on the peat and muck lands.

3. *Outlook Information*.—The economics section prepares the farm outlook report for Florida. This project has been underway for several years in cooperation with the Federal Bureau of Agricultural Economics and is now of greater value because of war production needs.

4. *Management of Range Cattle*.—The program is being carried in cooperation with 15 range cattlemen who have agreed to keep records of their operations. Cattlemen are assisted in making the necessary inventories, setting up schedules and keeping costs and sales records.

5. *Farm management surveys* were made on 35 farms in Jefferson County in cooperation with the Soil Conservation Service. This provided for a record of production for home use and for sale and determination of farm needs.

6. *Garden Studies*.—Definite investigations were made to secure information on farm gardens to supply food for farm families on low income farms, as a part of the land-use planning program. This was correlated with a study of nutrition needs to determine the effect a plentiful supply of vegetables as related to the health and welfare of tenants and small farmers.

NEGRO WORK

Fourteen counties have Negro Extension agents, nine women and nine men, supervised by two district agents. The main objective is the production of food and feedstuffs so that farms may be self-sustaining with production to supply

farm and home needs. All work of negro agents is coordinated with that of the white agents. Negro agents assist and work with county agents in problems affecting negro farm families. Specialists and supervisors from the state office supply subject matter, bulletins and programs as a basis for negro Extension work. 4-H short courses are held at appropriate times and places, usually at the Florida A. & M. College for Negroes at Tallahassee.

Headquarters for negro work is provided by the Florida A. & M. College in Tallahassee, and the president of that institution gives cordial and substantial assistance. There are approximately 9,700 negro farmers in Florida; 4,500 of these are owners, 1,000 are part owners, and 4,200 are tenant farmers.

HOME DEMONSTRATION WORK

PROGRAMS WITH RURAL FAMILIES

Home demonstration work has been developed toward the goals of health, thrift, adequate food and nutrition, and training in good citizenship. The 18,470 rural women and girls enrolled in the 820 organized home demonstration clubs in 1941 were already trained leaders, carrying on a practical defense program in their homes and communities through canning and preserving their food, home food production, cookery and meal planning and preparation, and saving textiles and equipment in the home. The long-time educational program has been adjusted during the biennium to meet many immediate war-time needs. Reports show that 48,676 white farm and rural families and 2,378 negro farm families received direct help, an increase of 4,900 over the number served the preceding biennium. Home agents visited 28,806 farm homes, had 55,302 telephone calls, and prepared 4,746 press articles and 460 radio talks.

Home demonstration workers kept in close touch with state and national programs affecting agriculture and Florida rural people, and received much valued cooperation from other agencies. The agents have tried to use all available resources to secure results which contribute to permanent improvement and give immediate aid to the war efforts of the county.

The Florida State College for Women provides office quarters and cooperates in the maintenance of the state-wide program.

FOOD PRODUCTION AND CONSERVATION--NUTRITION

In line with national agricultural production goals and the Food for Freedom program, the home agents strengthened their work with home gardens, poultry and home dairying to provide a more adequate supply of food for home use and to release for shipment elsewhere some of the food products usually bought for use in rural homes. Storage of surplus crop through home canning was encouraged.

More than 16,000 home gardens were grown by women and girls and 1,573 fruit trees planted. Also, 3,124,444 quarts of vegetables and fruits, meats, fish and poultry were canned for home use. Florida citrus and other fruits were made into 663,828 quarts of preserves, jams and marmalades; 948,017 pounds of meat were stored or cured. Three times as much food has been canned and stored in home pantries in the first six months of 1942 as during the same season of last year. Canning centers have been established in communities, directed largely by volunteer home demonstration women, and in some counties by canning assistants employed by county boards.

Instruction in better preparation of Florida foods and better planned meals

was given to the 17,813 girls and women enrolled in the Foods, Nutrition and Health program. Also, 9,882 women and girls reported having physical examinations by physicians as part of their health improvement. More than 83,000 school children were served by school lunch-room which home demonstration women either sponsored or supervised in their wish to improve the health of their children in school. Instruction on the use of enriched flour and on surplus food commodities was presented in all counties through cooperation with the Surplus Marketing Administration. The use of Florida honey and sirup was stressed as a part of the sugar-saving program. Information has been supplied county rationing boards on amounts of sugar needed to meet local canning needs.

The specialists in nutrition and in food preservation are members of the Extension Agricultural Goals Committee, serving as chairman of sub-committees on nutrition and home gardens. The state agent is chairman of a state defense council committee on home gardens and food conservation with volunteer county chairman in each county pledged to push gardening and canning as part of a needed defense program. Home agents serve as members of county defense council committees on nutrition and victory gardens, and as instructors in Red Cross nutrition classes.

HOME IMPROVEMENT, THRIFT, AND HOME INDUSTRIES

Thrift by preventing waste and improved management of resources was emphasized in the Home Improvement Program in all counties. More than 2,000 rural homes were reported electrified. Clinics for the repair and better use of pressure cookers, sewing machines or other household equipment were held in more than 39 counties.

Recognizing the need of making the home itself attractive and sanitary, 207 new homes were built, 1,158 painted or repaired, 459 water systems installed, and 1,019 homes screened.

Total cash sales reported by rural women of home industries products they had developed from farm resources amounted to \$424,379.72 for the biennium.

Through thrift, better management and self-denial, rural families invested generally in the government's war-time stamps and bonds, although no state-wide report is available on the total amount purchased by home demonstration members. County councils and clubs assisted with sale of these securities in cooperation with the U. S. D. A. War Board.

COORDINATED COMMUNITY PROGRAMS

With the increasing difficulties of transportation, county-wide meetings have been fewer and local people have taken on greater responsibility for community programs. Local leaders held 15,462 instruction meetings on timely subject with an attendance of 58,000 persons. Thirty-three home demonstration club houses or rooms are reported secured in 1941 and 25 libraries. At least six counties bought motion picture projectors for county-wide use. All this shows a wholesome interest in maintaining a fine community life in spite of the war.

A thousand volunteer women leaders assisted in explaining the government's program set up to control the cost of living.

Home demonstration clubs and councils cooperated actively with other organizations in programs for civic improvement, including the state-wide health committee; the celebration of the President's Birthday to aid the fight against infan-

the paralysis. Other educational agencies, especially the administrators and teachers of the public schools, have given valued cooperation.

TEXTILE AND CLOTHING—HOME FURNISHINGS

Home sewing and greater use of cotton for clothing and house furnishings was encouraged in all parts of the state, through instruction to club groups and leaders, and by exhibits and demonstrations. Thrift was taught in buying textiles and repairing and reclaiming used garments. The value of suitable and attractive clothing to health and morale was emphasized.

Nearly 30,000 mattresses and cotton comforts were made by farm families under the direction of home agents, carrying out a program cooperatively with the Agricultural Adjustment Administration to use surplus cotton.

The 21 counties where the Cotton Stamp program was set up were supplied with especially prepared circulars and posters to encourage wise spending of the issued stamps for cotton goods needed in the homes.

4-H WORK WITH GIRLS

Ten thousand girls were enrolled, which was only a slight increase over the previous two years. Local people available in other years to serve as local leaders for the community groups were either employed or used their time as volunteers in specific defense work, and did not give their usual aid to the 4-H program.

The president of the State Junior Council for 4-H girls was named to the State Youth Committee of the State Defense Council.

One hundred and five former 4-H club girls were enrolled in 1941-42 as students in the Florida State College for Women, with 23 of these girls receiving degrees in 1941 and 1942. Many earned all or part of their college expenses. The women of the State Council maintained a scholarship loan fund, contributed by county councils, the amount of loans made in the past ten years amounting to two thousand dollars.

The Annual State Short Course for Florida 4-H girls was not held in 1942, due to the war situation, the only time this event has not been held in the 30 years since home demonstration work was established in Florida.

WORK WITH NEGRO FAMILIES

All the developments of the home demonstration program, as given in this report, are conducted with negro families, adapting the plans to meet their specific needs. Nine negro home agents are employed in counties having large numbers of negro farm families, with a negro district agent in immediate charge of the program. A home grown food supply, stored and eaten properly for the health of the family, and home improvement and sanitation and personal health have been taught in all counties.

Respectfully submitted,

WILMON NELLWELL,

*Provost for Agriculture and Director
of Agricultural Extension Service*

REPORT OF THE DEAN OF THE COLLEGE OF BUSINESS ADMINISTRATION

To the President of the University:

Six: The College of Business Administration, during the biennium ending June 30, 1942, has made satisfactory progress. The advent of war has of course altered activities in many ways and has necessitated a change in emphasis, but registration of students has remained largely unchanged. While the number of students enrolled in the University as a whole, decreased sharply from 1940-41 to 1941-42, the number in the College of Business Administration decreased only from 249 in the first year to 231 in the second year, or less than four per cent. The number of graduates, however, remained exactly the same—112—in each of the two years.

Both the number of students and the number of graduates in Business Administration are likely to increase rather than decrease during the next biennium. Under *Occupational Bulletin* (No. 10), issued by the Selective Service System on June 18, 1942, students preparing to become accountants, economists, personnel managers, statisticians, or industrial managers were placed on the list of "critical occupations." This means that there are acute shortages in these occupations and that students preparing therefore, along with engineers, chemists and certain other selected groups, will be deferred under the draft until they have received their degrees. Since virtually all students in the College of Business Administration are preparing to enter one of these occupations, they will be given the opportunity, provided they make satisfactory progress, to remain in the University until they graduate. This arrangement will undoubtedly increase rather than decrease student enrollments.

To adjust its program to the war needs of students, the College of Business Administration has made some changes in its regulations. To begin with, students who are preparing to enter particular divisions of the armed forces are permitted, subject to the approval of the Dean, to increase the number of elective credits outside courses in economics and business. This regulation has enabled students to make individual adjustments and to fit themselves more effectively for the military services which they expect to enter. Provisions have also been made without lowering standards in any way, to take care of the needs of students who are near graduation but who may be called for active before they are able to take regularly scheduled final examinations or before they are able otherwise to comply with the mechanics of graduation.

Five permanent changes in staff have been made during the biennium. A. S. Campbell resigned to become economist for the Tennessee Valley Authority and C. H. Donovan, A. B., Ph.D., was appointed as Associate Professor of Economics in his place. Robert Collins resigned to enter the practice of accounting and George Dandelake, M. A., C.P.A., was appointed to take his place. Miss Catherine Smith, Secretary, resigned and Miss Tex Brown, B.S., was appointed in her place. William H. Joubert, B.S., M.A., with five years teaching experience at the Florida State College for Women and with virtually all requirements completed for his Doctor's degree, was appointed Assistant Professor of Economics. John W. Dietz, B.S., M.A., with several years of business experience, was appointed Assistant Professor of Finance, half-time.

Several faculty members have entered the Army or Navy or the government service. Wesley Fly and Earl Powers, who held reserve commissions in the Army, was called to active duty in January, 1942. C. H. Donovan was given a reserve commission in the Navy and was called to active duty in June, 1942. While T. C. Bigham will return to his teaching duties this fall, he was given a leave of absence from November 1941 to September, 1942 to become Secretary and Director of Research of the National Transportation Board in Washington. R. S. Atwood was given a leave of absence in March, 1942 to accept a war-time appointment as economic advisor to the American Embassy in Quito, Ecuador.

This college has followed the policy of not replacing faculty members called into the armed forces or into the government service, except in cases where replacements were absolutely necessary. In line with this policy, Fly and Powers were only partially replaced. Their courses were taken care of by shifting Assistant Professor Joubert half-time from other courses to accounting, by adding Roy Purvis to the staff on a half-time basis and by advancing Lloyd Johnson from a graduate assistant to a full-time instructor. In this way considerable savings were effected in the budget. Johnson, however, resigned in June, 1942. Unless anticipated enrollments in accounting increase this fall, no further replacement will be made. Other staff members took over the courses of Donovan and Atwood.

Certain faculty members have acted in a consulting or other capacity during the biennium. James E. Chace was granted a leave of absence for one year to serve with the Florida Industrial Commission. While he was away George Baughman took his place. Walter J. Matherly was appointed by the State Board of Health, for a two year period, as Chairman of the Merit System Council of the State Board of Health and the Crippled Children's Commission. He was also appointed by the Governor for a three-year term on the Florida Centennial Commission. R. B. Eutsler is acting as economic advisor to the Florida Railroad Commission in connection with its study of the Southern freight rate structure. During the present summer, D. M. Beights is serving with the United States Civil Service Commission in Washington and John W. Diets with the Office of Price Administration in Atlanta.

The Bureau of Economic and Business Research which operates under the College of Business Administration has continued to function effectively during the biennium. In December, 1941, this Bureau began the monthly publication of *Economic Leaflets*—a four-page sheet designed to serve the people of Florida by gathering, classifying and interpreting facts concerning commerce, finance, manufacturing, insurance, government, taxation and other related fields. It carries articles each month prepared by University faculty members which are of direct interest not only to business men but also to individual citizens and those who are concerned with problems of state and local government. The following articles have appeared in the publication from December, 1941, to August, 1942, inclusive: "Florida's Position in National Defense," Roland B. Eutsler; "A Decade of Federal Expenditures in Florida," C. H. Donovan; "Inflation," John G. Eldridge; "Population Changes in Florida, 1930-1940," John M. MacLachlan; "The Incipient Metropolitan Economy of Florida," Oscar E. Heskin; "War Finance," Walter J. Matherly; "War Production," Roland B. Eutsler; "The Banking Facilities of Florida," Harwood B. Dolbear; "Florida Banks and the Federal Deposit Insurance Corporation," Frank W. Tuttle; and "The Control of Consumer Credit," Walter J. Matherly.

In addition to the research efforts of faculty members which have appeared in

Economic Leaflets, several faculty members have written and published important articles during the past two years: Montgomery D. Anderson, "Sobre A'Moldia Neutra," *Separata Do No. e Ano v. Da Revista Brasileira De Estatistica* and "Investment and Valuation of Capital," in *Econometrica*, April, 1942; Sigismund deR. Diettrich, "Hemisphere Defense and American Solidarity," *Proceedings of Florida Academy of Sciences*, 1940; Frank W. Tuttle, "Should Banks be Permitted to Fail?" *Proceedings of Florida Academy of Sciences*, 1940; Truman C. Bigham, "The Transportation Act of 1940," *Southern Economic Journal*, July, 1941; and Walter J. Matherly, "The Development of Consumer Economics," *Southern Economic Journal*, July, 1942.

James E. Chace and William H. Joubert have continued with their work toward Doctors' degrees. Joubert will probably secure his degree from the University of North Carolina at the end of the current summer session. Wesley Fly in 1941 and Earl Powers and George Dandelake in 1942, successfully passed the examinations given by the Florida Board of Accounting Examiners and received their C.P.A.'s. Walter J. Matherly, in June, 1940, received the honorary degree of Doctor of Laws from William Jewell College.

The needs of the College of Business Administration are of three kinds: First, adjustment of salaries of faculty members to rising price levels and costs of living; second, holding open the positions and adjusting their salaries upward of those who have been given leaves of absence to enter the armed forces or government service; and third, maintenance of teaching personnel to take care of possible increases in the number of students which may come as a result of draft deferments. The College of Business Administration has a significant role to play in the war. Every effort will be made to insure that it plays that role effectively.

Respectfully submitted,

WALTER J. MATHERLY, *Dean of the
College of Business Administration*

REPORT OF THE DEAN OF THE COLLEGE OF ENGINEERING

To the President of the University:

SIR: I have the honor to submit to you the following report of the College of Engineering and the Engineering Experiment Station for the period ending June 30, 1942.

The College of Engineering was one of the first divisions of the University to become actively affected by what was first, the nation's defense effort, and later, the real war effort. Among the important activities of the College during the past biennium are the following:

- (1) The United States Army has contracted for special training for selected groups of enlisted personnel and civilians.
- (2) Since 1940 the College has cooperated with the Civil Aeronautics Administration in its pilot training program giving instruction to 306 pilots many of whom are now engaged in combat duty with the armed forces.
- (3) The College was selected in 1940 by the United States Security Agency as the only authorized institution in the state for administering its special college-level program of Engineering, Science, Management War Training whose purpose

it is to train civilians for war industries and the armed services. During the past biennium 3,795 Floridians have enrolled in 115 of these courses which are now available in all parts of the state.

(4) The need for technically trained men has been reflected in the largest engineering classes in the history of the institution. Industries throughout the nation, many Government bureaus, and the armed forces are contacting us and absorbing these graduates in ever increasing numbers. The increased enrollment of many of our classes could not have been met without increasing the faculty except by the greatly increased efforts of our staff and the more efficient use of our facilities, including laboratories and classrooms.

(5) The College has been called upon for many services to industry and the armed forces, particularly with reference to Government contracts. Our technical staff and equipment are in frequent use on such work.

(6) To further meet the demands for engineers the College has accelerated its program by making available for the first time a large number of courses in engineering in the summer school session. Approximately 50 per cent of our students availed themselves of this possibility of accelerating their progress.

The above items have called for an unprecedented demand upon not only our physical equipment, but also upon our staff. The loyalty of our men in this emergency has been outstanding. Many of them have refused offers of greatly increased compensation because of their loyalty to our institution, and because of the fact that they felt that they could serve the war effort to better advantage by remaining here.

LABORATORIES

During the past biennium, the Chemical Engineering laboratory has been able to secure many outstanding pieces of equipment so that this department is now in a much better position insofar as its instructional work and research are concerned.

The Electronics Laboratory has been fortunate in securing, through the efforts of Dr. Palmer H. Craig, a comprehensive tube-making and glass-blowing laboratory. This equipment is some of the most outstanding of its type in the South and will be of real value not only in instructing our students, but also for research purposes.

The Mechanical Engineering Laboratory has almost completed the construction of a wind tunnel to be used not only in the field of aeronautics, but also in connection with studies pertaining to stresses produced by high winds in building structures. Commendation should be given to Professor R. A. Thompson for the unique and intricate design of the automatic equipment involved and to Mr. C. H. Swartz for its construction.

The improvement in our laboratories has been brought about through the hard work and ingenuity of our staff, in spite of the fact that funds were not available for purchase of such improvements.

CURRICULA

Curricula of various departments have been changed insofar as technical content is concerned because of many new developments which have occurred.

Our Electrical Engineering course now gives added emphasis to the field of electronics. Students in Mechanical Engineering may specialize in the aeronautical field. Students in Civil Engineering may now secure special courses in the field of public health which should enable them to fill a great need in solving health problems of our state.

Throughout the curricula emphasis has been placed upon technical applications pertaining to the war effort.

The General College program has been of inestimable value in connection with our increased program due to the war effort. It has enabled us to quickly separate those students not qualified for engineering and steer them into other channels. Through the testing program it is possible to analyze the student's needs at the beginning of his college career and so give him additional instruction when needed in fundamental courses of study. On the other hand, it has enabled the superior student to accelerate his program and so more quickly make him available in the war effort. By postponing entrance into the College of Engineering until the junior year and demanding more than a mere passing grade in fundamental subjects before a student is admitted to the College, a better quality of work is done in the professional school with a considerably decreased number of dropouts due to failure.

FLORIDA INDUSTRIES' COOPERATIVE PLAN

During the past biennium approximately 40 men per year have received technical and industrial instruction while earning over \$20,000 per year. Not only does this give a student an opportunity to earn part of his college expenses, but also enables him to secure an insight into industrial practice concurrently with his educational program.

PERSONNEL

1. Associate Professor William L. Sawyer has been granted a leave of absence to serve with the armed forces. Mr. Gerald M. Keith was selected to fill this vacancy.
2. Associate Professor S. P. Sashoff has been granted a leave of absence to serve with the armed forces. This vacancy was filled by Dr. Palmer H. Craig.
3. Assistant Professor Geo. O. Phelps resigned from the Department of Industrial Engineering. Professor E. D. deLuca, who has since resigned, was appointed to his place.
4. Associate Professor C. H. Jones has resigned and Mr. J. T. Leggett has been appointed in his place.
5. Professor E. C. Barrett has been doing research in limerock in connection with the Engineering Experiment Station and teaching in the Chemical Engineering Department from January, 1941, to August, 1942.
6. Professor C. A. Moreno was added to the Electrical Engineering Department in the first semester 1941-42 and he brings valuable assistance to the work of that department in electronics.
7. Mr. James L. Shively resigned from the department of Civil Engineering in March, 1942.

ENGINEERING EXPERIMENT STATION

For several years the Biennial Report called attention to the need for funds for the Engineering Experiment Station. Many problems pertaining to the welfare of our state affecting our industrial development, and the health and protection of our people should be studied by engineers properly qualified for this work in laboratories equipped for these problems.

The last legislature made available an annual appropriation of \$50,000 so that this important work could go on. It was found, however, that the State's finances were unable to meet this appropriation, and so no funds were made available for this work. An investment in engineering experimentation would return dividends to every citizen in our state. It could be of real assistance in our war effort and it would be of even greater assistance in the reconstruction period which will come.

The Station is, however, using its facilities in helping many of the industries solve many of their minor problems. Lack of funds, however, prevents the Station from endeavoring to solve many important problems which will confront us in the future. The Electrical Engineering Department has been unable to continue the excellent work which it started in the field of hurricane location through means of associated static due to lack of personnel and funds. Studies are now being made pertaining to the value of ground resistance of various Florida soils.

Acknowledgement should be made to the Florida Limerock Association for a grant of \$10,000 which has enabled us to make studies in connection with limerock, one of Florida's important natural resources.

The Chemical Engineering Department is carrying on research pertaining to the following:

1. Recovery of acetic acid from pine wood distillation products.
2. Recovery of toluene and other critical chemicals from gas tar.
3. Production of plastics from citrus waste.
4. Liquid film coefficients in heat transfer.
5. The condensation of mixed vapors.

The Mechanical Engineering Department has begun studies pertaining to the stresses in roof structures at high winds.

The Civil Engineering Department has been studying certain sewage problems of Florida.

SPECIAL TRAINING PROGRAMS

Short Course for Electric Metermen: For many years the College of Engineering has recognized the importance of training for special groups. The short course for electric metermen in 1922 was one of the first technical training courses given at the University. Industry has demanded the repetition of this course from year to year and under the direction of Professor E. F. Smith the two courses given during the past biennium were probably the most outstanding that have yet been given. The attendance was considerably increased, the material covered was of an unusually high level, and the persons attending came from many different states.

Civilian Pilot Training Program of the Civil Aeronautic Administration: In order to stimulate an interest in aviation the Civil Aeronautics Administration instituted a Civilian Pilot Training Program at the University of Florida furnishing to selected students instruction both in flight and theory of aeronautics. With the advent of the war this program was limited to students selected by the Army and Navy. At the present time groups of approximately 40 men receive instruction every eight weeks. During the past biennium 237 men received instruction in the primary work and 69 students received instruction in the secondary phase.

Engineering, Science, Management, War Training: The United States Office

of Education instituted a special training program of college level in engineering in 1940. In 1941, science and management were added. The University of Florida was authorized to contact the industries of Florida in an endeavor to determine their future need in these fields and to make available special courses throughout the state. These courses are not intended to replace college work nor are they intended for persons merely wishing additional education; they are made available to those persons who through intensive training in certain special courses of college level may better contribute to the war effort either by accepting employment in war industries or with the armed forces. A new feature of this program will probably be the added emphasis to be placed on the training of women for war industries in the near future.

The following courses have been made available:

Elementary Engineering Drawing	Advanced Engineering Drawing
Elementary Surveying	Safety Engineering
Ultra High Frequency Techniques	Engineering Aide (Radio)
Fundamentals of Radio, Course I	Applied Mathematics
Radio Communications (Pre-Radar)	Plant Management
Mold Loft Procedure and Layoff	Elem. Electrical Engineering
Elements of Aircraft Engineering	Elements of Radio Engineering
Basic Engineering	Differential Calculus
Chemistry of Non-Metallic Elements	Machine Elements
Foreman Training	Chemistry of Metallic Elements
Fundamentals of Engineering	Integral Calculus
Fundamentals of Radio Engineering	Simple Structures
Kinematics of Machines	Military Drafting
Sanitary Science	Radio Communications, Special
Radio Communications	Aircraft Engineering
Airport Design and Construction	Engineering Drawing
Chemical Engineering Plant Design	Marine Design
Foundations of Engineering	Radio Design
Machine Design	Airport Design
Structures	Principles of Chemical Engineering
Mapping for Engineering Reconnaissance	

Instruction has been given in the following cities:

Daytona Beach	St. Augustine
Gainesville	St. Petersburg
Jacksonville	Tallahassee
Jacksonville Beach	Tampa
Miami	West Palm Beach
Mulberry	Panama City
Orlando	Camp Blanding
Pensacola	

Through this program the College of Engineering has been able to be of assistance to the State Defense Council in special courses given for the Council in Gainesville and Tallahassee.

Special Courses for Army and Navy: At the request of the armed forces instruction has been given to several groups of civilian employees assigned to us by the Army and Navy. These courses have extended over a period of from three to six months. In general, they have been in specialized technical fields. Upon the completion of these courses these men have been assigned to various army units. Groups of enlisted men have also been sent us for instruction in radio from various army posts.

A special group of commissioned officers of the Army and Navy have also been assigned to us for instruction in Ultra High Frequency Techniques.

RECOMMENDATIONS

The demands for engineers in industry and in the armed forces has resulted not only in producing heavy demands upon our staff, but has placed the members of the staff in a peculiar position. The younger members of the faculty now find themselves working at lower salaries than are paid to students just graduating from their classes. Other members of our faculty are receiving compensation much less than that which industry is now offering them. These facts together with the increased cost of living make it almost imperative that increases in salary be granted the members of our teaching staff.

Some of our laboratories have been handicapped by lack of funds for many years, although through industry and Federal sources valuable equipment has been obtained. As soon as it is practicable funds should be made available to improve these laboratories. It is not likely that this can be done until after the successful culmination of the war.

For several years now there has been no active head of our Electrical Engineering Department. This has caused considerable difficulty in the administration of the College. It is recommended that this condition be changed as soon as possible.

Respectfully submitted,
JOSEPH WEIL, *Dean*

REPORT OF THE DEAN OF THE COLLEGE OF LAW

To the President of the University:

SIR: There is a tendency accentuated by war to view education quantitatively rather than qualitatively. Law schools suffer in war time. Yet the education of young lawyers of character and ability is necessary in the national interest. Many of the young men employed by the federal, state, and city governments are recruited from law graduates. Law firms which perform an important role in the organization and operation of essential war industries are dependent upon a steady flow of law graduates. Likewise is general business, necessary to finance the war.

FACULTY

The faculty has been represented on the Merit Committee of the State Welfare Board and the Merit Council of the Florida Industrial Commission. It has had one or more members on the following committees of the State Bar Association: Public Relations; Adoption of Federal Rules in Florida; Legal Education and Admission to the Bar; Judicial Administration and Reform. It has taken part in the programs of the state law institutes of 1940 and 1941. It has lectured before various circuit institutes and the Abstractor's Association. One of its members drafted the Probation and Parole Act enacted by the 1941 legislature. Another member contributed to the Ninth and Tenth Yearbooks of School Law and supervised the preparation by students of Florida Case Comments for the Florida Law

Journal. In addition its members have taken part in the work of important University committees.

If, as former Chief Justice Hughes said, "work condemns a man to perpetual youth," the College has a young faculty. It was made younger by the addition in September, 1940, of William A. McRae, Jr., B. Litt. (Oxon.), J. D. (Florida), an honor graduate and Rhodes scholar. Since January, 1942, Professor McRae has been on leave of absence and in the armed forces, being Captain, Army Intelligence. Professor McRae took the position left vacant by Judge Robert S. Cockrell, who retired in 1940 after serving the College with distinction since 1919.

ADJUSTMENTS

A professor to take the place of Professor McRae has not been requested. With a few re-assignments and omissions of courses, the remaining five men are carrying on the work. Some teaching has been assigned the Assistant Librarian, Herbert J. Allan, B.S., LL.B., B.L.S. Omitted courses will be given during the summer, or rotated with other courses, so students will not be denied the opportunity of taking them.

While the bulk of law courses is as useful in war time as in peace time, the faculty has striven to offer subjects spot-lighted by the war. Thus courses in Military Law, Air Law, Admiralty, and Administrative Law are given; and during the intercession term, 1942, one of our faculty will teach Military Administration. Hitherto the faculty has offered one summer law term, but in 1942 two terms were given, enabling students to get more law before entering the service. This practice probably will continue during the emergency.

During 1941-42, students from time to time were called into the service, confronting us with the problems of credit salvage. Each case was handled by student petition, but the following general policy emerged from our actions. Students above first year class called into service: (a) attending one-half semester, given examinations, for one-half credit, one; (b) attending two-third semester, given examinations for two-thirds credit, two; (c) substantially completing the semester's work, given examinations for full credit, four; (d) candidates for degrees in sixth semester, given examinations for full credit, nine.

ATTENDANCE, DEGREES AND HONORS

In 1940-41, the College enrolled 166 students; in 1941-42 (exclusive of summer), 100. In 1940-41 forty-three law degrees were given, three with honors and four with high honors; in 1941-42 (exclusive of summer school) twenty-seven law degrees were given, three with honors and four with high honors. In 1940-41 the first year student making the highest average was Irving Cypen; in 1941-42, Mrs. Ralph H. Martin, nee Margaret Hopkins. In 1940-41 the senior making the highest average during his entire course, the work being done entirely in this College, was Donn N. Gregory; in 1941-42, Thomas V. Lefevre.

STUDENTS AND ALUMNI

In the early part of 1941 a student bar association—the John Marshall—was organized with over 95% of the students as charter members. Leo Foster, the first President, was succeeded in 1942 by P. J. Yonge. This association has sent delegates to the State Bar Association meetings, and has brought a number of

prominent speakers to the College. In the spring of 1942 the student bar fostered the formation of a society of pre-law students.

Wm. J. Bivens was President of the Law Alumni for 1940-41; S. T. Dell, Jr., for 1941-42. In 1940-41 S. O. Carson was law clerk for the Supreme Court; in 1941-42, Donn N. Gregory. Alto Adams, Law '21, is a member of the State Supreme Court, and H. L. Schring, Law, '28, has won the 1942 primary election for a position thereon.

DEDICATION EXERCISES

November 22, 1941, the sumptuously equipped and furnished five-story Law Library Building was formally accepted. At these impressive exercises, presided over by the President of the University, the law plant was dedicated to the memory of the late Nathan Philemon Bryan, 1872-1935, First Chairman, Board of Control, 1905-09, United States Senator from Florida, 1911-1917, United States Circuit Judge for the Fifth Circuit, 1920-35. Honorable H. P. Adair, Chairman, Board of Control, Honorable Armistead Brown, Chief Justice, Supreme Court of Florida, Honorable Spessard L. Holland, Governor of Florida, and others, voiced eloquent and heart-felt tributes to the great man whose zeal and interest were responsible for the founding of the College in 1909. Mrs. N. P. Bryan and many relatives of Judge Bryan attended the exercises. An oil portrait and a medallion of Judge Bryan are to be given the College, the gift of Mrs. Bryan and other relatives.

LIBRARY

September, 1941, the law library was moved into its new home. Ivan Odle, B.S., LL.B., Assistant Librarian, resigned during said summer to enter the practice, and Herbert J. Allan, training previously noted, was elected to take his place.

It is desired to increase the size and effectiveness of the library as rapidly as possible. Appeals for gifts have been made in bulletins of Friends of the University of Florida Library. Grateful acknowledgment is made of gifts from J. C. Atkins, Mrs. Lida J. Drew, Herbert Gibson, Miss Allison Locke, Barbara Cummer Sterling, Florida Supreme Court Library, Professor Edward H. Warren.

The library, however, should not neglect the latest legal material, and its appropriations should be as generous as possible under present conditions. In view of the rapid changes in certain fields, we have acquired two loose-leaf services, to-wit: Commerce Clearing House, Federal Tax Guide, and Pike and Fischer, Administrative Law Service. More and more future legal material probably will be in this form, but the heavy cost of such services limits their use.

The library has added to its law reviews and important texts and has acquired late codes of Alabama, South Carolina, Virginia, and West Virginia, the New Federal Digest, the Commonwealth Law Reports (Australia), the Quebec and Prince Edward Island Reports, and the Pennsylvania Inferior Court Reports.

CONCLUSION

Law teachers may derive special satisfaction from two things: they preserve the continuity of the law; they build morale. Chief Justice Harlan Stone, writing to law teachers, said: "You have important work to do. Perhaps not the least of it, in a time of change and unsettlement, is to insure adequate recognition of the function and importance of continuity in the law." In *The White Cliffs Alice*

Miller refers to "the sullen might of the English standing upon a right." Unyielding devotion to rights and liberty is the quenchless spirit of English and American law and students of it are quick and resolute to defend rights and liberty. So it has been here.

Respectfully submitted,

HARRY R. TRUSLER, *Dean*

REPORT OF THE ACTING DEAN OF THE COLLEGE OF EDUCATION

To the President of the University:

SIR: I respectfully submit the following report for the College of Education for the biennium ending June 30, 1942.

At the opening of the biennium the increasing duties of the Summer School deanship called for the full-time work of Dean J. W. Norman; accordingly, G. Ballard Simmons, who had been Assistant Dean for thirteen years, was made Acting Dean of the College of Education.

During the biennium there have been four additions to the line faculty. Leon Gray and C. F. Cumbee, who had held Florida school principalships, were made Research Associates; Kenneth Rast Williams, who had held the position of dean of students, University of Georgia, became Professor of School Administration; and Walter Rollin Williams from Florida Southern College was made Professor of Education.

There have been four additions to the P. K. Yonge Laboratory School faculty: James E. Bevis, industrial arts; Robert O. Stripling, core curriculum; Mary Ann Rhodes, girls' health and physical education; and Elizabeth H. Rusk, core curriculum. In the Yonge School there have been four leaves granted for graduate study; one leave and two resignations to join the armed forces.

Several honors have come to the College of Education. A. R. Mead served as president of the National Society of College Teachers of Education during the year 1941-42 and as chairman of the Southeastern Regional Committee for the Improvement of Education in 1942-43. E. Benton Salt served as president of the Southern District of the American Association for Health, Physical Education and Recreation, for the year 1942-43. Acting Dean Simmons served as president of the Florida Education Association for the year 1941-42. Alfred Crago served as president of the University of Florida Athenaeum Club during the year 1942-43. Mrs. Margaret Bottelle is a member of the State Course of Study Committee, an associate editor of the *English Journal*, an associate editor of *Journal of Educational Method*, and state chairman of the Public Relations Committee of the National Council of English.

Many of the faculty have served as consultants on state department bulletins, have helped in work shops, have assisted at pre-school conferences and have spoken at state and district teachers' meetings.

The physical education department of the Yonge School has just published a textbook for teachers, "Teaching Physical Education in the Elementary School."

* Miss Grace Fox of Florida State College for Women was a co-author with E. Benton Salt, Billie K. Stevens and Miss Elsie Douthett of the Yonge faculty.

OUTSTANDING FEATURES

A few of the outstanding features of the College of Education are mentioned briefly.

PLANNING COMMITTEE

During the first year of the biennium a Planning Committee for the College of Education, which meets weekly during the regular school year, was set up. The purpose of the Committee is to study and recommend plans for the improvement of the College of Education. The recommendations made in this report have been approved by the Planning Committee.

STUDENT PERSONNEL SERVICE

The College of Education recognizes its responsibility for the direction of an effective personnel program for its students. Such a program has three major aspects, namely: (1) the selection of students for professional education as teachers; (2) the advisement or counseling of students participating in the teacher-education program; (3) placement and follow-up services to the individuals who successfully complete the teacher-education program. Each member of the faculty of the College of Education serves as a counselor in the advisement phase of the student personnel program. Each student enrolled in the College of Education is asked to select a counselor on the basis of the student's interests and area of training. The counselor advises the student in any problems or difficulties which the latter finds. Much headway has been made in the first two major aspects of the student personnel program. Before placement and follow-up services can be implemented adequately, it will be necessary that the College of Education assume direct responsibility for and direction of the Placement Bureau.

BUREAU OF EDUCATIONAL RESEARCH

The Bureau has directed during the biennium seventeen different projects and cooperated in about one dozen more. The following have been completed: *Effects of the Draft upon the Teaching Staff of the State*; *Classification of Teachers As a Basis for Salary Schedules*; *History and Program of the P. K. Yonge Elementary School*; *Registration Practices in Summer Sessions of Universities*; *An Intensive Two-Year Survey of the Seventh Grade Group for 1939-40*.

Four studies are near completion. They are: *School Library Services in Florida Schools*; *Actual School-Community Activities in a Limited Area*; *Evaluation of Civic Attitude Tests*; *A Selected Bibliography on Materials on Florida for Use by Teachers* (with the Writers' Project of the WPA).

Six projects are about ready to be put into manuscript form and published. The uncertainties of the present situation and emergency demands may cause radical changes in the work of the Bureau. It now seems that two types of projects are important: first, those concerned with emergencies in our present school situation and not due to the war; second, those projects which grow out of the present emergency.

THE FLORIDA CURRICULUM LABORATORY

The Florida Curriculum Laboratory serves teachers in service as well as students and faculty members of the College of Education and the P. K. Yonge Laboratory School. During the past year outstanding publications have included

Materials for the Classroom, an annotated bibliography of inexpensive materials for Florida teachers, *A Topical Index to the Literature in the State-Adapted Textbooks for Grades 2-6 and Cooperating Schools as a Technique of Curriculum Improvement*. A "kit" service has been developed for the schools of Alachua County, and it is hoped that arrangements can be made to extend this means of enriching instructional materials in Florida schools. The Laboratory has cooperated with the State Department of Education in providing materials for a Workshop held at Southern College in January, 1942, and for groups working on bulletins.

THE UNIVERSITY OF FLORIDA PROJECT IN APPLIED ECONOMICS

Through the cooperation of the Alfred P. Sloan Foundation, Incorporated, the University of Florida Project in Applied Economics has continued its investigation in the development of a school program, which emphasizing housing, will assist boys and girls and their parents in improving housing conditions. New developments include the introduction of a series of illustrated, printed readers and mimeographed activity books in each of the grades of the three Assisting Schools of the Project. Actual assistance in industrial arts and home arts activities has also been provided teachers. The establishment of a Revolving Publishing Fund has made it possible to continue the publication and distribution of additional housing materials for the school program.

INTER-AMERICAN DEMONSTRATION CENTER

The P. K. Yonge Laboratory School was selected by the Office of Education, Washington, as an Inter-American Demonstration Center. J. Douglas Haygood, the Director, works in cooperation with the Inter-American Affairs Committee of the University. Through the facilities of the Curriculum Laboratory, materials that can be sent to local schools have been assembled. Several small conferences have been held with social science teachers, and a three-day Institute was held during the Summer, 1944, two speakers and an outstanding exhibit of Bolivian and Chilean handwork being furnished by the Office of Education.

INSTITUTE ON PROFESSIONAL RELATIONS

The College of Education of the University of Florida in Collaboration with the National Education Association, the Florida Education Association, and the State Department of Education, sponsored Florida's First Annual Institute on Professional Relations in the P. K. Yonge Laboratory School Auditorium, June 18-19, 1942. Kenneth R. Williams served as Director. The Institute, the purpose of which is to develop a greater professionalization of teaching in Florida, was organized around three panel discussions, "Evidences of Need of Increased Professionalization of Teachers in Florida," "Five Years of Progress in the Professionalization of Teachers in Florida," and "We Look Ahead to the Increased Professionalization of Teachers in Florida." Approximately 350 public school teachers and administrators, most of whom were students enrolled in the summer session, attended.

P. K. YONGE LABORATORY SCHOOL

In keeping with the national emergency, the P. K. Yonge Laboratory School is adjusting the learning experiences of the boys and girls to new needs created

by the war. Greater emphasis has been placed on mathematics and science; physical education is required of all pupils, and a period of over 200 minutes per week set aside for Grades 7 through 12; arrangements were made that further facilitate superior students to accelerate their programs (an unusually large summer school in 1942 aided acceleration); and definite plans made for 1942-43 included for Grades 7 through 12 a time for the study of topics pertinent to the war effort, such as Fire Protection, Gas Defense, First Aid. Visiting Days have emphasized assisting teachers in guiding pupils toward a better understanding of our problems.

RECOMMENDATIONS

I wish to make the following recommendations, all of which have been approved by the Planning Committee of the College of Education.

1. That a Teachers' Advisory Council be set up, the members of which will be representatives from the College of Education and subject-matter departments and the purpose of which is to bring about a better teacher-education program.

2. That graduate work be offered leading to the degree of Doctor of Education and Doctor of Philosophy to meet the needs of certain people, such as administrators and supervisors.

3. That at least eight scholarships of a minimum of \$500 be set up for the purpose of bringing in certain selected personnel for a year's study. This would be a splendid means of the College extending its services to the public schools.

4. That the P. K. Yonge Laboratory School be extended through the General College so that it would be the type of school that should be set up in every county in Florida.

5. That the College of Education enter cooperatively into a program of work in school improvement with some near-by school over a period of years, the purpose of which would be to show the schools of the state how the College could assist a school in studying its needs and solving its problems.

6. That a College of Education Bulletin be published as a service bulletin for the public school teachers of Florida.

Respectfully submitted,

G. BALLARD SIMMONS,

Acting Dean, College of Education

REPORT OF THE DEAN OF THE SUMMER SESSION

To the President of the University:

SIX: The Summer Session of 1942 has in my opinion reached a new high. More care was taken in its planning than I have known before. This meant a better balanced program, fewer small classes and fewer adjustments in the teaching staff at the time of registration than we have generally had. The registration while not the largest in our history (that of 1940 was larger) still was larger by over 500 than we had expected. The first term ran from 7:30 A.M., Saturday, June 13, to 8:30 P.M., Friday, July 24. The second term began the very next morning at 7:30 and will continue until 10:00 P.M., Friday, September 4. Then

an intercession of three weeks will begin the very next morning at 7:30 and continue until September 25. Thus no time has been lost.

In other ways the session of 1942 is not like those of previous years. Up to this year each succeeding session was very much like those that had gone before. That is to say, the 1941 session was much the same as that of 1940, which in turn was much the same as that of 1939, and so on. The main purpose from as far back as summer sessions go through 1941 was the education of teachers as has been pointed out before.

This year, 1942, the line of development seems to have changed direction. The enrollment of teachers, and prospective teachers, has dropped off 50 per cent or more, while that in the General College has more than doubled. The ratio of men to women which in former years was at times two, three, or even four to one in favor of the women is this year the other way around. More freshmen this year began their college careers in June rather than September than ever before and more of our winter students returned than in the past. For the first time in our history the College of Engineering and the School of Architecture have remained open, so that it can for the first time be said that now all colleges and schools are open in the summer.

These facts seem to indicate that the Summer Session has become an important part of the twelve months' program of a modern university. A generation ago, except in a few institutions, summer sessions were not taken seriously but in the country as a whole this is not the case today. For with the coming of Pearl Harbor, it was thought that opportunity should be offered young men to complete their college courses in three years or less. Such expressions as "stream lined," "speed up program," "graduation in three years," etc., became familiar. All this means making better use of the time from June to September than has been done hitherto, which of course means the Summer Session.

It would seem, therefore, that the time has come no longer to plan winter sessions and summer sessions as if they were largely independent of each other. A closer articulation is certainly desirable. Just what this would mean perhaps none of us knows at present, but the Summer Session Council have recognized that this problem exists and are giving thought and study to its solution.

THE SCHOOL OF TRADE AND INDUSTRIAL EDUCATION AT DAYTONA BEACH

A few words should be said about the School of Trade and Industrial Education at Daytona Beach. This school is a cooperative venture between the University of Florida and the State Department of Education. It is in operation only in the summer. The first session was held in 1938. That year two terms of three weeks were maintained. Since the sessions have consisted of three weeks each. The purpose of the school is to develop leaders in trade and industrial education as defined by the Smith-Hughes and George-Deen Acts. This is the only school of its kind in the state and seems to be rendering a valuable service.

Respectfully submitted,
J. W. NORMAN, *Dean*

REPORT OF THE DIRECTOR OF THE SCHOOL OF ARCHITECTURE AND ALLIED ARTS

To the President of the University:

SIR: I submit herewith the biennial report of the School of Architecture and Allied Arts for the period ending June 30, 1942.

In General.—Despite the war situation and the great changes which have been taking place in private enterprise there have been more requests for graduates from this School than we could supply. Furthermore, although our courses have not been devised specifically for war effort nevertheless many of our graduates are now serving in technical departments of both the Army and the Navy, and of course also as officers in the armed forces.

Building is vital and necessary in both war and peace-time and while the needs, under these conditions vary widely, the fundamental training prepares a student to meet such markedly differing conditions. Furthermore, the Project Method of education which we follow is adaptable to changes in content which permits the introduction of problems related to war conditions to be substituted for certain peace-time objectives.

To have the good opinion of the profession we serve within the state and the nation, is of prime importance. That we have this favorable opinion is evidenced by a published statement, in May 1942, of the president of the Florida Association of Architects, as follows: "The University of Florida is leading the country in providing a curriculum designed to make its graduates the 'Master Builders' of

Nationally, we were again awarded the medal of the American Institute of tomorrow,"

Architects which is the award to Schools of Architecture recognized by this national body as having a sound educational program.

Two graduate students, one from the Argentine and one from Chile took their major work in Architecture this biennium. It is our hope that such recognition abroad will continue as a part of better economic and political relations between the Americas.

The University of Florida continues to be the only institution in Florida where a curriculum in architecture is offered to its citizens.

Faculty Personnel.—Assistant Professor (Captain) William T. Arnett was granted a leave of absence, February, 1941, to enter the United States Army. Assistant Professor Arthur D. McVoy resigned, June 1, 1941 to become City Planner for Daytona Beach, at a much larger salary; he has since gone into the government service as a Town Planner.

In September, 1941 Mr. Ralph G. Gulley, head of the Department of Architecture at Rensselaer Polytechnic Institute was appointed with the rank of Professor. Mr. Gulley has a sound educational background, he is sympathetic with the methods used here and is a strong addition to the teaching staff.

During the second semester of 1942, Assistant Professor Alfred B. Parker resigned to receive a commission in the United States Navy. To finish out the term we secured the temporary services of the distinguished Professor Emeritus Loeh of Michigan University.

One of the problems that will confront us in the coming year will be to find qualified and experienced teachers to replace others who will also enter the Army or Navy in the near future.

Faculty Activities.—In addition to the regular assignments, the faculty members continue to broaden their sphere of influence through public lectures in their respective fields. By study and travel during summer periods and by work with practitioners in the larger centers of activity they refresh themselves for more valuable teaching during the regular sessions. The director of the School is a member of the State Board of Architecture and has served during the past three years as a national director of the American Institute of Architects and has just been appointed a member of the national committee on Architectural Education, which adds, within our profession, to the standing of the University.

Gifts.—The following gifts have been received during the biennium:

From the Fine Arts Society of the University—two important books on Art.
By bequest of Henry H. Dupont, Architect, St. Petersburg, deceased—41 books on Architecture, many plates and photographs.

From Robert R. McGoodwin, F.A.A., Philadelphia—1 book on McGoodwin's Architectural Works.

From Theodore H. Skinner, Architect, Clearwater—68 books and pamphlets, 46 drawings and 2 framed architectural photographs.

Needs.—The full influence of our effort cannot be realized with the present lack of space to adequately carry out our activities. Graduate students have had to work in crowded undergraduate laboratories. A building-materials laboratory and a small shop are most desirable where students can work with the essential materials of the building arts. A large room for teaching from actual example is needed for the Fine Arts students and for the advantage of the general students as well; this room is also needed for the study of completed projects and lectures upon such projects.

Facilities.—Excluding upkeep we have acquired the following facilities: Two office desks, twelve laboratory stools, four cases for drawings and storage, one moisture meter, one projector and screen, slides for lectures, an air brush, a jig-saw and a rotary tool for wood-working laboratory.

Recommendations. (a) That programs be modified to include war-time problems as far as possible while retaining the fundamentals of basic training looking toward peace-time needs. (b) Provision of one large room such as the original library room in Peabody Hall. (c) At least one small office, if possible on the second floor of Peabody Hall. (d) During the period of difficult economic conditions incidental to the war, increased cost of living and gradually rising taxes will bring hardships to people with low, fixed income. I recommend that in any possible adjustments first consideration be given to the men in the lower brackets, and especially those with families.

Respectfully submitted,
RUDOLPH WEAVER, *Director*

REPORT OF THE DEAN OF THE GENERAL COLLEGE

To the President of the University:

I beg to submit the following biennial report of the General College for the years 1940-41 and 1941-42.

The first two years a student spends at the University are the storm and strife years. Before he enters the calm waters of the Upper Division, he must

decide such big questions as: "Shall I remain in college?" (A majority of the students of American universities drop out.) "Toward what profession or business shall I study?" (Here again the records show that a majority of freshmen choices made on registration day are later changed.) Scores of other questions concerning financial support, fraternity life, social life, study habits, etc., must be faced. These years of the General College are vital years. Much additional help and guidance is needed.

The present status of general education in the United States is shown by the United States Office of Education in its recent bulletin, *Higher Education*. The University of Florida is named along with the University of Wisconsin, the University of Minnesota, and the University of Chicago as being the four key institutions that have had great influence on the development of the General College. In the same bulletin the University of Florida, the University of Southern California, and the University of Chicago are the three institutions listed as typical of one of the six general patterns now being followed in college and university reorganization in the United States. It is pointed out further that more than fifty-three colleges and universities now have programs of general education. Fifty-two per cent of the state universities are divided into upper divisions (juniors and seniors) and lower divisions.

A generation or more ago a man went to college for a liberal education—basic education of a type that would better prepare him for life whatever it might be. But later, in the plethora of subdivisions of applied subjects offered under the free elective system, the average college student as someone to be guided, directed and given basic understandings, attitudes, and training was about lost.

Today a new unity is being demanded. The program of general education which gives a common basic core of fundamental disciplines fits into the emergency situation caused by the war. As never before fundamentals are being stressed. The students themselves demand it. For instance, mathematics is a subject that many students avoided or attempted to avoid in the past; many people argued that mathematics should not be included in general education; today the mathematics classes are crowded.

Also, new material is being placed in each of the basic courses. In the social science area our studies now include significant material on the rise of the Orient in world affairs and the social implications of this total war. As popularly indicated in current publications, an airplane world is not the same as that of the steamship. Thus our physical world viewed in a new light becomes a different physical world. Our studies in straight thinking take greater time today to analyze the omnipresent propaganda that comes to us from every point of the compass wearing many disguises. Our "General Mathematics" course changes both material and title to "Fundamental Mathematics." In our humanities course we raise anew the question of our heritage in the world conflict of races, philosophies, and cultures. Thus throughout the various areas under consideration in general education, there is adaptation and re-direction. This goes back to one of our fundamental tenets from the very beginning; namely, we concern ourselves with life problems as they arise today. True we use the past to throw light on the present, but in a very significant way the present interprets the past.

As previously pointed out, the students realize as they face the uncertainties of the future that one needs fundamental training for a rapidly changing world. It is an education that will enable one to adapt and adjust. The many roles of

thumb taught in special colleges in the past for living in a stable society are no longer adequate. General education has a new meaning today.

Respectfully submitted,
WINSTON W. LITTLE, *Dean*

REPORT OF THE DEAN OF THE GENERAL EXTENSION DIVISION

To the President of the University:

SIR: I herewith submit my eleventh biennial report covering the period July 1, 1940 to June 30, 1942.

The General Extension Division is helping Florida meet the demands of war.

University courses and information are being translated by extension methods into new work tools for the average adult.

New types of service and new methods of cooperation which enable the University to assist state and national institutions and agencies have been established.

The regular program of instruction by extension and services through long established activities is being used by a greater number of persons than previously.

Numerous war projects carried on in conjunction with the regular program, for which there is an increased demand, are taxing the ingenuity of the staff and requiring the greatest economy in handling the resources of the General Extension Division at this time.

A record of the work accomplished is presented in the following tables and statements.

A. INSTRUCTIONS

Enrollments and distribution in correspondence study and extension classes are shown in Table I; short courses and special subjects in Table II.

TABLE I. FORMAL INSTRUCTION

CORRESPONDENCE STUDY AND EXTENSION CLASS

BY STATE:

County	No. Enrollment	TOWNS REPRESENTED IN ENROLLMENT
Alachua	443	Alachua, Archer, Campville, Gainesville, Hawthorne, High Springs, Melrose, Micanopy, Newberry, Rockledge, Waldo, Windsor
Baker	45	Glen St. Mary, Marienmy, Osteen, Sanderson
Brevard	145	Bay Harbor, Lynn Haven, Millville, Panama City, Parker, St. Andrew, Southport, Westlake, Youngstown
Broward	64	Brooker, Graham, Hampton, Lawley, Starke
Brevard	52	Conon, Eva Galles, Melbourne, Titusville
Broward	49	Dania, Deerfield Beach, Fort Lauderdale, Hollywood, Pomona, Pompano
Calhoun	152	Altha, Blountstown, Clarksville, Frink
Charlotte	9	Boca Grande, Murchik, Punta Gorda
Citrus	27	Crystal River, Floral City, Hernando, Holder, Lecanto
Clay	58	Camp Blanding, Doctor's Inlet, Green Cove Springs, Keystone Heights, Middleburg, Pantry Farms, Russell
Collier	35	Collier City, Everglades, Immokalee, Marco, Naples
Columbia	46	Fort White, Lake City, Lulu, Watertown
Dade	275	Commodore Grove, Coral Gables, Hialeah, Homestead, Kendall, Miami, Miami Beach, Miami Shores, Miami Springs, Oya Locks
Dade	24	Arcadia, Brownsville, Fort Ogden, Nocatee
Dade	34	Banana River, Cross City, Fatcher, Horse Shoe, Old Town, Shamrock
DeKalb	945	Atlantic Beach, Dunmore, Grand Crossing, Jacksonville, Jacksonville Beach, Mandarin, Maxwell, Mayport, Neptune Beach, South Jacksonville, Whitehouse
Escambia	455	Bath, Bay Springs, Bluff Springs, Cantonment, Century, Cottage Hill, Korambia, McDavid, Melrose, Myrtle Grove, Pensacola, Warrington
Flagler	5	Dunnell
Franklin	8	Apalachicola, Catrabelle
Gadsden	10	Chattahoochee, Concord, Greenboro, Gretza, Havana, Hixon, Quincy
Gilchrist	8	Bell, Trenton
Gadsden	1	Moore Haven
Gulf	27	Port St. Joe, Wewahatchee
Hamilton	40	Jaeger, Jennings, White Springs
Hardee	45	Bowling Green, Fort Green, Gardner, Limestone, Opa, Waukeha, Zolfo Springs
Hendry	3	LaBelle
Hernando	14	Brooksville
Highlands	16	Avon Park, Deltona City, Sebring, Venus
Hinkleville	224	Brandon, Dover, Lutz, Manoa, Marfil Field, Plant City, Fort Tampa City, Rookin, Seffner, Tampa, Valrico, Wimaqua
Holmes	275	Bonifay, Dady, Eto, Noma, Ponce de Leon, Westville
Indian River	54	Fellsmere, Roneland, Sebastian, Vero Beach, Walcott, Winter Beach
Jackson	249	Alford, Dusson, Campbellton, Compass Lake, Cottondale, Graceville, Grand Ridge, Greenwood, Kyzarville, Malona, Marianna, Smoak
Jefferson	40	Aurilla, Lamont, Lloyd, Monticello, Wacissa, Waukegan
Lafayette	44	Doy, Mayo
Lake	74	Albama, Clermont, Eustis, Fruitland Park, Groveland, Honey-in-the-Bills, Lady Lake, Lomburg, Mount Dora, Masotta, Montverde, Sorrento, Tavares, Umatilla
Lee	51	Bonita Springs, Fort Myers, Sister, Ureyss Island
Leon	249	Chaires, Concord, Micanopy, Tallahassee
Lery	57	Evanson, Cedar Key, Chiefland, Ellery, Gulf Hammock, Montbrook, Morrison, Otter Creek, Raleigh, Williston, Yankeetown, Inglis
Liberty	21	Brand, Bradford, Sumatra
Madison	59	Eda, Greenville, Lou, Madison, Pinetta

TABLE I. FORMAL INSTRUCTION

Manatee	49	Bradenton, Cherry Lake, Ellenton, Manatee, Myakka City, Ocala, Palma Sola, Palmetto, Parrish
Marion	144	Anthony, Belleview, DeLank, Camp Roosevelt, Citra, Conner, Dunsellon, Fort McCoy, Knudrick, Lake Weir, Ocala, Oklawaha, Orange Springs, Redfish, Sparr, Weirsdale
Martin	5	Jensen, Stuart
Monroe	14	Key West, Marathon, Tavernier
Nassau	49	Bryceville, Callahan, Freehanna, Hilliard, Yule
Ocala	149	Baker, Crestview, Fort Walton, Holt, Laurel Hill, Milligan, Newville, Valparaiso
Osceola	19	Bassinger, Boon City, Fort Drum, Osceola
Orange	143	Apopka, Christmas Dr., Phillips, Mattland, Grove, Oakland, Orlando, Pine Castle, Windermere, Winter Garden, Winter Park, Zellwood
Oceola	14	Bilapaw, Kissimmee, Saint Cloud
Palm Beach	114	Belle Glade, Canal Point, Delray Beach, Jupiter, Lake Worth, Palm Beach, Palm Beach, West Palm Beach
Pasco	49	Etter City, Leesbrock, New Fort Richey, Saint Leo, San Antonio, Zephyrhills
Pinellas	112	Clearwater, Dunedin, Gulfport, Largo, Pass-a-Grille, St. Petersburg, Tarpon Springs
Polk	13	Apopka, Haines Park, Bartow, Brewster, Davenport, Florence Villa, Fort Meade, Frostproof, Haines City, Homeland, Lake Alfred, Lake Hamilton, Lakeland, Lake Wales, Loughman, Mulberry, Polk City, Winter Haven
Putnam	41	Hotwell, Crescent City, East Palatka, Florahome, Georgetown, Grandin, Hollister, Interlachen, Palatka, Johnson, San Mateo, Saturna
St. Johns	114	Bastings, Saint Augustine, Yelvington
St. Lucie	75	Fort Pierce, Walton
Santa Rosa	142	Bugdad, Jay, Milton, Malat, Munnon, Fort Walton
Sarasota	39	Laurel, Osprey, Sarasota, Venice
Seminole	43	Chalusta, Fern Park, Geneva, Lake Mary, Longwood, Orinda, Sanford
Sumter	44	Bushnell, Center Hill, Coleman, Linden, Oxford, Panasoffka, Saint Catherine, Webster, Wildwood
Suwannee	157	Maunton, Dowling Park, Falmouth, Live Oak, McAlpin, O'Brien, Pine Mount, Wellborn
Taylor	41	Carbur, Foley, Ferry, Brady Grove
Union	41	Dukes, Lake Butler, Ralston
Volusia	121	Arcadia Beach, Daytona Beach, Deland, Emporia, Holly Hill, New Smyrna Beach, Oak Hill, Ormond, Osteen, Furrum, Fort Orange, Seville
Wakulla	39	Crawfordville, Saint Marks, Sebechopy, Wakulla
Washington	113	Caryville, Chipley, Millers Ferry, Vernon, Waynes
Out of State:		PLACES REPRESENTED
Other States	442	Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Vermont, Virginia, West Virginia, Wisconsin
Islands and Dependencies	9	Territory of Hawaii, Canal Zone, Puerto Rico, Virgin Islands
Foreign Countries	14	Bahama Islands, Canada, Cuba, Haiti
Dist. of Columbia	12	

SUMMARY OF TABLE I

Correspondence Study	4247
Extension Class	2495
Total	7442

DISTRIBUTION

415 Towns in 47 Counties	4745
24 other states	442
4 islands and dependencies	9
4 foreign countries	14
District of Columbia	12
Total	7442

TABLE II. INFORMAL INSTRUCTION
SHORT COURSES AND SPECIAL SUBJECTS
SECTION A: SHORT COURSES

Course	Date	Enrollment
	1937	
Property and Liability Insurance	July 16-23	234
Life Insurance	July 16-26	165
Truck and Bus Operators Safety Short Course	July 23-24	119
	1938	
Probation and Parole	Feb. 3-4	88
Municipal Finance Officers	Feb. 24-26	66
Swamp Leader Training Institute	March 26-29	91
Water and Sewage Treatment	April 2-5	43
Bankers	May 24-25	78
Truck and Bus Operators Safety Short Course	June 5-8	74
Parent-Teacher Leadership	June 16-18	312
WPA Adult Education Teachers and Supervisors	Aug. 4-18	85
Property and Liability Insurance	Sept. 9-11	255
Attorneys at Law	Oct. 16-17	197
Interior Decorating (Daytona Beach)	Nov. 24-25	135
	1939	
Interior Decorating (West Palm Beach)	Jan. 19-21	171
Coordination of Community Activities for Social Defense in Time of War	Jan. 28-30	97
Probation and Parole	Feb. 23-24	57
Swamp Leader Training Institute	March 14	137
Water and Sewage Treatment	May 27-30	45
Parent-Teacher Leadership	June 8-10	285
TOTAL REGISTRATION FOR SHORT COURSES		2,943

SECTION B: SPECIAL SUBJECTS

COURSE	Enrollment
Course for Waterworks Operators and Superintendents	26
Course in Household Furnishings and Interior Decoration	155
Course in Fixtures for Florida Homes	52
Course in The Use of Visual Aids	442
TOTAL REGISTRATION FOR SPECIAL SUBJECTS	675

SUMMARY OF TABLE II

	Total Enrollment
Section A. Short Courses	2,943
42 counties represented	
15 states represented	
Section B. Special Subjects	675
In state enrollments	700
Out of state enrollments	94
Total enrollment in short courses and special subjects	3,618

B. SERVICE FUNCTIONS

Through many services carried on by the Division instruction in the public schools is supplemented and individuals and organizations received aid in their educational endeavors. The services rendered are shown in the following table:

CIRCULATION REPORT OF SERVICE FUNCTIONS

Extension Library Service	No. Loans
Reference Books	3,092
For Civilian and Army Students	
Unit Libraries	17,050
To School Libraries for Children	
Package Libraries	1,334
For Individual and Group Study	
Dramatic Publications	828
For Classes and Groups	
TOTAL LOANS FOR EXTENSION LIBRARY SERVICE	19,544

Audio-Visual Aids for Class and Community Instruction		No. Loans
Prints		469
Recordings		117
Filmstrips		358
Slides		17,714
TOTAL LOANS OF AUDIO-VISUAL AIDS FOR CLASS AND COMMUNITY INSTRUCTION		20,667

SUMMARY OF CIRCULATION REPORT OF SERVICE FUNCTIONS

	Total No. Loans
Extension Library Service	19,544
Audio-Visual Aids for Class and Community Instruction	20,667
Total circulation of service functions	39,611

C. DEFENSE TRAINING

On February 3, 1942 the Governor of Florida appointed the Dean coordinator of training for the State Defense Council. A plan for Teacher Training was submitted by the General Extension Division and approved by the State Defense Council. District programs were conducted and Defense Council leaders were instructed in General Subjects, Gas Defense and Fire Defense.

Defense councils have been assisted by furnishing the local instructors with lecture notes, training questions, and other teaching guides to make effective the use of the OCD manuals and information from other sources. Personal contact is being maintained with defense councils to assist in completing the training of all new enrollees in the citizens defense corps, and to train replacements as they occur.

The following table shows the progress of the teacher training program conducted by the General Extension Division. It also shows the status of the state training program for the Citizens Defense Corps in February at the time the General Extension Division was asked to assist, and on June 1, when the last state report was compiled. The General Extension Division has been given appropriate credit for its work in the development of the state training program.

PROGRESS IN STATE DEFENSE COUNCIL TEACHER TRAINING COURSES

Course	Enrollment
General Subjects	933
Fire Defense	1,117
Gas Defense A and Gas Defense B	1,573
TOTAL REGISTRATION BY COURSES	3,623
TOTAL NUMBER INDIVIDUALS ENROLLED	1,751

STATE TRAINING PROGRAM

Citizens Defense Corps

	No. Enrolled	No. Trained	No. In Training
Feb. 1	71,592	8,495	
June 1	75,974	27,896	28,213

DEVELOPMENTS

Adult interests are changing; however, there is an increased demand for extension instruction and services.

Department of Citizenship Training: At present this department is engaged in the State Defense Council Teacher Training program, the production of teaching aids, and the giving of assistance to local defense councils in their educational programs.

Department of Classes and Short Courses: In addition to the regular work this department is assisting in the State training program of the Citizens Defense Corps.

Department of Correspondence Study: As expected, there is a larger enrollment in mathematics and technical courses. Engineering enrollments have increased 140% in 1942. The University is a member of the Army Institute through which correspondence courses are offered men in the Army.

Department of Women's Activities: 1410 were enrolled in short courses and special subjects. This is an increase of 35% over the previous biennium.

Departments of Information and Extension Library, and Audio-Visual Instruction: Florida citizens in constantly increasing numbers are looking to their University for assistance through Extension loan materials. Individuals, organizations, and agencies have made it possible to meet this demand by supplementing the property of the Division with gifts and loans.

CONCLUSION

The General Extension Division has carried on the full regular program adjusted to meet the requirements of the emergency. There have been 11,299 registrations in instruction; and 39,611 loans have been made through the services.

In addition to the regular program the Division, coordinating the training of the Citizens Defense Corps for the State Defense Council, has given Teacher Training Courses to 1,751 persons and is assisting in many ways in the State training program for the Citizens Defense Corps, through which 27,898 people have been trained, and 38,213 are now in training.

The Division is cooperating with other state and national organizations and agencies in the war effort.

Long experienced in the adaptation of extension courses and procedures to meet changing needs, the staff can continue to carry on unless handicapped through reduction in personnel and means.

Space does not permit a detailed descriptive review of all the work and accomplishments of the Division; however, detailed reports of the several constitutional departments are in the files in the offices of the General Extension Division.

Respectfully submitted,

B. C. RILEY, *Dean*

REPORT OF THE UNIVERSITY LIBRARIAN

To the President of the University:

SIR: I have the honor to submit to you the following report on the Library of the University of Florida for the biennium ending June 30, 1942.

In 1940-41 the Library operated with an average staff of eleven librarians and forty student assistants. In 1941-42 there was a staff of fourteen librarians and an average of forty student assistants. Additions to the staff have been as follows: In Circulation, 2; in Periodicals, 1; in Order Department, 2; in Cataloging, 2. Resignations have been as follows: In Cataloging, 1; in Circulation, 2; Readers Assistant, 1.

There have been a number of physical improvements in the Library, the most important of these being the installation of fluorescent lights on the tables in the Reference Room. The lighting in the Catalog Rooms has been much improved by ten fluorescent ceiling lights. The work in cataloging has been divided be-

tween two rooms, and all typing and shelving of books, etc., is done in the smaller room. This has reduced the noise and crowding where actual cataloging is done. The Order Department was moved to the fourth floor and new shelves provided. The stock room was cleared out and is now used for two International Business Machines, which serve two departments. Supplies were moved to the office of the Librarian's secretary. The General College and Reserve room was rearranged to provide four large alcoves for browsing, with adequate light and ventilation. Six sets of shelves have been provided on the fourth floor to store new books not cataloged.

In 1941 the sum of \$5,000 was made available for books from the University Reserve, in addition to the \$10,000 provided by the budget. For the fiscal year ending June 30, 1942, there was a substantial increase in the Library budget, including a total of \$20,000 for books and \$4,000 for periodicals. In 1942, the Library received a donation of \$20,000 from the General Education Board, to be used during the Biennium beginning July 1, 1942. These increases have improved the book collection and periodical holdings materially. The increase in book buying meant more work for the Order and Catalog Departments.

CIRCULATION DEPARTMENT

This department has operated with two staff members and an average of forty students. The most striking advance in this department has been the use of the International Business Machines. The new plan has speeded up the work and has resulted in greater accuracy. It has removed part of the circulation work to the fourth floor, thus relieving somewhat the congestion behind the main charging desk. The Head of the Circulation Department spent two weeks at the Customer's School of the International Business Machines Corporation, Endicott, New York. He wrote an article on the use of the machines by the University of Florida Library, published in the April, 1942 issue of the *Library Journal*.

Fines have been reduced and all fines are reduced to fifty per cent if paid when the books are returned. Receipts are given for all fines paid at the Library. Fine accounts not paid are sent to the Business Manager's Office near the end of each semester. Fine rates are low as compared with other colleges.

The time of faculty loans has been extended to one semester.

Rating sheets are used to determine pay and promotion of student assistants. Two student assistant supervisors are now used to supervise stacks, schedule hours and make out monthly payroll reports.

In order to provide more room in the stacks, some little-used materials, largely duplicates and State documents, have been moved to the top floor of the Law Library. The entire book collection has been shifted so that the new space now available is evenly distributed.

During the fiscal year 1941-42, loans were as follows: two-week and term loans, 39,727; reading room loans, 23,003; carrell loans, 1,558; General College and reserves, 58,870. These figures do not represent the entire use of books, as the General College reserve books are kept on open shelves, and the use of these books in the building is not recorded.

CATALOG DEPARTMENT

The number of staff members has varied, due to the resignation of the Head of the department, February, 1942. The Head of the department attended the

American Library Association convention in Boston, June 1941, and submitted a written report on this meeting.

The card catalog was improved by marking the cards to show the location of all books in the Chemistry-Pharmacy, Florida Union, and Architecture libraries. This speeded up the handling of books by the Circulation Department. The Chemistry-Pharmacy Library was put in order and made efficient by the Catalog Department.

New books not cataloged were arranged by name of author, and a card file set up for them, so that they can be located for examination. There are several thousand such books, as books have been acquired faster than they can be cataloged.

The number of books accessioned, or officially acquired, was 22,648. The number of withdrawals was 486, so that the total net accessions came to 138,977. The number of volumes cataloged was 17,892, and the number of titles was 9,752. For the P. K. Yonge School, 921 books were accessioned, and for General Extension Division, 1,380.

PERIODICALS DEPARTMENT

The number of staff members was increased from one to two. The work of the department was also increased. The University of Florida Library was made a State document depository and 50 copies of nearly all State documents provided (by law) for exchange with other States. At the end of the biennium, there were 1504 periodicals being received. The number added during 1940-42 was 101. Four hundred and thirty-six periodicals are shelved in the reading room. Thirty-five foreign periodicals formerly received are not now available, due to the war. The periodicals are classified as follows: received by subscription, 695; by gift, 332; by exchange, 477. The list includes 84 Florida newspapers, and twenty out-of-state newspapers.

The University is a member of the Duplicate Exchange Union. Eight lists of ten pages each were sent to 168 libraries. In reply to requests received, 22,683 pieces of duplicate material were sent out. Prior to this, the University had been in arrears on its duplicate exchange account with a number of colleges.

REFERENCE DEPARTMENT

During a period of nine months, the Reference Librarian was doing graduate work at the University of Illinois. The assistant Reference Librarian handled the work, with some help from the Reader's Assistant. The Reference collection has grown, 1,081 volumes in two years. The Florida collection which is supervised by this department, gained 787 volumes. Interlibrary loans made by us were as follows: for faculty 310; for students, 287. Loans requested of us by other libraries were 154, and the number of volumes sent, 190. The number of questions answered by mail was 104. A total of 324 letters were written for free material. New shelves have been added in the Reference Room, and a desk for the Assistant Reference Librarian has also been added.

ORDER DEPARTMENT

The Order Department had one full time and one-half time staff members, until April, 1942, when it had two full time staff members. The work of this department has been increased greatly, due to the doubling of the book appropria-

tion, in 1941-42. In addition to handling this increase, the Order Department has set up a method of bookkeeping with the International Business Machines. Only one other university is using such a system. Monthly statements are sent to each department or college showing the amount spent, the amount covered by orders outstanding, and the balance. The Library Committee adopted a report made by a faculty committee, and book funds are now allocated to the departments and colleges on the basis recommended.

CONCLUSION

It is recommended that a Documents Librarian be added to the Library staff. The Librarian wishes to express his thanks for the efficient work of the Library staff, and the student assistants. He also wishes to express his appreciation to the administration, for the increased library budget. Dean Chandler and the members of the Library Committee have been most helpful. Certain faculty members, especially those service on committees advisory to the Library Committee have rendered useful services. The Librarian also wishes to thank the Friends of the Library for their work in connection with the donation of books to the Library.

Respectfully submitted,
WALTER B. HILL, *Librarian*

REPORT OF THE PROFESSOR OF MILITARY SCIENCE AND TACTICS

To the President of the University:

SIR: I respectfully submit the biennial report of the Department of Military Science and Tactics for the period ending June 30, 1942.

The courses of instruction have been carried out in accordance with the War Department program of training. The annual strength of the Oudet Corps has averaged 1679 students. One hundred and forty students were awarded reserve commissions in 1941, and one hundred and forty-three in 1942. Three honor graduates have received commissions in the Regular Army, one was commissioned in the Marine Corps and two are now pursuing a course for a commission in the Marine Corps.

We have endeavored to give the maximum amount of instruction in the available time. It is gratifying that, each year, the units have been awarded the highest rating for efficiency, as the result of the annual inspections.

Through the cooperation of the President and the University Physician, the physical examinations of applicants for advance course contracts have been made by the medical staff at the University Infirmary. This is definitely a warranted and worthwhile service which has resulted in a substantial financial saving to the students, who, otherwise would have to pay from three to five dollars for each physical examination. It is also a great convenience to this department. It is strongly recommended that this service be continued.

A summer semester of ROTC instruction for all classes was offered this summer (1942) as a contribution to the war effort and to enable students, who are pursuing accelerated academic courses, to complete all military requirements for a reserve commission prior to graduation. Three hundred and forty-nine students

are enrolled for military science for the summer session which comprises a period of sixteen weeks.

Funds allotted this department have been used for salaries, maintenance, upkeep, office supplies, and operating expenses.

Five of our more experienced officer instructors have been replaced recently. Our rifles caliber .30 have been replaced with eight M-1 rifles. We have received a battery of 105 mm howitzers to replace a 75 mm battery.

Students have displayed much interest and a full measure of cooperation in military training.

I wish to express the appreciation of this department for the cooperation and full support accorded us by the President, the staff, and the several colleges.

S. R. HOPKINS, Colonel, Field Artillery,
P.M.S.&T.

REPORT OF THE ACTING DIRECTOR OF THE INSTITUTE OF INTER-AMERICAN AFFAIRS

To the President of the University:

Sir: I beg to submit the following report on the activities of the Institute of Inter-American Affairs for the biennium ending June 30, 1942, together with general recommendations for the biennium beginning July 1, 1942.

During the last two years the Institute has been active in the following fields: encouraging the attendance of Latin American students at the University of Florida; the orientation of foreign exchange students; the distribution of information on Latin American republics to the schools of the State of Florida in cooperation with the Inter-American Demonstration Center of the P. K. Yonge Laboratory School; the sponsoring in 1940 of the high school Spanish declamation contest; preparation of special Inter-American radio broadcasts presented over the University Radio Station WRUF; arrangement of speaking and educational tours for numerous Latin American students at the University; arrangement of special lectures by visitors; publication of a periodical *Revista Interamericana*, dealing with Latin American culture; the sponsoring of night classes in Spanish, conducted by Manuel D. Ramirez, Secretary of the Institute of Inter-American Affairs, and in Portuguese, conducted by Otto Lyra Schrader, Brazilian exchange student; the expansion of a special Inter-American Reading Room, open to all students and faculty members; and, the supervision of an *Inter-American Section* in the University dormitory system occupied by Latin American scholars with selected North American students.

Owing to the careful selection and training of Latin American holders of scholarships, as well as their native ability, outstanding scholastic records were made during 1940-42 by:

- Mr. Domingo Donate Torres of Puerto Rico—Pharmacy
- Mr. Roberto Gelpi of Puerto Rico—Pharmacy
- Mr. Roberto Gelpi of Puerto Rico—Pharmacy
- Mr. Joaquín O. Moncrieff of Guatemala—Horticulture
- Mr. Mario Pérez de Arce Lavín of Chile—Architecture
- Mr. Daniel Montenegro of Chile—Political Science
- Mr. Ernesto H. Casseres of Costa Rica—Horticulture

RECOMMENDATIONS

I. That the salary of the regular Secretary of the Institute, Mr. Manuel D. Ramirez, amounting to \$1,850.00 per annum, be authorized for the next two years, unless in the meantime Mr. Ramirez shall have handed in his resignation.

II. That Item 671 covering Latin American Scholarships be maintained in the neighborhood of \$1,000 per annum. The sum of \$112.00 a month per academic year is an insignificant amount to expend on the creation of strong ties with Latin America, whose sons not only form imperishable attachment during their stay here, but also by oral propaganda direct future students to Gainesville upon their return home. Thus, the award of scholarships in time can be substantially reduced. At present, it should be thought of as a long-term investment. In the field of education, dividends are not paid immediately. Some years ago the children of the Secretary of Foreign Affairs of Brazil, Dr. Oswaldo Aranha, attended a school conducted by American Methodist Missionaries. Subsequently, Dr. Aranha represented his government in the United States. Today, thanks to cultural influences brought to bear, Dr. Aranha is counted among the best friends this country has in Latin America. At the Rio Conference his friendship turned the scales in favor of friendly neutrality towards the United States on the part of all Latin American countries who had not declared war on the Axis.

III. That the Faculty Committee controlling the policies and program of the Institute be reduced and constituted as follows: W. J. Matherly, Chairman; Rollin S. Atwood (John F. Martin); O. H. Hauptmann; James D. Haygood; H. Harold Hume; W. W. Little; and Garland Powell.

IV. That ways and means be found to enable the Institute to cooperate more closely with the Inter-American Demonstration Center of the P. K. Yonge Laboratory School, even at a slightly greater expense to the University, while and until a better knowledge of Latin America is promoted in the public schools and colleges of Florida.

V. That the annual state high school Spanish declamation contest be resumed at Gainesville as soon as the current restrictions on travel are lifted.

VI. That the offices of the Institute, now located on the fourth floor of the Florida Union Building, where no elevator exists, be moved as soon as circumstances permit to other more accessible quarters.

VII. That the name of the Institute of Inter-American Affairs of the University of Florida be changed to "Inter-American Institute of the University of Florida."

Respectfully submitted,

JOHN F. MARRIS, Acting Director

REPORT OF THE DIRECTOR OF THE FLORIDA STATE MUSEUM

To the President of the University:

Six: In submitting my report for the biennium of July 1, 1940 to June 30, 1942, and recommendations for the next, I have to say that it is with no little effort that I am dictating a few words from my sick bed to assist in making out this report, which is being prepared almost entirely by my secretary, Miss Baker. Our work for the biennium has been the finishing and opening of the South Half of the Hall of Ornithology and general museum work.

The records of the Museum, to date, show 3577 accessions, 370,034 specimens, valued at \$414,232.59. Our register shows a total of 90,730 to this date, since the opening of the Museum to the public on May 1, 1939, or 54,241 this biennium. 2641 of these visitors have checked packages.

One-half of our Hall of Ornithology was opened to the public on May 17, 1942, and our electric eye register shows that our attendance has been increased by over one hundred percent, and this, without a word of publicity, or even a label on the building to show there is a museum on the inside, and that a good thing advertise itself, but that the poorest goods are advertised the greatest.

RECOMMENDATIONS

We need at the present to have the North Half of the Hall of Ornithology equipped with habitat group cases for our Florida water birds. These cases can be built for \$5,700.00. The opening of this entire hall will relieve, to a great extent, our problem of ventilation. The temporary partitions interfere with the free circulation of air and it is very unpleasant, both winter and summer.

Due to the fact that our staff is reduced to one-half at the present time no great activities can be expected, but our routine work will continue.

Respectfully submitted,

T. VAN HYNING, *Director*

REPORT OF THE DIRECTOR OF FLORIDA UNION

To the President of the University:

SIR: I respectfully submit the following report for the Florida Union, student activity center of the University of Florida, for the biennium July 1, 1940 to June 30, 1942.

The Florida Union has in this period fulfilled its expressed objectives of (1) serving as the official center of student life, unifying student activities, and sponsoring a broad educational program of recreation and entertainment for the student body; (2) serving as a tie binding faculty, students, alumni, and friends of the University; (3) aiding in establishing a cultural pattern which will distinguish Florida men. In this biennium, in connection with art exhibits, banquets, club, committee, and honorary fraternity meetings, conferences, conventions, educational motion pictures, lectures, recitals, short courses, recruiting offices, and miscellaneous recreational, social, educational, and religious gatherings, there were 340 meetings held by 171 different organizations in the Florida Union with about 225,000 student-faculty-and visitor units of attendance and participation.

In addition to its regular activities, the Union is serving the war program with First Aid classes, lectures on war policy, and meetings of military and defense groups in the building. The use of the game room has been increased approximately 30% through participation of service men attending the University, and during this time about 3000 students have interviewed the recruiting officers of the army, navy, marines, and coast guard. A large recreation building has been completed at the recreation camp at Lake Wauburg, which is supervised by the Union. The total student-faculty attendance was 10,467.

Respectfully submitted,

D. R. MATHEWS,

Director, Florida Union

REPORT OF THE ACTING DIRECTOR OF THE DIVISION OF ATHLETICS AND PHYSICAL EDUCATION

To the President of the University:

Six: I submit herewith the following report from the Division of Athletics and Physical Education.

During the biennium of July 1, 1940 to June 30, 1942, Harold Williams, Walter Milligan, Harold Stebbins and C. E. Harper resigned. Larry Mullins, Orville Dermody, S. E. Scholze and Julius Battista were appointed. The following members of the staffs are now serving with the armed forces: Larry Mullins, S. J. McAllister, Carlos Proctor, Julius Battista, S. E. Scholze, Gordon Mooney and Jack Daniel.

The financial condition of the Athletic Association has been greatly improved from a deficit of \$8,000.00 on July 1, 1940 to a substantial surplus on June 30, 1942.

Intramural athletics have continued to reach a majority of the student body with approximately 75% participating in one or more league contests and 90% using the sports equipment.

Our Varsity competitive record for the biennium is as follows:

	Won	Lost	Tied
Football	9	11	0
Basketball	22	10	0
Baseball	14	13	0
Boxing	2	8	0
Track	3	4	0
Swimming	3	1	0
Golf	6	4	0
Tennis	10	4	2
Cross Country	1	2	0
	70	57	2

Following the outbreak of war last December, a policy was adopted of trying to provide a maximum of competition at a minimum expense for all sports. This resulted in eliminating long trips to play our Conference rivals and substituting nearby service teams where possible.

A physical fitness program for all male students was put into operation under the direction of the Athletic staff at the start of the 1942 Summer Session. Approximately 1100 students have three periods weekly of body building exercises, hiking, swimming, obstacle running and mass games. The students have reacted very favorably to the program and the results have been gratifying despite the small staff in charge and the hopeless inadequacy of our plant to provide proper facilities for such a program.

The financing of this program will be a matter of growing concern during the coming years since a very noticeable addition to our operating expense has been created and it appears a certainty that football receipts, our principal source of revenue, will be drastically reduced, if not eventually eliminated entirely.

Respectfully submitted,

PERCY BEARD,

Acting Athletic Director

REPORT OF THE DIRECTOR OF PUBLICITY

To the President of the University:

SIR: During the past biennium, the Department of Publicity has carried on its diversified program of public relations with special emphasis upon interpreting the University's activities, functions and objectives.

As the Alumni Association is a part of our office, we have operated in a dual capacity.

The latter six months of this biennium we have operated without anyone filling the position of Assistant to the Director. Two holders of this position have gone into war service.

As an indication of the extent to which we have continued to publicize the University, may I cite the coverage report for the first six months of the current calendar year. In that period of time we issued 119 mail general news releases, of 30,936 words; 189 Associated Press general news releases, of 42,636 words; 24 mail sports releases, of 5,355; 37 Associated Press sports releases, of 6,950 words, for a total of 369 stories, and 85,277 words.

During the biennium we undertook a very representative war file of our former students of the University; and I wish to report that approximately 4,000 of our former students are now in service. As of this date we have 28 former students as casualties in the war. I think the University may be extremely proud of the very extensive and complete war records program we are maintaining.

In all of our public relations work we maintained cordial, friendly and helpful relations with the press, the radio stations and various other agencies within the state. We feel confident that the work of this Department assists materially in sustaining the fine reputation of the University of Florida.

Respectfully submitted,

FRANK S. WRIGHT,

Director of Publicity and Executive Secretary of the Alumni Association

REPORT OF THE DIRECTOR OF RADIO STATION WRUF

To the President of the University:

SIR: Radio Station WRUF emerged from one very crucial time to enter into a period that seemed to spell success. As this success was gradually mounting, December 7, 1941, again threw us face to face with a very critical situation for the second time within two years. WRUF, so far, has overcome both obstacles up to the present time, and it is with a great deal of pride that this report is respectfully submitted.

The biennial report of 1940 carried the report of the first crisis the Station faced. This report will set forth briefly the second crisis and the success the Station has met in overcoming it.

From June 30, 1940, to December 7, 1941 Radio Station WRUF not only paid off all of its indebtedness, but was showing a profit. All of this was with but

little help, financially, from the State, even in view of the fact that the Legislature had appropriated \$50,000 for our operation and greatly needed improvements.

At the time of Pearl Harbor, and the day following, when the United States declared war against Japan, WRUF had pending before the Federal Communications Commission an application for a license for full time. If this license had been granted, it would be necessary to build a directional antenna. This would have necessitated the expenditure of approximately \$30,000, but it would mean an increase in our revenue due to advertising. After the declaration of war, due to the tremendous increase of war production and the demand for manpower, the application was withdrawn without prejudice to WRUF. It is planned to again make application for this improvement at the proper time.

A short time after the declaration of war practically all of our automotive contracts were cancelled and many others, due to the fact that the advertisers had no commodities to offer to the public on account of the Government utilization of their plants for war purposes. This greatly decreased our revenue for the time being. Trips to New York and Chicago for the purpose of acquainting the advertisers with the possibilities of WRUF, brought immediate results. New business was obtained in advertising non-essential products which increased our revenue. However, as the war effort gained momentum, the Station was ever faced with the cancellation of contracts as the Government took over the products of our advertisers, and it required a ceaseless search for new business.

WRUF is happy to report at the end of the biennium that it again was self-sustaining, even to the point of not calling upon any money allotted to it by the budget in making necessary repairs to obsolete equipment.

The loss of personnel has, of course, been a blow. WRUF has a nation-wide reputation for its production and announcing staff, along with its technical staff. The Radio Station has been well known for years as a school for radio announcers and technicians. It has been able to operate on a very economical basis, due to the use of students while training them in the field of radio. The war will of necessity change this somewhat. The young men are all of military age or nearing it. Only the future can tell what problems the Radio Station will be faced with, but those of us in the field know they will be many. Numbered among these will be the loss of personnel, higher wages, the use of others besides students of military age, the loss of business, finding new business, the difficulty in replacing obsolete and worn out equipment, and many others.

Again, it is with a great deal of pleasure that the Radio Station reports at the end of the biennium that it is operating at a slight profit without any aid or assistance from the budget allotted to it with the exception of approximately \$800 a year.

Respectfully submitted,
GARLAND POWELL, *Director*

Volume XXXV

Part II

Number 4

December, 1942

FLORIDA STATE COLLEGE
FOR WOMEN

(Bulletin)

PRESIDENT'S REPORT

FOR BIENNIUM

Ending June 30, 1942



Entered at the Postoffice at Tallahassee, Florida, as second-class
mail matter, under Act of Congress, July 16, 1924.

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THE EXECUTIVE COUNCIL

IRVING SHERIDAN CAMPBELL, A.M., Ph.D.	President, 1941
WILLIAM GEORGE DODD, Ph.D.	Dean of the College of Arts and Sciences, 1910
RALPH LEE KEMAN, Ed.D.	Dean of the School of Education, 1928
MARGARET RICTOR SANDS, Ph.D.	Dean of the School of Home Economics, 1922
KALA SCOBLE OPPENHEIM, A.B., M.M.	Dean of the School of Music, 1911
OLIVIA NELSON DORRAN, A.M., Ph.D.	Dean of Students, 1924
JOHN GABRIEL KELLER	Business Manager, 1907
ELIZABETH GORDON ANDREWS, Ph.D.	Director of Personnel, 1929
SIMON ROBERT DOYLE, M.A.	Registrar, 1930

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PRESIDENT'S REPORT
of the
FLORIDA STATE COLLEGE FOR WOMEN

TALLAHASSEE, FLORIDA, AUGUST 20, 1942.

*To the Honorable Board of Control,
Institutions of Higher Learning,
State of Florida.*

GENTLEMEN:

I have the honor to present the eighteenth biennial report of the Florida State College for Women. This report records the significant developments of the institution for the biennium ending June 30, 1942. Specific details regarding the two-year period are contained in the reports of the deans and other administrative officers which are appended as a part of this report.

CHANGE OF ADMINISTRATION

On October 1, 1941, Dr. Edward Conradi, after thirty-two years of continuous service as president of the College, retired from active duty. Quite appropriately, the Board of Control elected him President Emeritus in recognition of his long and successful administration. His presence on the campus is a benediction to faculty and students alike. His fine cooperative spirit has been most helpful in the initiation of a new administration.

THE IMPACT OF THE WAR

Although the problem of the national defense had considerable effect on the institution during the first year of the biennium, the changes necessary to meet these conditions were of a minor nature. Leaves of absence were granted to a few faculty members to enter defense work. In the main, however, replacements of personnel were easily made and the work proceeded normally. Certain departments reacted to new and changing demands that were made upon them by introducing new courses or amending courses already in use.

The second year of the biennium, on the other hand, has experienced the many new and complex problems that have arisen as a result of the nation's entry into the World War. Faculty members as well as members of the administration and operative staffs have been called into various branches of the armed or other emergency services. Some employees have been drawn into types of work that provide much

higher pay than the College can afford to pay. The total number of persons who have left the institution during the biennium is 50.

Replacements have been made where possible. In some cases, however, qualified persons can not be found to fill vacancies, and the work thus concerned has been allocated to other personnel or has been discontinued for the duration of the war. Thus far, the Institution has not suffered severely as a result of this problem.

The war has also brought about many problems that relate to the social welfare of students. These problems will tend to become more complicated and more intense as the war continues. Adjustments with respect to the needs of students have been made from time to time. The spirit of the student body has been one of cooperation.

A full program of defense activities has been developed in cooperation with the State Defense Council. Faculty and students have given generously of their time and energies to the various phases of this work. The employees of the College have participated 100 per cent in the voluntary purchase of War Savings stamps and bonds.

In response to the demands of the war emergency, a number of special courses have been developed and will be available at the beginning of the next session. Special bulletins containing outlines of these courses have been given wide currency.

THE PHYSICAL PLANT AND EQUIPMENT

Additions. No major additions have been made to plant or equipment during the biennium. Library stacks, affording additional space for necessary expansion have been installed. Routine repairs have been made. Walks have been constructed. The Student-Alumnae Building has been equipped with suitable furniture.

Needs. From time to time the President has outlined the needs of the College with respect to physical facilities. Despite the fact that a number of major additions have been made in recent years, the College is still unable to house its students or to provide adequate classroom and laboratory space.

Immediately after assuming the presidency I instituted a study of the utilization of the present plant and equipment. Our findings show that housing is taxed considerably beyond its capacity by the present student body. Although there is a severe shortage of dormitory space, this does not constitute the most serious need. Facilities for classrooms, laboratories, conference rooms, offices and auditorium are much below minimum standards for the present student body. The situation with respect to many departments is extremely acute.

At the request of the Board of Control a building program has been prepared in some detail and filed with the State Planning Board. This plan includes reasonable needs for the next five to seven years. Certain parts of this building program are of the nature of emergencies and should be so treated.

BUDGET REQUIREMENTS

The operation and maintenance of the physical plant will inevitably tend to become increasingly difficult as the war continues. The withdrawal of trained operative personnel to join the armed forces greatly reduces the effectiveness of the general upkeep of the physical plant. Inability to secure materials necessary for repairs and replacements has not resulted in any major shortage at this time. However, such difficulties appear to be imminent.

An analysis of the operation of the College during the past year reveals the fact that a number of departments are now overcrowded. In terms of the budget this means that provision should be made for increasing the staff. This condition was pointed out by the President in the previous biennial report. Even with the expansions that were provided for the present biennium there are still critical staff shortages in certain departments. Provisions for correcting the most urgent of these conditions are reflected in the proposed budget herewith submitted.

Although the salary schedule is so low at certain points that we are unable to compete with other first class institutions for satisfactory talent, we are proposing only a few changes in faculty compensation. The budget as now submitted represents the minimum which can reasonably be expected to provide a defensible program of higher education in this institution.

In conclusion, I express to the Board of Education, the Board of Control, the Budget Commission and other officials of the State my appreciation for their splendid cooperation and support. Also, to the faculty and administrative staff, the alumnae, and students I express sincere thanks for the splendid manner in which they have carried on the work of the College.

Respectfully submitted,

DOAK S. CAMPBELL,
President.

COLLEGE OF ARTS AND SCIENCES

REPORT OF THE DEAN TO THE PRESIDENT FOR THE
BIENNIUM 1940-42

Very soon after December 7, 1941, military authorities, national educational leaders, and officials of colleges met in conference to consider the question, "How can colleges best conduct their work so as to be of the greatest help in the war effort?" It was an anxious question, and women's colleges awaited the answer with much concern. In the conference, it was concluded that the best contribution such colleges could make in the national emergency would be to continue to offer the same kind of education that they had offered prior to the nation's entry into the war. Accelerated programs which were strongly urged for men were not deemed necessary or important for women. At the time it was felt that, very largely, the educated woman's part during the war and after it is won, would be the preservation of morals and the performance of an intelligent and patriotic service in the reconstruction. Liberal education, it was thought, would be the best instrument available to women's colleges to attain this end. Modification in curricula might well be made, either by offering new courses or by changing the emphasis in those already existing, so as to bring women's education to bear more closely on our national problems. But, generally speaking, young women were counselled that in wartime they could make no better use of their education than by its means to prepare themselves to take an effective part in the activities of the post-war period and successfully to build their own lives in the greatly modified society which is certain to result from the nation's stupendous effort. In keeping with these principles, our College, in the main, has been continuing the work it was doing before the war.

But the declaration of war soon had its effect on our work. In the College as a whole, through the first year of the biennium, students and faculty were actively engaged in various aspects of civilian defense work, and a considerable number of non-credit courses were given as a help in such work. A new credit course, American Organization for Defense, was announced by the Political Science department. A number of existing courses were modified so as to relate them more closely to new conditions brought about by the war. The titles American Democracy, Anglo-American Relations, Pan-American Development, show the shift in emphasis in courses previously named respectively American Democratic Ideals, The British Commonwealth, and Latin-American History. Similarly the course in World Geography was renamed War Geography. The Art department added a course in Mechanical Drafting, in response to the insistent demand for draftsmen in ship-yards, military camps, and certain industries.

In July, 1942, in response to demands indicated in letters from prospective students, the College completed plans to offer "war emergency" courses. These, twenty-four in number, were designed to aid students in their preparation for various types of war work. Ten departments of the College of Arts and Sciences are engaged in providing such courses. In addition to emergency courses, eleven short emergency curricula, from one to four semesters in length, were arranged with a view to preparing students to engage immediately in certain phases of technical work seriously needed by the Government in the war effort.

Descriptions of the war emergency courses and of the special emergency curricula were published in a bulletin supplementary to the Annual Catalog, entitled "War Emergency Courses." This special bulletin elicited many inquiries, and the new courses and curricula will no doubt prove useful to many students in the second year of the biennium.

Four of the faculty of the College of Arts and Sciences are absent on leave to engage in war work. Captain W. M. Barrows, Associate Professor of Physics, and Herbert Hackett, Instructor in Journalism and English, have been called to the armed forces. Dr. Louise Witmer, Assistant Professor of Psychology, and Miss Ruth Fairman, Assistant Professor of Classics, are doing special work in Washington. Dr. Harold Richards, Professor of Physics, while remaining with the College, is serving as State Chairman of the University and College Department of the State Defense Council.

Certain shifts in enrollment in the College of Arts and Sciences, are probably to be explained by war conditions and the increasing demand for specially trained workers. Thus, the need for secretaries certainly accounts for a large part of the increase in enrollment in the Commerce department. The insistent call from industrial concerns for women trained in Chemistry and Physics may explain increased enrollments in these departments. And the wide need for medical technicians seems to be related to large enrollments not only in Chemistry but also in Bacteriology, Physiology and other biological sciences.

In general, the departments have been adequately staffed. In the first year of the biennium 1941-43, an instructor was added to each of the departments of Art, Economics and Commerce, English, Geography, Journalism, Library Science, Modern Languages, Political Science. For the second year, it was necessary to secure an additional instructor in Chemistry and one in Physiology.

It is impossible to write with certainty of college conditions in war-time, since external changes come about so rapidly. Nor is it possible to predict now what further effects the war may have upon

our work. But it is very likely that there will be such effects and that they will be far-reaching. The rapidly growing part women are being called upon to take, not only in civilian and industrial work but also in activities more closely related to the war itself, may affect profoundly what the College does. Expansion of some parts of our peace-time program and curtailment of others may be necessary. To meet the needs that may arise, therefore, it will be important to keep our curriculum as elastic as is consistent with the maintenance of proper academic standards.

Respectfully submitted,

(Signed)

W. G. Doss, Dean.

REPORT OF THE DEAN OF THE SCHOOL OF EDUCATION*To the President:*

The coming of war has created a number of problems for the School of Education. Teachers are leaving to enter the armed services or some field of war work. It is very difficult to replace these losses with capable teachers. The demand for workers in industry has also taken many prospective teachers who would have entered training. This has resulted in a somewhat decreased enrollment in the teacher education field, but it means that there will be a heavy enrollment when the war ends and the demands of industry lessen.

The statewide cooperation in building a program of teacher education for Florida has progressed very satisfactorily in the past biennium. The Commission on Teacher Education of the American Council on Education has been very much interested in the attempt in our state to build this statewide program of teacher education. The American Council on Education has rendered financial assistance which has enabled the state to make progress which it otherwise could not have made. The institutions of higher learning and the State Department of Education, under the sponsorship of the Commission on Teacher Education, conducted a statewide conference on internship problems at Camp O'Leno, Florida, during the week of April 28 to May 3, 1941. Representatives from institutions of higher learning in the state, representatives from the State Department of Education, county superintendents, school principals, and classroom teachers participated in this conference. Important issues relative to a state program for teacher education were carefully analyzed and a working program formulated. The participants in the conference agreed that in so far as possible all institutions of higher learning should provide a program of internship teacher education. Florida State College for Women had already begun its program of internship teacher education. A number of our students who had returned from their internship work were present at this conference.

During the first semester of the academic year of 1941-42 our college had eighteen internes in the field. During the second semester we had another eighteen internes in the field. Out of this total of thirty-six students seven were enrolled in the College of Arts and Sciences.

A careful follow-up study of three semesters of experience with internship has enabled us to make refinements in this program. Reactions to the internship program as a sound basis for teacher education have been very favorable when judged by information which we receive from principals, those teachers who have directed our internes in the field, and from the internes themselves. Twenty-nine candidates have made application for and been approved for internship in the first semester of the academic year 1942-43.

The School of Education for the past year and a half has been giving careful study to the matter of revising certain of its courses to make them more functional for prospective teachers. This attention has been focused chiefly on courses involving methods and observation. The group has arrived at the point where it feels that this study should be examined to cover all professional courses, including psychology, and their functional relationship to the program of teacher education for this college. It further feels that the College of Arts and Sciences should be asked to participate more fully in our study of revising the curriculum for teacher education. The whole matter of teacher education in an institution of higher learning extends far beyond the bounds of a school of education. This problem is collegewide in its scope. Courses in professional education should be subject to criticism of an entire college faculty, and so the prescribed courses for the entire curriculum of teacher education should be thoroughly reviewed by the total faculty of the teacher training institution preparing these teachers. This problem stands before our college as one which should receive immediate attention as a total college problem.

The war has brought some special problems in relationship to summer workshops. Curtailed transportation and other forces have made it almost impossible for schools to meet as groups. The crisis confronting the country has also brought many special problems to our schools. For these reasons the character of offerings in our workshop has been somewhat modified. The workshop as a sound procedure has become thoroughly established in the minds of our staffs. Workshop activities have brought forcibly to our attention the need for careful cooperation with schools in the immediate vicinity of the college. We are looking forward to the establishment of very close relationship with schools in ten or twelve counties adjoining the college. The development of this work will probably move along quite slowly until transportation facilities are less taxed than at the present time.

War conditions have brought many demands upon our staff for activities and assistance outside of the college. The staff has responded wholeheartedly to these demands. We are losing a great many teachers to the armed services. Their leaves of absence are being filled by substitutes. The demands of industry for labor are being felt by both men and women of the staff. I hope the salary scale can be so adjusted for the duration of the war that we shall not be compelled to find ourselves at the end of the war with a second-rate staff. It is quite necessary to the welfare of our college and this state that we retain our present high standards.

Respectfully submitted,

(Signed)
July 10, 1942.

R. L. EYMAN, DEAN,
School of Education.

**REPORT OF THE DEAN OF THE SCHOOL OF HOME
ECONOMICS FOR THE BIENNIUM 1940-42**

August 12, 1942.

To the President:

During the Biennium just ended, enrollment in the School of Home Economics has continued to increase and demands upon the time of staff members have multiplied with increasing recognition of the contribution which Home Economics has to make to the war effort. We have attempted to evaluate our program in terms of such contributions and to intensify our efforts along lines which strengthen the home defense or contribute directly to the war effort.

ENROLLMENT

During the Biennium, 1938-40, I reported a quite considerable increase in enrollment in the School of Home Economics. This increase has continued during the biennium just ended, though at somewhat slower rate. Whereas the earlier increase was in the Freshman class, the increase at present is in the upper class enrollment, and as a consequence, the size of classes for advanced students has increased and additional sections of many such classes have been required. Increases in our junior and senior years result also from the fact that students in smaller institutions, wishing specialized work, transfer to us at this time. This is gratifying recognition of the quality of our advanced work but presents various problems in absorbing these upperclassmen and adjusting their programs to meet our requirements. With the national interest in improved nutrition and the present need for dietitians in military hospitals, it is to be expected that there should have been a considerable increase in the number of students wishing to prepare themselves for specialized work in this field.

Graduate Students. While the administration of graduate programs is handled in the office of the Director of Graduate Work, responsibility for graduate programs in Home Economics falls upon those senior members of the staff who supervise the major courses of graduate students. During the present biennium, six graduate students majoring in Home Economics have completed requirements for the Master's degree, two with a major in Home Economics Education, and one each with majors in Nutrition, Clothing, Household Economics, and Institution Economics. During the same period two studies submitted as Master's theses have been published and have received favorable notice in scientific journals. A number of graduate students have made considerable progress toward the advanced degree.

ACTIVITIES OF GRADUATES

It is gratifying to see our graduates receiving recognition through appointment to positions of responsibility and influence. Holders of

our Baccalaureate degree are absorbed in the school system of the State and in such services as Home Demonstration work, Farm Security Administration, National Youth Administration, and Work Projects Administration. Majors in foods and nutrition who have completed an additional required year as student dietitians in hospitals over the country are being placed advantageously both within and outside the State. Among our more mature graduates who have gone on for advanced training, a number have been placed in positions of responsibility during this biennium, including one as Regional Nutritionist under the Federal Security Agency, one as Nutrition Consultant for the State Board of Health, one as Itinerant Teacher-trainer in Home Economics for the State Department of Education, and one as Home Economics teacher in the experimental school of the University of Florida where she is responsible for the integration of Home Economics work with other core subjects in the curriculum. Another graduate has been called in as Consultant by the State Welfare Board for the preparation of family budgets for welfare clients. In previous reports I have mentioned the placement of our graduates on the State staff of the Home Demonstration Service and in teaching positions in institutions of higher learning within the State. Graduates of this School who hold supervisory positions under the Work Projects Administration have done much to keep such programs in the State on a high educational level.

SPECIAL OFFERINGS

Recognizing the necessity for coordination of efforts of all home economists in the State for effective service during the present emergency, the School of Home Economics offered during the Summer Session of 1941 and 1942 special courses for teachers and other home economists in service. During the summer of 1941 we offered units in applied work to enrich the background and increase the skills of home economics in the National Defense and provided special short courses for School Lunchroom Managers and W. P. A. Home Economists. During the summer of 1942, we featured special offerings in Group Feeding in Emergency, War Time Problems in the Selection, Conservation, and Use of Clothing and Household Textiles, and in Child Care and Protection in Defense and Combat Areas. The latter course was offered at the request of the Committee on Child Care and Protection of the State Defense Council and of the State Supervisor of Home Economics Education. It represented the cooperative efforts of the Department of Education, Psychology, Sociology, and Home Economics, the major responsibility being carried by the Professor in charge of courses in Family Relationships and Child Development in Home Economics. Through the cooperation of the Work Projects Administration an emergency Nursery School was set up as an educational demonstration for the benefit of members of the class

as well as for families whose children attended the Nursery School. Members of the class prepared short teaching units for use in adult and high school classes and became familiar with State and National plans for protection of children in combat areas.

In the early fall of 1941, staff members in Home Economics Education and Nutrition conducted in cooperation with the State Department of Education a two-day conference for Home Economics teachers to provide definite assistance to them in planning their year's programs. This was attended by some 125 teachers and results of our efforts here have been evident in the reports that have come to us from teachers in the field. In connection with the Teacher-Training program of the College, adult classes in Nutrition were offered during the year on a non-credit basis to persons in the vicinity. In addition to the contribution thus made to the nutrition program in the State, opportunity was provided for senior students to observe and participate in work with adult classes.

NEEDS OF THE SCHOOL

Over a period of years my reports have emphasized our need for increased classroom, laboratory, and office space in line with the increase in our enrollment and the greater variety of our offerings. For the duration of the war we realize that such expansion is impossible and we shall try to handle our work under the present handicaps to the best of our ability in the hope that the war time emergency may be brought to a successful conclusion and materials released for educational expansion before too long a period has elapsed. The budget which I have submitted for your approval includes items for a new building and equipment and for a second Home Management House now urgently needed.

STAFF OF THE SCHOOL

During the biennium just ended one member of the staff has returned after two-year leave of absence for advanced study. She held during one year a research assistantship and during the second, the Ellen H. Richards Memorial Fellowship of the American Home Economics Association. A second member of the staff has just received notification of the award of a General Education Board scholarship and has secured a one year's leave of absence for study. Such leaves of absence, while causing some problems of adjustment, bring rewards in the enriched backgrounds so provided for our staff members. A third staff member given leave of absence for study during the biennium resigned to accept a position at considerably higher salary than we were able to pay. This is the second time in five years that the head of the clothing division has left us for a more lucrative position. This constant changing and disruption of the work of this

division presents a serious problem which is part of the general problem of salary levels in this Institution as compared to salary levels in institutions of the same academic standing elsewhere.

Members of the staff have served actively on numerous defense committees. The Dean of the School has served as Chairman of the State Advisory Committee on Nutrition, a position which has added considerably to her total schedule of work both through increased correspondence, committee work, meetings and speaking engagements in the State. The Professor of Household Economics holds the position of Technical Consultant to the Committee on Consumer Interests of the State Defense Council. The Professor of Child Development and Home Economics Education is a member of the State Advisory Committee on Nutrition, the Committee on Physical Fitness, and the Committee on Child Care and Protection of the State Defense Council. In all of these positions she has served actively and in two instances has served as chairman of subcommittees. All other members of the staff have served in one capacity or another, either as members of defense committees, as assistants in training courses, or as speakers before defense groups of different kinds. During March the State Advisory Committee on Nutrition sponsored a series of district conferences attended by some 2000 individuals. Members of the College staff, working in cooperation with various agencies, contributed to the planning of these conferences and the Dean of the School, in her capacity as Chairman of the Nutrition Committee, carried the over-all responsibility for their success. One of these conferences held on the College campus had a large student attendance in addition to the registered non-campus attendance.

During the biennium just closing increases in the staff through the addition of two instructors have relieved somewhat the overloaded programs of faculty members but the continued increases in enrollment still leave us with programs heavier than normal. In the budget submitted I have indicated the additions which seem most necessary to me and I hope that these needs may have your favorable consideration for the coming biennium. We shall do our best with the facilities and staff which we have, but faced with responsibilities to students and State, and seeing opportunity for greater usefulness, we hope for such additions as will enable us to carry out our program effectively.

We are deeply appreciative of the consideration shown us by you and our Governing Boards, and will endeavor to merit continuance of your interest and support.

Respectfully submitted,

(Signed)

MARGARET R. SANDELS, Dean.

**REPORT OF THE DEAN OF THE SCHOOL OF MUSIC FOR
THE BIENNIUM 1940-42**

June 20, 1942

To the President:

Each biennium the School of Music presents as its principal theme the real need of a new Auditorium and Music Building. At the close of the 1941 Legislature hopes arose that this edifice would soon materialize. Then came the war and I presume these dreams must be set aside for the duration of the conflict.

During the past biennium there has been continued growth in registration in the School of Music. This has required additions to the teaching staff. Students majoring in applied music are required to give Certificate and Degree Recitals. We are pleased to report that a large percentage of the majors in public school music are presented also in Certificate Recitals in their minor subject. For these majors additional hours have been added in appreciation of music for the grades. All music majors are now required to attend piano sight reading classes until they have reached necessary proficiency. For the students majoring in the School of Education classes in voice have been added for those taking the Elementary Public School Music course.

In addition to the Glee Club, Orchestra, Little Theatre Orchestra, and the String Quartet there has been added a Band. Each of these organizations is made up of college students. The Band members initiated their Garnet and Gold regalia at the Inauguration of President Doak S. Campbell. They marched and played also as a campus feature before the Academic Procession was formed.

A new project has been added for the 1942 summer school, that of a Bandmasters' School. Two bandmasters of high standing in their profession are to instruct and direct the groups. This Bandmasters' School will include a Demonstration Band of high school students recommended by their respective bandmasters. The training of this Demonstration Band singly and in groups will serve as observation and practice teaching for the bandmasters. We hope to be able to add a Choral School and possibly an Orchestra School for the summer of 1943.

The School of Music of Florida State College for Women became an Institutional Member of the National Association of Schools of Music (the national accrediting agency for music) in the year 1930. All membership schools are again being reexamined. We are pleased to report that there was no criticism from the National Association after our second examination in December 1941, but we were commended for our high standards.

As chairman of the Artist Series Committee I wish to report that the following artists appeared in two programs each during the year 1941-42: Joseph Bonnet, organist; Henri Temianka, violinist; Ruth Draper, in character sketches; Lawrence Tibbett, baritone. The necessity to require two concerts from each artist is due to the College Auditorium being too small to accommodate all the student body. This is another reason for the need of a new auditorium.

Respectfully submitted,

(Signed)

ELLA SCOSLE OFFERMAN, *Dean,*
School of Music.

REPORT OF DIRECTOR OF THE GRADUATE DIVISION FOR THE BIENNIUM ENDING JUNE 30, 1942

July 15, 1942

To the President:

One significant change in the functioning of the graduate program on the campus during the biennium has been the creation of a graduate division in the college administrative organization and the appointment of a part-time director. Heretofore some professor carried the administrative duties of the graduate committee in addition to a full teaching load. This did not make for efficiency either in the regular work of the professor who served as chairman of the Graduate Committee or in the direction of graduate work, for a full-time teacher in order to give the necessary time to conferences with graduate students had to neglect his regular teaching duties, or fail to render the needed services in the graduate area. It is believed that the new arrangement is proving more satisfactory both to students and faculty.

The enrollment figures given in the table below seem to indicate a slow steady growth during the regular year:

GRADUATE ENROLLMENTS

Graduate Enrollment	Academic Year	Summer Session	
1936-37	14	62	1937
1937-38	20	77	1938
1938-39	48	97 (1st 66) (2nd 31)	1939
1939-40	37	141 (1st 97) (2nd 44)	1940
1940-41	38	79 (1st 56) (2nd 23)	1941
1941-42	56	1942

The same trend is indicated for summer sessions if the abnormally high enrollments for the summers of 1939 and 1940 are explained. During those two summers there were on the campus a considerable number of students in the "workshops", which were made up of the entire faculties of five or six schools, practically all of whom were college graduates, and were classified as graduate students. Most of these were not planning to complete a program of studies for the masters degree, and consequently have not returned to the campus. Prior to 1939 there were no "Workshops" on the campus and during the summers of 1941 and 1942 there have been fewer of these workshops with a consequent drop in the graduate enrollments.

Without the intervention of war, there were several reasons to expect a steady increase in the graduate enrollment. It is, of course, difficult to predict what effect the war will have but it seems safe to say that in a women's college there is not the probability of decline in

either graduate, or undergraduate enrollments that will almost inevitably occur in institutions for men.

There has been considerable demand, largely from public school teachers, with the support of the Dean of the School of Education, during the biennium for the adoption by the college of an alternate plan for securing the masters degree which would not require the writing of a thesis. The Graduate Committee has devoted several meetings to a discussion of this problem. They are not inclined at present, however, to approve such a procedure. They have taken the position, however, that they would give consideration to a carefully worked out plan if such a plan is submitted. They are not inclined to take the initiative in the development of such an alternate plan.

Respectfully submitted,

(Signed)

M. R. Hixon,

Director Graduate Division.

BIENNIAL REPORT OF THE DEAN OF STUDENTS

July 13, 1942

To the President:

The report of this office for the biennium of 1940-42 is one of expansion and development along lines previously indicated. Where changes have occurred in the staff the positions have been filled with young women trained in Personnel work in the best graduate schools of the country, thus improving the quality of counselling and guidance afforded the student body. All Social Directors have now been relieved of housekeeping duties and a staff of trained and experienced housekeepers now supervise the cleaning and care of the residence halls. The assignment of student rooms has been transferred from the office of the President to that of Director of Residence, where attention is given to individual problems involved. The appointment of one of the staff members as Head Director with responsibility for checking and interpreting student regulations and co-ordinating the work of all student courts has greatly simplified and improved this phase of our work.

The social life of students has undergone considerable change during this biennium, due to the effect of war times. We are making an effort to assist students in adjusting to these conditions by providing more variety and flexibility in the social life of the campus while maintaining other values important in their development. War conditions have presented a variety of social problems, such as those of transportation, entertainment of soldiers, scarcity of supplies for entertaining, undergraduate marriages and consequent housing questions and many similar matters. We are endeavoring to solve these problems to the best interest of all and at the same time to improve the social facilities in the home life on the campus. Books, magazines, good pictures, victrola records, musical programs, group singing, student talent parties, dramatics and other recreational facilities are provided as rapidly as time and funds will permit.

No extensive repairs have been made in the dormitories during this biennium due to lack of funds. Plans for the rebuilding of Bryan Hall, which is most urgent, were completed too late to obtain building materials before the outbreak of the war. The ground floor of this building has been condemned for student use, which lowers our housing capacity by approximately fifty-two students. The restoration of this building along modern lines should be given first attention when construction is again possible. Internal improvements have been made up to the limit of funds in the residence hall budget. The floors of all student rooms and corridors with the exception of Bryan and the ground floor of Broward are now covered with linoleum. All halls except Bryan have been re-wired to accommodate improved lighting, and student lamps have been provided throughout. For

the two largest freshman halls, Jennie Murphree and Reynolds, old felt mattresses have been made over into innerspring mattresses and it is our intention to continue this renovation until all beds are so equipped. In fifteen rooms in Gilchrist and Broward additional closet space has been provided. Jennie Murphree has been repainted throughout in bright colors, the wood work painted white and the parlors redecorated and thrown into one large area.

These changes have been received by the students with enthusiasm and have added much to their comfort and pleasure. It is our intention to continue these improvements throughout the other dormitories as funds will permit. New furniture with increased dresser and drawer space is seriously needed in all the halls except Landis. Other structural changes as indicated in the last biennial report are very much needed but cannot be carried through without additional funds. An increase in the residence hall budget of approximately \$8.00 per year per student would permit thorough remodeling of one dormitory a year, would provide new furniture and equipment at stated intervals and furnish the funds necessary for increasing the salaries of the residence hall staff to an adequate minimum. Such an increase is imperative if we are to continue to provide adequate guidance for our students in their daily lives. At the present time we cannot compete in salary for these positions with other institutions of our rank, and for that reason we have lost during the last years some of our most able directors. This weakness should be remedied at the earliest possible time.

We appreciate the increasing interest manifested by the Board in the residence halls and the daily life of the students and hope to report improvement every year.

Respectfully submitted,

(Signed)

OLIVIA N. DORMAN,

Dean of Students.

**REPORT OF THE DIRECTOR OF PERSONNEL
FOR THE BIENNIUM 1940-42***To the President:*

The Personnel Office during the past biennium has worked at an accelerated pace in all its varied activities. This is in part due to our increasing student body as well as increasing demand for workers.

Placement has been growing heavier. In the class of 1940 of a total of 341 registrants, 87% or 276 were placed in addition to 16 two-year graduates, 90 alumnae and 26 registered in the previous year of the class of 1939, a total of 424. (41 of the class of 1940 were placed after the report of November, 1940, making a total of 317. This last figure would bring the placement of 1940 to 93% of that class.) In 1941 357 were registered and placed, an all time record of 100%. In addition there were 16 two-year candidates, and 114 former graduates. This year there is increased demand for teachers as well as for workers in other fields.

Defense Projects. During the past months a great demand has come to the Personnel office for workers on Defense projects. Government representatives of Civil Service and F. B. I. have been here for long periods to seek out those qualified in secretarial and clerical work, translators, readers, science and mathematic majors for work in arsenals. Very intensive inquiries have been made including records and interviews with applicants and many other persons and all requiring the assistance of the office force.

The N. Y. A. has involved the setting up of 142 projects and supervising the same, the making of the monthly time reports and the selection of the students. This includes the securing of Welfare reports on each applicant, securing of some statement regarding financial need, certification of citizenship, and oaths of allegiance. In this connection our correspondence has been very heavy, especially with entering freshmen.

Tests. Psychological Test and Remedial Reading tests were given all freshmen and new students (approx. 700). The latter was followed by a class to help those most needing assistance. Personality tests were given to certain groups.

Vocational Guidance has been given individually and in groups with opportunity for those desiring to do so to take a Vocational Guidance test. Several outside speakers have made contributions among them three F. S. C. W. graduates have added interest to the program.

Lectures. The Director of Personnel as Chairman of the Speakers Committee has been instrumental in bringing to our campus a number

of well known speakers who have made valuable contributions to the education of our students. Many of these lectures were of the forum type giving the students the opportunity of asking questions on national and international affairs.

Counselling. This is one of the most important functions of the Personnel Office. The larger number of those seeking help come of their own volition because of a felt need. It is the aim of this office to treat them as individuals and to consider their problems sympathetically in the light of all the information we have. The annual number of individual conferences approximate 6000.

Faculty Advisers. The work of the Faculty Adviser has grown in value and importance as teachers have become better acquainted with personnel methods. Increased interest in the welfare of their students has in many instances not only aided the students concerned, but has improved the work of the teacher in her classroom and her reputation for sympathetic consideration. These advisers, selected for their interest in students, have aided greatly in the adjustment of freshmen to college life by their wise counsel.

Records. Cumulative records of all students since the year 1929 have been kept in this office. These have frequently demonstrated their value when calls have been received for the information given concerning our graduates. The task of keeping complete records for two thousand students is no small one and should have the full time of a record clerk. The coming of faculty members and others to get these records necessitates the time of an office person to withdraw the records from the files and later to replace them. Averaging the grades and entering them on the cards four times a year is in itself a time consuming task.

Correspondence. The added load in all of these fields has doubled our correspondence during the biennium.

Scholarships and Loans, student employment, supervisor of the Nursery School, chairmanship of committees, membership on committees, teaching, and direction of a Graduate Student have been some of the additional tasks centered in this office.

It is extremely desirable that the office staff be increased by the addition of an Assistant Director of Personnel and a record clerk in order that our services may be improved and extended to keep pace with the growth of our college.

Respectfully submitted,

(Signed)

ELIZABETH GORDON ANDREWS,

Director of Personnel.

EOA/db

June 30, 1942

BIENNIAL REPORT OF THE LIBRARIAN 1940-1942

July 13, 1942

To the President:

I submit the following report for the biennium July 1, 1940 through June 30, 1942. The report is confined to a brief summary of some of the more important activities of this division of the college. A full report would include a list of significant acquisitions, a list of services rendered students and faculty, and at least some mention of the pressing needs of the library.

ACCESSIONS

The total number of books in the library June 30, 1942 was 94,930. Of this number 11,928 were added during the biennium. The number of books withdrawn during the same period was 419, of which 291 were missing in the inventories of 1939 and 1941. The latter number is especially noteworthy since it is a decrease of 235 lost books over the previous inventory. The decrease can be attributed chiefly to an intensive campaign during 1939 and 1940 on the part of the officers of the College Government Association to urge students to practice the college Honor Code in regard to library privileges.

Pamphlets in the library on June 30 numbered 38,275, an increase of 8,963. The picture collection was increased by the addition of 3,575 pictures, making a total of 24,890.

USE OF BOOKS

The total number of persons using the reading and reference rooms was 215,333. No complete record of books used in the building can be kept, but the number of books borrowed for use outside the library was 331,837. Of this number 202,257 were books reserved for required, collateral, or optional reading.

OPEN SHELVES

The library has continued to open all its shelves to the student body, except about 2,500 rare books or books hard to replace. These are available for use in the library upon request. Again and again the library has received commendation upon its open shelf system and numerous inquiries concerning it have come from visiting librarians and other college administrators. The value to students of easy access to books cannot be measured but we do know that it helps them to use, understand, and love books.

PERIODICALS AND NEWSPAPERS

The number of periodicals received June 30, 1942 was 549; Newspapers 62. For the two years covered by this report 42 periodicals

have been added and 3 newspapers. Of the periodicals and newspapers received 161 are gifts and 449 are purchased. The total number of bound periodicals is now 14,021.

BOOK COLLECTION

Our book collection is in excellent condition. This means that mending and binding have kept pace with our needs. During the years 1940-1942 a total of 1,771 books were mended; 274 pamphlets put in budgets; and 1,126 books rebound. The binding of magazines has totalled 1,354 volumes.

The content of our library has become more valuable with each biennium. The following illustrates noteworthy additions of the past two years:

Files of Periodicals

- Fortnightly Review, v. 1-104.
- Gentlemen's Magazine, 1831-1868, 227 v.
- Godey's Lady's Book, 1834-1853, 44 v.
- Harpers Weekly, v. 1-62.
- U. S. Magazine and Democratic Review, 1838-1843, v. 1-12.

Books

- Bateson—Cambridge Bibliography of English Literature, 4 v.
- Harrisse—Bibliotheca Americana Vertutissima, 2 v.
- Poole—Historical Atlas of Modern Europe.
- Peddie—Subject Index of Books published to 1880, 2 v.
- Thwaites—The Jesuit Relations and Allied Documents, 74 v.
- Greene—Works of Robert Greene, 15 v.

The collection as a whole has been strengthened in the fields of bibliography, English and American literature, early American history, including biography and travel, international relations, music, religion, and science.

The McGregor Collection consists entirely of rare Americana. Through the cooperative purchasing plan between the McGregor Foundation and the college our library has been able to acquire each year Americana and Floridiana which it could not otherwise afford. It is a privilege which we gratefully acknowledge. The collection at present numbers 293 volumes.

GIFTS

A complete list of gifts with their donors is too long to include in this report. It seems fitting, however, to mention the following:

- Mr. Julian Yonge—23 books, 12 portfolios, 500 unmounted pictures.
- Mrs. N. S. Gleason—Proceedings—National Conference of Charities and Correction, 1887-1918, 32 v.

Dr. Louis Karpinski—Old Florida prints and maps; a collection of articles on maps.

Dr. Doak Campbell—File of the Junior College Journal.

Florida Division U. D. C.—Four Military Service Crosses mounted and framed.

Florida State Departments—Numerous Florida Documents.

DOCUMENTS

In 1941 our status was changed from a non-depository library to that of a selective depository for federal documents. While the care of so many documents adds much to the work of the reference staff and the cataloging department, the documents enable us to expand our service. New documents are in constant demand, especially publications in the social, political, and statistical fields. The unsolved problem is space to house such a steady inflow of material, most of which is of permanent value.

Current Florida documents, received in considerable numbers from various state departments, are made available at once. During the past two years many old documents have been purchased, adding much to our resources in the field of Florida history.

REFERENCE

No statistical method has yet been devised for adequate measurement of reference work. However, we can enumerate some of the services given and, perhaps, thereby give an insight into demands made upon this division of the library. The number of questions requiring the help of the reference librarians increased 13,661. The number of people using the reference rooms increased 24,979. Bibliographies prepared, checked, or revised increased 31. Information slips added to index files numbered 3,465; pictures subject indexed and filed 3,212; clippings and pamphlets filed by subject 3,385. The Southern Association reference list has been re-checked; the final checking of the *Union List of Serials* completed; and Shaw's *List of Books for College Libraries, 1931-38* has been checked with our holdings. Tentative lists of references are under way for the recently initiated faculty curriculum study. These are but a beginning of the increased bibliographical demands on the library. Preliminary lists of desiderata in state and federal documents have been compiled and a list of our holdings in Florida maps has been made. These time-consuming activities repay the college in better service to our patrons.

CATALOGING AND CLASSIFICATION

In addition to the cataloging and classification of books added to the library, the following accomplishments of this department deserve

mention. Reclassification of books on the World War 1914-18, the Shakespeare collection, and a substantial beginning made in one division of the field of fine arts. The most important administrative accomplishment in this department during 1940-1942 was a comprehensive cost accounting survey of the cataloging department made by the cataloging staff. This report has been borrowed by two other libraries.

The cataloging of the McGregor Collection of early Americana and the increasing Latin American collection have prompted the compilation of two annotated bibliographies for department use; one, a guide to cataloging aids for Americana; the other a guide to sources for identifying Latin American names. These are technical tools which have been needed a long time.

The library through its catalog department cooperates with the Union Catalog of Floridiana by supplying cards for all Florida items in the Florida State College for Women Library. During the biennium 483 cards have been sent to the Union Catalog. To participate in this enterprise means that we are making our resources in Florida history known to research workers outside the state as well as to those in Florida.

QUESTIONNAIRES

Questionnaires for the biennium totalled 69, varying in length from one to thirty pages each. Many of these were necessary and important. Some required hours of careful work, much of which could have been done more easily were there some uniform system of compiling statistics for the different accrediting agencies.

INTER-LIBRARY LOANS

From year to year there are more requests by faculty and graduate students for loans from other libraries. The past two years have shown an increase in requests for loans from our library to other institutions. During 1940-1942 we borrowed from 23 other libraries 61 volumes. We lent to 20 other libraries 59 volumes. We are glad to extend courtesies to other libraries when so many libraries have been for years so generous with us.

EXHIBITIONS

Among the many exhibitions during the biennium the following were outstanding: Pan-America, Education for a Strong America, Women in Defense, Bill of Rights Sesquicentennial, What Can I Do (centering around students pursuing their education), and Victory Gardens. Especial mention should be made of the exhibit of old maps and atlases, made possible by Dr. Louis Karpinski of the

University of Michigan. Among the atlases displayed was that of Ortelius, 1612 and of Mercator, 1630. Dr. Karpinski not only lent the maps and atlases displayed but furnished a number of articles explaining maps and map-making.

The practice of displaying books by and information about speakers and artists brought to the campus has been continued. Such displays for the past two years have featured such prominent folk as Robert Frost, T. S. Stribling, Morris Fishbein, Lawrence Tibbett, Ruth Draper, Mrs. Franklin Roosevelt, and our new president, Doak S. Campbell.

STAFF

Besides the usual work of the staff recorded in the various divisions of this report, other activities show that the staff is on the alert to improve library service, to better equip themselves for this service, and to represent the college in professional organizations. During the biennium five staff members took courses in languages, music appreciation, and American history. Four members attended the Southeastern Library Association meeting in 1940. For two years the cataloger has served as secretary-treasurer of the catalog section of this Association, and was Florida editor for the Southeastern Directory of Catalogers. Two members have represented the college at the meetings of the Florida Library Association. The Librarian has served as Chairman of the college and special libraries section of this association. Plans for the faculty curriculum study include members of the library staff as active participants in the study. The staff has responded eagerly to this responsibility and has entered enthusiastically upon the work of the committees of which they are members as well as upon compiling bibliographies for the group as a whole.

The cataloger has begun compiling a list of faculty publications. This has received a warm response from the faculty. Another staff member made a survey of our books in the field of music. A part of this was the checking of music books in the Shaw list and the list the National Association of Schools of Music. As a result of this survey many gaps in our collection have been filled and a list made of desirable music books for future purchase.

Other members of the staff have revised and brought to life again the Red Star Collection, a collection of great books of all time for background reading. A study of the use of this collection is in progress. Another extra activity on which several of the staff have spent much time was the concerted effort to draw more students to the recreation reading room. Plans included publicity through posters in each dormitory, feature stories in the college newspaper, informal readers' advisory service at certain hours, and weekly programs centering around books in the room. The programs took the form of talks or readings by faculty members, followed by discussions

of books mentioned in the talks. Attendance upon these programs was gratifying. Due to this intensive work the number using the room increased over the past two years.

THE BUILDING

Completion of two floors of stacks and the addition of a third floor brought temporary relief in shelving circulating books which had overflowed for six years into all sorts of temporary shelves in every nook and corner not already full. However, no relief has been provided for the badly crowded reference room and a congested periodical room. Another year of normal growth will find our stacks overflowing again. Crowded conditions all over the library continue to hinder our service and to work a hardship on the staff.

Walls on the third floor, in the reference room, and in the cataloging room were redecorated in 1941, improving the appearance of the building and adding to the light in the reference room. However, insufficient light for the entire main floor is still a major problem. Temporary lights installed in the periodical stacks in 1942 are a great improvement over no lights there, but makeshifts only postpone the solution of the problem.

WAR SERVICES

Through its War Information Center, under the chairmanship of the Reference Librarian, the Library is offering special reference and bibliographical services to students, faculty, and others. The local defense council, forum and radio speakers, and discussion groups are being provided with information of every sort; protection of life and property, background of the war, promotion of civilian morale, women in war work, nutrition, conservation, and hygiene.

Besides answering innumerable questions, staff members of the War Information Committee have compiled book, periodical, and radio lists; have kept up a war information pamphlet file; arranged book and pamphlet displays; and have maintained a large bulletin board filled with news releases, cartoons, radio programs, and maps. The staff is also giving special assistance to faculty members and others engaged in research or other projects connected with the war.

The library participated in the Victory Book Campaign by collecting books, and by staff members serving 100% in sorting, mending, and helping to pack books for Florida district number two.

The staff are 100% purchasers of Victory Bonds and Stamps and 100% contributors to Bundles for Britain and to local first-aid stations. Fifty percent of the group have completed courses in first-aid or auto mechanics and fifty percent have knitted or made surgical dressings for the Red Cross.

This report would, I think, be incomplete without some word of commendation and praise for the library staff who have wrought well daily, in a spirit of loyalty, cooperation, and cheerfulness not easily found elsewhere.

In closing the report I wish to express my appreciation for the continued interest and support of the Library Committee, the President of the College, and the Board of Control.

Respectfully submitted,

(Signed)

LOUISE RICHARDSON, *Librarian.*

REPORT OF THE REGISTRAR

September 5, 1942

To the President:

I. ENROLLMENT DATA

TABLE I
ENROLLMENT BY DIVISIONS

Division	1940 Summer School		1940-41	1941 Summer School		1941-42
	1st Term	2nd Term		1st Term	2nd Term	
Graduate Division	110	44	27	54	25	32
College of Arts and Sciences	119	72	92	159	83	194
School of Education*	677	303	557	551	273	493
School of Home Economics	92	50	399	109	47	429
School of Music	28	12	74	24	12	80
	1006	481	* 2020	809	435	* 2026

* This does not include enrollment in the Demonstration School as follows: 1940-41, 278; 1941-42, 417.

TABLE II
ENROLLMENT BY CLASSES

Class	1940 Summer School		1940-41	1941 Summer School		1941-42
	1st Term	2nd Term		1st Term	2nd Term	
Graduate Students	110	44	27	54	25	32
Senior Class	145	105	321	184	128	371
Junior Class	213	97	367	217	97	396
Sophomore Class	180	105	355	125	71	424
Freshman Class	176	39	712	94	29	735
Special and Unclassified	204	91	87	223	65	48
	1004	441	* 2020	809	435	* 2026

* This does not include enrollment in the Demonstration School as follows: 1940-41, 278; 1941-42, 417.

TABLE III
ENROLLMENT BY COUNTIES AND STATES

County	1940 Summer School	1940-41	1941 Summer School	1941-42	County	1940 Summer School	1940-41	1941 Summer School	1941-42
Alachua	11	40	15	86	Lee	5	23	16	21
Baker	2	3	0	2	Leon	186	249	137	220
Bay	26	34	27	14	L Levy	7	12	6	12
Brevard	3	4	1	7	Liberty	25	7	17	1
DeSoto	6	16	6	11	Madison	29	20	15	12
Duval	19	32	19	39	Manatee	11	27	6	27
Collier	27	6	27	9	Marion	12	25	3	41
Charlotte	2	5		5	Matanzas	3	3	1	2
Citrus		2	1	2	Monroe	12	12	11	10
Clerk		2	2	2	Nassau	5	4	4	3
Collier	2	2	1	2	Okaloosa	40	12	22	11
Columbia	7	12	6	11	Ochsleewee	1	3		3
DeSoto	34	196	26	179	Orange	22	81	19	66
Duval	8	5	5	6	Oswald	1	13	3	10
Franklin	7	7	7	4	Palm Beach	21	75	14	75
DeSoto	66	166	66	161	Pasco	2	9		15
Famashia	56	47	69	63	Pinellas	19	88	20	91
Flagler		2	2	3	Polk	19	110	13	98
Franklin	3	10	7	7	Putnam	6	27	8	23
Gadsden	49	39	32	44	St. Johns	9	11	8	16
Gilchrist	2	4	3	3	St. Lucie	11	12	12	14
Glades	2	1	2	2	Santa Rosa	26	30	16	11
Gulf	24	3	3	3	Sarasota	9	19	8	20
Hamilton	4	3	2	2	Seminole	9	23	9	25
Hardee	3	10	4	11	Sumter	6	7	3	6
Hendry	1	6	2	3	Suwannee	8	12	6	16
Hernando	2	6	1	6	Taylor	16	20	20	20
Highlands	3	10		12	Union		2		3
Hillsborough	16	102	20	178	Volusia	6	45	8	41
Holmes	10	15	27	4	Wakulla	12	10	14	8
Indian River	6	14	5	14	Walton	19	17	11	13
Jackson	65	33	63	33	Washington	29	14	19	14
Jefferson	41	19	23	19					
Lafayette	2	6	4	6					
Lake	9	40	11	26					
						1141	* 1351	980	* 1508

* This does not include enrollment in the Demonstration School as follows: 1940-41, 379; 1941-42, 417.

OUT-OF-STATE

State	1940 Summer School	1940-41	1941 Summer School	1941-42	State	1940 Summer School	1940-41	1941 Summer School	1941-42
Alabama	8	19	3	8	Michigan		1		1
Arkansas		1			Mississippi	1	2	2	1
Brazil				1	Minnesota		1		1
California		1	1		Nebraska	2			1
Canada Zone		1		1	New Jersey		5		6
Chile				1	New York	2	7		7
Connecticut		2		1	North Carolina	7	1	2	2
Cuba	1	0	1	2	Ohio	1	3		1
District of Columbia		1	1		Pennsylvania	1	2		1
Florida	1	1	1		Puerto Rico		1	1	1
Georgia	22	19	21	18	South Carolina		2	2	3
Haiti		1			Tennessee	1		1	
Illinois				2	Texas	3			1
Indiana	1			1	Virginia		1		1
Iowa	1				West Virginia		1	1	
Kentucky				1					
Louisiana		1		1					
Maine				1					
Massachusetts	1	6		3					
						48	79	37	68
						1189	2020	1017	2036

GENERAL INFORMATION

Regular Session	1940-41	1941-42
New Freshmen (including those who established entrance in summer school and transfers with less than 15 semester hours).....	664	662
Freshmen Transfers (Freshmen transfers with 12 or more semester hours).....	20	13
Old Freshmen (Freshmen who have been here for one semester or more).....	141	132
Total Freshman enrollment.....	725	807
Transfers above Freshman rank.....	75	94
Total number of new classified students.....	700	769

II. GRADUATION DATA

Division and Degree	1940 Summer School		1940-41		1941 Summer School		1941-42	
	July	August	January	May	July	August	January	May
GRADUATE DIVISION:								
Master of Arts.....	1	4			1	1		1
Master of Science.....		2	1	1	1	1		
COLLEGE OF ARTS AND SCIENCES:								
Bachelor of Arts.....	2	4	2	10	1	2	2	44
Bachelor of Science.....	5	2	1	24	1	1		21
Bachelor of Science in Commerce.....	2	2		36	2	4		36
SCHOOL OF EDUCATION:								
Bachelor of Arts in Education.....	23	24	7	66	21	34	4	69
Bachelor of Science in Education.....	1	2	7	13	1	3		14
SCHOOL OF HOME ECONOMICS:								
Bachelor of Science in Home Economics.....	2	2		24	2	4	2	42
Bachelor of Science in Nursing.....				1		1	1	
SCHOOL OF MUSIC:								
Bachelor of Music in Public School Music.....	2		2	6				13
Bachelor of Music in Voice.....				2				1
Bachelor of Music in Piano.....								1
Bachelor of Music in Voice and Public School Music.....								1
	40	47	10	209	21	33	14	297

Respectfully submitted.

(Signed)

S. R. Doyak, Registrar.

HOME DEMONSTRATION WORK

SUMMARY REPORT FOR THE BIENNIUM—JULY 1, 1940 TO
JUNE 30, 1942

To the President:

The Florida State College for Women has continued the active cooperation begun in 1912 in the maintenance of the program of Home Demonstration Work in Florida. Office space, financial aid, and kindest support and cooperation have been provided by the administrative officers and other faculty members and staff workers of the College to the Home Demonstration Agents in both state and county offices.

Funds available under the Extension budget of the College provided one specialist, two stenographers, part-time janitor and apply on the expenses of the Short Courses for 4-H girls and the State Senior Council. The remainder of the budget for Home Demonstration Work comes from funds of federal, state or county origin, appropriated to the Florida Agricultural Extension Service of which Home Demonstration Work is a division.

GENERAL PROGRAMS

War-time conditions controlled the program of Home Demonstration Work in the biennium. The establishment of numerous military units within the state brought many new families here, so affecting housing conditions of the local people, their food supplies and family and community life generally. With the young men of rural families entering military service and the increased opportunities for employment for both men and women, it has been necessary to make many adjustments in family living. The great defense program for agriculture as expressed through its Food for Freedom campaign assumed first place in the activities of all home demonstration workers in both state and county offices. Leadership in the correlation of the plans of all governmental agencies responsible for developing farm and home programs was delegated in part to the home demonstration agents. Home Demonstration workers have been given definite assignments in the work of State and County Defense Councils. Those in charge of new national programs developed or enlarged to meet war-time situations, such as the Cotton and Food Stamp plans, the nutrition program, the school lunch program, the mattress program and rural housing developments, have looked to the home demonstration workers for information or leadership or organization in carrying out these programs. Supervisors of home demonstration work have been kept busy aiding county home agents to make the necessary adjustments in their county plans to meet these situations, while subject matter specialists have extended their aid to an increasingly large number of both farm and non-farm people.

PERSONNEL AND GENERAL ORGANIZATION

The experience and training of the home agents and their familiarity with county and state conditions peculiarly qualify them to give such needed help but with no increase in personnel for more than two years in either state or county offices, it has not been possible to meet all the needs. Ingenuity and resourcefulness, better training of agents in service, use of local leadership and fine cooperation from other agencies have been the means used to carry on the extensive and growing program of Home Demonstration Work in the last two years.

Thirty-eight home demonstration agents, four assistant agents, three district agents and four specialists have worked under the general direction of the state agent. Seven of the 42 county home demonstration agents and assistant agents are graduates of the Florida State College for Women. Eight negro home agents and one local district agent have carried on work with negro families, also working under the immediate supervision of the state agent. Agricultural specialists have assisted home demonstration agents greatly this year, especially in the food supply program. Subject matter assistance has been generously given by members of the faculty of Florida State College for Women, especially.

At the close of the biennium 10,221 girls are enrolled in 495 4-H clubs for girls, and 8,249 women in the 325 adult home demonstration clubs which meet regularly at least once each month. White farm families numbering 28,849 received direct help from the 38 county home agents and 16,126 additional families not living on farms but in towns or helped directly by the eight negro agents. County home demonstration agents have made visits to 28,806 farms and homes and through 55,302 telephone calls, 4746 press articles and 460 radio talks during the past two years and supplied timely information to the general public. Negro agents have made 5,424 farm and home visits.

During 1941 members of the State Home Demonstration Staff gave some direct help to 11 of the 29 counties not employing home agents by supplying publications, through correspondence and with direct aid for specific needs such as the mattress program. The negro district agent gave time to work in 9 counties not employing agents.

Lack of clerical assistance in county offices continues to be the greatest handicap; 19 county home demonstration agents have no office help and 10 have only part time help; only 9 have full time office assistants.

Permanency of tenure of personnel is an indication of sound programs in the counties. One agent (Orange County) completed 25 years of continuous service this year while 13 other agents have served ten or more years in their counties. All counties have main-

tained appropriations with at least 7 counties increasing their appropriations in order to extend the program further in the counties. Improved offices have been secured in 14 counties with 3 counties equipping new laboratories or kitchens. Two counties provided funds for the employment of assistant agents.

Training of agents in service has been given throughout the year through outlook conferences, cotton stamp plan meetings, district agricultural planning conferences participated in by representatives of all agricultural agencies; Agricultural Adjustment administration meetings, annual conference of all agents, Short Courses and other special instruction courses planned to meet specific needs.

Surveys made in the state, especially in areas such as Bradford and Union Counties, adjacent to the great army camp, Blanding, show great need for additional personnel to meet home and community needs there which Home Demonstration Work is fitted to serve.

LOCAL LEADERSHIP AND RESPONSIBILITY

Without the large number of girls and women trained in previous years in skills and in organization the present service of the Home Demonstration program could not be carried on. Of the 33,551 community meetings arranged under the direction of the home agents in the last two years, 15,402 were held by volunteer local leaders; 583 adults served as volunteer leaders for the 4-H clubs for girls, in this way making it possible for the 4-H club program to be increased somewhat in spite of the additional demands on the time of all home agents. There were 447 training courses held for these local leaders.

Thirty county councils made up of representative home demonstration women and thirty county councils for 4-H girls helped to carry out the program of work decided on by the women and girls enrolled. The State Council of Senior Home Demonstration Work maintained their scholarship fund, keeping three girls in the Florida State College for Women. They also financed one of the Washington Camp scholarships. The State Council sent a representative committee of its membership to join with home demonstration women of other southern states in a conference with the Secretary of Agriculture of the United States asking for his aid in increasing the services of Home Demonstration work to more people in the national nutrition program. The State Federation of Women's Clubs approved this request at their annual meeting, showing the interest of urban women in the value of the Home Demonstration program.

The State Short Course of 1941 for 600 4-H girls selected as outstanding club members in their counties was a training school for these young local leaders. For the first time since the first Short

Course was held in 1912, it was necessary to cancel plans for the 1942 Short Course because of war-time difficulties. The State Councils for both girls and women held their annual meetings in the form of training schools to enable them to carry out their state-wide plans more effectively.

Home agents and home demonstration women are members of state and county Agricultural Planning Councils organized in nearly all counties, thus joining with farm men in determining and carrying out needed work for the improvement of agriculture and rural life in the counties.

Home demonstration women and girls assumed active duties as members of Health Councils, Red Cross Chapters, and similar organizations especially concerned with defense activities.

The home demonstration clubs recognized the great need of permanent community centers for recreation and instruction and to hold local interest in community affairs in the present unsettled times. At least twelve county home demonstration agents report their clubs or councils have built community houses to serve as such centers, reporting a total of 20 new buildings or rooms erected this last year. Duval County reports 11 of its 15 adult home demonstration clubs own their own buildings.

WAR TIME SERVICES AND DEFENSE ACTIVITIES—WAR EFFORTS

State and county defense committees and councils were organized early in the year in which all home agents participated actively. The State Agent was made chairman of the State Advisory Committee on Home Gardens and Food Conservation of the State Defense Council and has organized the entire state with county and community chairmen following definite plans for a defense program in food production through gardening and orchards and storage of surplus food crops through canning, refrigeration, etc. The two food specialists and the state agent are members of the State Nutrition Committee of the State Defense Council and have helped to organize a state-wide nutrition program and to train volunteer leaders. Nearly all county home demonstration agents have become certified Red Cross nutrition instructors and have given such courses when other instructors were not available. In spite of our policy of urging the appointment of local people to chairmanships of defense committees, with the agents preferably giving their service in an advisory capacity, rather than as elected chairmen, nearly half of the county home demonstration agents are chairmen of county defense committees on Gardens and Food Conservation; several serve as nutrition chairmen; all are active also in county programs for rationing and to conserve waste or discarded materials for war work through salvage work.

The clothing specialist serves as a member of the Consumer Interests Committee of the State Defense Council; the state agent is a member of the State Salvage Committee and the Marketing Committee of the Division of Agriculture. The nutrition specialist is a member of the Committee on Agriculture.

Home demonstration agents and members of organized clubs have helped to carry out plans to meet the agricultural goals set up under the United States Department of Agriculture War Board particularly in home gardens and in the general nutrition program.

In line with national and state-wide defense needs and war efforts, a state-wide nutrition program emphasizing food production and its proper selection, cookery and serving, has taken first place in all home demonstration work. The following facts show the extent of foods work reported for the two years:

Home demonstration members have bought more than 1,600 family milk cows and reported using 421,633 chickens raised at home as a part of their family food supply. More than 1,300 planned home orchards were planted, while 32,397 trees and 79,500 vines other than grapes were added to home orchards started in previous years. 4-H girls reported growing 8,712 home gardens while the women reported 7,599 gardens grown with 1,800 families growing new vegetables. Saving and storing food through canning in order to supplement the fresh vegetables and fruits from the garden and orchard, reached large proportions in spite of the unfavorable growing season in nearly all parts of the state.

There were 3,949,002 quarts of fruit and vegetables canned and 237,446 quarts of pork, beef, game, fish and poultry while Florida fruits were made into 668,828 quarts of marmalades, preserves and jellies. Citrus fruit and other cultivated fruits as well as the wild berries, have been made into nearly 3,500 gallons of vinegar. 4-H girls stored 275,000 quarts of canned and preserved foods as a part of their families' food supply. In addition to this farm families cured more than 470 tons of meat and made more than 90 tons of sausage from home-grown meats. 310,296 pounds of lard was made and to prove thrift is still practiced on Florida farms, the reports show more than 47,000 pounds of soap were made by 3,434 families reporting this practice.

More knowledge of food requirements for health, better planned meals, better cookery, and increased production and buying planned to insure adequate nutrition, have been the food goals in Florida this past year.

Community food needs have been given much attention, particularly through the school lunch program. Agents report they have helped train women to manage rural lunchrooms and in other ways gave

direct help to lunchrooms serving more than 83,000 school children. One home agent reports that more than \$1000.00 worth of vegetables were supplied the community school lunch by the home demonstration women and girls from their home gardens.

The Broward County Home Agent gave a training course to lunchroom managers in cooperation with the school system and the Parent Teachers Association. The nutrition specialist also serves as a member of the State School Lunch Committee of the State Nutrition Committee.

Community canning centers have been operated in nearly all counties. Training courses in canning and gardening have been given in all organized counties to volunteer leaders. 4-H club members in all counties helped collect aluminum, grew "victory gardens," bought defense stamps, collected used glass jars, served as helpers in school lunchrooms, collected waste paper, and in many ways served as aides in defense salvage activities.

With the growing need to conserve all textile materials, the clothing and textile program for the individual members of the family and for the house has been important. Suitable and attractive clothing plays an important part in maintaining morale and for this reason clothing has received increased attention of home agents. As a thrift measure as well as a useful art, home sewing has been emphasized. In the last two years women and girls reported making 54,852 garments for their own use. Increased use of cotton fabrics has been stressed to meet an economic need of the South as well as to provide clothing especially well suited to Florida climatic conditions. The Cotton Stamp plan was organized in 17 cotton-producing counties.

A complete cotton wardrobe for 4-H club girls was planned and made at a cost of less than ten dollars, which has been a great help to many Florida girls in their desire to be suitably and attractively dressed.

Home demonstration women packed Bundles for Britain, sewed for the Red Cross, bought Defense Stamps and Bonds and otherwise assumed special community duties both as individuals and as organized clubs.

IMPROVED HEALTH AND BETTER FAMILY LIVING

In addition to serving as a vital agency of home defense the improved food supply produced at home and stored in their own pantries through their own enterprise and work, has made it possible for more than 20,000 Florida women and girls to enjoy definitely better physical health this year. No estimate can be made of the improvement of morale brought about through this physical fitness

and the sense of security enjoyed by these thrifty families. A general improvement of quality is noted throughout the state in results achieved in developing home resources and in methods used. Better live stock has been secured; more than \$12,950 was invested by home demonstration club members in improved poultry equipment alone during this biennium. Household equipment has been bought generally through the state as a result of the growing appreciation of quality standards and the need for saving time and labor. More than 8,041 girls and women report they have had health examinations and corrected their physical defects through medical attention during the past two years.

Many women have worked in citrus packing houses during the season and all members of the family help with seasonal farming jobs such as strawberry picking and packing and in the cotton and tobacco. The home demonstration program always has emphasized the need of improved home management in order that the family may not suffer when the homemaker is called on to help with such farm duties and this year 3,524 women enrolled for work in "Everyday Good Housekeeping" and 1,496 families planned their food budgets for the year. Then this year as the young men have gone into military service and many farm men found employment in defense projects, more of the farm chores have fallen to the girls and women. These conditions have prevented the women and girls from attending community group meetings as generally as heretofore and lessened the time they could give to community activities. As transportation facilities also have been curtailed, the importance of neighborliness has increased and emphasis has been placed on small neighborhood group gatherings and on local leadership.

With normal family life thus disturbed the home demonstration agents encouraged rural families to make their homes and communities the centers of recreation and training in good citizenship. Twenty-four clubs reported establishing libraries with subscriptions of 37 magazines taken for these libraries and 8,255 magazines and newspapers subscribed to by home demonstration club members.

At least five counties have bought motion picture equipment so timely information and entertainment can be carried to local community groups.

A negro home agent reports 38 new radios were bought this year so the families could follow national news.

Holmes county reports five recreational meetings held regularly this year in every community by local people, both young and old.

Home agents and their trained recreation leaders have helped with recreation programs for the soldiers and sailors in camps, Escambia County having organized an excellent program at Pensacola.

During the two years 270 achievement day programs and more than 800 community exhibits of successful achievements spread useful information to more than 39,093 people. Homes and home grounds were improved as a matter of thrift and also to make home surroundings more attractive for the family to enjoy. More than 1,100 homes were painted and 609 outbuildings and 312 fences painted or white-washed in the biennium and 1,738 families beautified their home grounds according to a definite plan of landscaping. More than 90 sunshine water heaters were installed and 1,600 homes screened.

With the increase of rural electrification 2,639 families installed electricity in their homes. One county (Gadsden) reported that two-thirds of the total number of rural homes wired belonged to the families of home demonstration women.

The cotton mattress program made it possible for 28,724 families to be certified for receiving materials for mattresses and thus to secure better health through better rest in their sleeping hours. Cotton and ticking was issued low-income farm families who were taught to make it into substantial mattresses. The agents gave considerable time to teaching principles of mattress construction with the result that more than 2,400 old mattresses were renovated and a great deal of furniture re-upholstered. This mattress program among farm families of low income brought the home demonstration agent in immediate touch with many families not heretofore availing themselves of their help and resulted in the enrollment of many of these women in the home demonstration groups.

Educational work for the Cotton Stamp plan effective in 17 counties was directed by the home agents.

A rural housing program set up under federal regulations was made effective in 21 counties of West Florida, agents and state specialists giving assistance in explaining terms and accepting applications. In several counties where land has been taken over for federal projects, the home agents have helped to re-settle the ejected families.

Help was given in low-cost housing developments for both white and negro families in several urban counties, including Duval, Escambia and Dade. A library collection of bulletins was supplied each of the 18 federal housing projects in the state.

Agents reported giving help to 928 families with individual house planning problems.

INCREASED FAMILY INCOME

Their training in better home management and their own native ingenuity have helped rural women and girls use the resources of farm and home to bring about better living for their families. They

proved themselves good business managers by increasing their cash incomes also by turning into cash some of their home-produced and home-manufactured salable articles. Women and girls from 29 counties reported their cash sales as follows, although the amounts given do not show the complete total for the state during 1941:

Fresh vegetables sold	\$ 15,455.80
Fresh fruits sold	11,498.89
Canned and preserved products sold	11,426.80
Poultry and poultry products sold	119,422.26
Dairy products sold	26,092.43
Cooked foods and baked products	2,000.20
Other articles sold	27,095.79
Total cash received	\$212,992.17

One county (Walton) where the average farm income is \$250.00 or less per year, reported sales for 1941 totaling \$11,625.55. Another county reports that gathering blackberries for market, brought more than \$20,000 to farm people although this amount is not included in the home demonstration report. Total sales reported for the years 1940 and 1941 amount to \$424,399.72.

4-H CLUB WORK FOR GIRLS

Home demonstration agents are responsible for organized work with adults and with the girls. The general program as discussed above is planned and carried out by the girls as well as the adults, because all phases of 4-H club work are planned so the achievements of the girls will contribute to improved family living. Enrollment of girls in 4-H work did not increase materially due to other increased demands on the time and energies of the agents in such emergency national matters as the cotton mattress program, food and cotton stamp plans and defense activities. Continued consolidation of rural schools with the longer time required for travel of the children to and from the school center, increased extra-curricular activities of the school children, all leave less time for the girls to carry on effective 4-H club work in their homes. The home agents have received fine cooperation from the administrators and teachers of the public school system and their help in making it possible to hold the 4-H meetings at the school is greatly appreciated.

10,221 girls are enrolled in the 495 organized 4-H clubs of the 37 counties with approximately 200 more girls enrolled as individual demonstrators in counties not employing home agents. In addition to these number 2,361 negro girls were enrolled in negro 4-H clubs.

The State Short Courses attended by 453 girls from 36 counties served as a training school for these youthful leaders who in turn

assisted with the 47 county and state camps for younger 4-H girls. Seven former 4-H girls are employed as county home demonstration agents or assistant agents.

The College 4-H Club at Florida State College for Women has a membership of approximately 75 former 4-H girls now attending college, most of them earning all or part of their college expenses. Many younger 4-H girls in the state have a "Go to College" fund in which they put their earnings from 4-H club activities.

The following comments selected at random from county reports for 1941 indicate the present scope of the 4-H program and the results being achieved generally throughout the state under war-time conditions:

Jackson County reports 264 of the 318 4-H girls enrolled had home gardens; Gulf County reported 4-H girls had secured 18 calves; Clay County told of the number of 4-H girls now wives of officers and men at Camp Blanding and the ways in which they were passing on to their associates the useful lessons they had learned in 4-H Club Work; Walton County reported progress of 4-H girls in home improvement demonstrations; Suwannee County told of the scholarships established for a 4-H girl by the women selling at the curb market. Manatee County club girls won state honors in the dairy team contest and went to the Dairy Show at Memphis. Marion County reported how 4-H girls are helping other girls not in 4-H clubs with their clothing programs. A small daughter of a former state 4-H health winner rated highest in the health examination given in one of the Marion County schools as a part of a nutrition study. Polk County girls served as helpers in school lunchrooms. Palm Beach County reports show how former 4-H club girls now grown, still retain their contact with organized 4-H work, serving as leaders or as members of home demonstration clubs. The proportion of young women enrolled in demonstration clubs in the county increases each year, which is reported by Volusia County. St. Johns County reports show how older 4-H club girls have enrolled for special nutrition courses. Santa Rosa County girls report they have held county rallies as have many other counties. Lake County reports a new 4-H club building, as does Madison County. Hamilton County is securing permanent 4-H club rooms in the schools. Dade County has a fine corps of club leaders, many of them formerly 4-H club members. Dade, Palm Beach, Broward and Pinellas Counties have organized "Alumnae Clubs" for former 4-H girls. Hillsborough County reports and many others show the fine cooperation with the school authorities.

The negro agent in Madison County reports excellent 4-H defense gardens and the Hillsborough County report describes the community centers established there for negro youth. Duval County reports the way 4-H training has helped negro girls secure good jobs as servants

in private families. Many Alachua County negro club girls have found employment at Camp Blanding through the help of the negro home demonstration agent.

SUMMARY OF DEVELOPMENTS IN THE PROGRAM DURING THE BIENNIUM

District agents and specialists list the following as noteworthy developments this biennium in the Home Demonstration program:

Better food supply for the family with increased home production of foods.

Increased knowledge of nutrition and consequent improvement in health.

Increased use of cotton, so aiding an economic condition of the South.

The cotton mattress program, stimulating general home improvement.

Appreciation of quality standards and their acquirement by rural people.

Better planned programs for communities and counties.

Increased use of local leadership.

Increased acceptance of responsibilities by local people to meet local needs.

Enlarged service to greater number of people through Home Demonstration program.

Increased service to people in towns and cities.

Fine cooperation with other agencies for increased benefit to people.

Designation of home demonstration agents and Home Demonstration Work for definite needed war-time services.

Respectfully submitted,

MARY E. KEOWN,

State Home Demonstration Agent.

(Signed)

July 1, 1942.



BULLETIN

FLORIDA STATE COLLEGE
FOR WOMEN



REPORT OF THE BUSINESS MANAGER
FOR THE YEAR ENDING JUNE 30, 1941

J. G. KELLUM, *Business Manager*

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LETTER OF TRANSMITTAL

DOAK S. CAMPBELL, *President*,
Florida State College for Women

My Dear Sir:

I am submitting herewith financial report of the Florida State College for Women for the year ending June 30, 1941.

This report is summarized and includes a balance sheet with supporting schedules of all funds of the college, including auxiliary activities and students' accounts.

This report is set up in accordance with the general plan for institutional accounting, as recommended by the National Committee on Standard Reports for Institutions of Higher Learning.

Respectfully submitted,

J. G. KELLUM, *Business Manager*.

EXHIBIT A

BALANCE SHEET

June 30, 1941

ASSETS

I. CURRENT FUNDS		
A. General—		
Cash		
Cash held by College.....	\$ 90,467.82	
Cash held by State.....	181,519.57	
Cash held by Board of Control.....	94,309.76	
Petty Cash.....	25,311.03	
Total General Funds.....		\$ 391,608.18
B. Restricted—		
Cash		
Cash held by College.....	\$ 1,273.02	
Cash held by State.....	10,283.06	
Total Restricted Funds.....		11,556.98
Total Current Funds.....		\$ 403,165.16
II. LOAN FUNDS		
Cash held by College.....	\$ 5,412.05	
Notes Receivable (Schedule C-1).....	14,354.98	
Total Loan Funds.....		19,767.03
III. ENDOWMENT FUNDS		
Cash—		
Cash held by College.....	\$ 250.00	
Cash held by State.....	4,426.81	
Investments—		
Bonds held by Board of Control.....	31,000.00	
Bonds held by State.....	62,250.00	
Real Estate owned.....	165,500.00	
Total Endowment Funds.....		\$ 206,426.81
IV. PLANT FUNDS		
A. Unexpended Funds—		
Cash held by College.....	133,139.94	
Cash held by State.....	1,798.58	
B. Invested in Plant—		
Land (Exhibit E-2).....	118,811.84	
Buildings (Exhibit E-2).....	3,510,892.40	
Improvements (Exhibit E-2).....	371,677.25	
Equipment (Exhibit E-2).....	935,981.75	
Total Plant Funds.....		\$5,072,301.76
V. AGENCY FUNDS		
Cash held by College.....		31,817.80
Grand Total—Assets.....		\$5,723,478.35

BALANCE SHEET

June 30, 1941

LIABILITIES

I. CURRENT FUNDS		
A. General—		
Reserved for Balances of Auxiliary Funds.....	\$ 209,488.61	
Reserved for Balances of Non-Educational Funds.....	600.00	
Unappropriated Balances—State Funds.....	181,519.57	
Total General Funds.....		\$ 391,608.18
B. Restricted—		
College Funds.....	\$ 1,273.02	
State Funds.....	10,283.96	
Total Restricted Funds.....		\$ 11,556.98
Total Current Funds.....		\$ 403,165.16
II. LOAN FUNDS		
Balance July 1, 1940.....	\$ 18,760.91	
Additions for Year Ended June 30, 1941.....	1,006.12	
Total Loan Funds.....		\$ 19,767.03
III. ENDOWMENT FUNDS		
Seminary Fund.....	\$ 66,676.81	
Estate James D. Westcott.....	129,750.00	
Estate Albert W. Gilchrist.....	10,000.00	
Total Endowment Funds.....		206,426.81
IV. PLANT FUNDS		
A. Unexpended Balances—		
College Funds.....	\$ 133,139.94	
State Funds.....	1,798.58	
Total Unexpended Balances.....		\$ 134,938.52
B. Invested in Plant—		
P.W.A. Revenue Certificates.....	\$ 461,000.00	
Investments in Plant.....	4,476,363.24	
Total Investments in Plant.....		4,937,363.24
Total Plant Funds.....		\$5,072,301.76
V. AGENCY FUNDS		
Balance of Cash Deposits.....	\$ 9,289.00	
Balance of Student Activity Fee.....	22,528.59	
Total Agency Funds.....		31,817.59
Grand Total—Liabilities.....		\$5,733,478.35

June 30, 1941

Sheet 2 (Continued)

CURRENT RECEIPTS AND DISBURSMENTS
For the Year Ended June 30, 1941

<p>Receipts of:</p> <ul style="list-style-type: none"> 1. Current Operations 2. Other 3. Total 	<p>\$ 100,000.00</p> <p>100,000.00</p> <p>100,000.00</p>
<p>Disbursements:</p> <ul style="list-style-type: none"> 4. Current Operations 5. Other 6. Total 	<p>\$ 100,000.00</p> <p>100,000.00</p> <p>100,000.00</p>
<p>Balance Forward</p>	<p>\$ 100,000.00</p>
<p>Receipts of:</p> <ul style="list-style-type: none"> 7. Current Operations 8. Other 9. Total 	<p>\$ 100,000.00</p> <p>100,000.00</p> <p>100,000.00</p>
<p>Disbursements:</p> <ul style="list-style-type: none"> 10. Current Operations 11. Other 12. Total 	<p>\$ 100,000.00</p> <p>100,000.00</p> <p>100,000.00</p>
<p>Balance Forward</p>	<p>\$ 100,000.00</p>
<p>Total Receipts</p>	<p>\$ 200,000.00</p>
<p>Total Disbursements</p>	<p>\$ 200,000.00</p>
<p>Balance Forward</p>	<p>\$ 100,000.00</p>
<p>Total</p>	<p>\$ 200,000.00</p>

ANNEX B-1

CURRENT RECEIPTS BY SOURCE
For the Year Ended June 30, 1961

	Local Other Receipts	Federal Receipts	Total Receipts
I. Educational and General			
A. Student Fees (Net)	\$ 34,132.06	\$ 2,191.20	\$ 36,323.26
B. Public Appropriations			
1. State			
Salaries and Wages	291,277.00	17,399.00	308,676.00
Miscellaneous and Regular Expense	123,449.00	4,620.00	128,069.00
Total State Receipts	\$ 414,726.00	\$ 22,019.00	\$ 436,745.00
2. Home Economics Education		1,900.00	1,900.00
C. Endowment Receipts			
1. Interest on Security Fund	1,277.15		1,277.15
2. Receipts from Estate of James D. Wadsworth	4,200.00	4,200.00	8,400.00
Total Endowment Receipts	\$ 5,477.15	\$ 8,400.00	\$ 13,877.15
D. Other Sources - Miscellaneous	83.33		83.33
Total Educational and General (See Exhibit B)	\$ 500,467.72	\$ 36,619.20	\$ 537,086.92
II. Auxiliary Enterprises (See Schedule B-D)			
A. Bookstore		\$ 42,260.00	\$ 42,260.00
B. Demonstration School Lunch Room		1,353.72	1,353.72
C. Dining Hall		227,249.75	227,249.75
D. Engineering Department		9,205.32	9,205.32
E. Fairs		30,692.20	30,692.20
F. Infirmary		26,190.12	26,190.12
G. Laundry		30,180.13	30,180.13
H. Physical Education Fees		13,800.00	13,800.00
I. Post Office		2,434.26	2,434.26
J. Postal Accounts		1,012.50	1,012.50
K. Sewing Room		30,447.24	30,447.24
L. Lunch Hall		14,372.35	14,372.35
M. Special Repair		3,392.00	3,392.00
N. Student-Memorial Building		19,362.00	19,362.00
O. Supply Room		8,186.26	8,186.26
P. Tracks		200.00	200.00
Total Auxiliary Enterprises (See Exhibit B)		\$ 630,291.20	\$ 630,291.20
III. Non-Educational Purposes			
A. Scholarships			
1. Endowment Receipts	\$ 520.00		\$ 520.00
2. Gifts	649.50		649.50
Total Non-Educational Purposes (See Exhibit B)	\$ 1,169.50		\$ 1,169.50
Grand Total	\$ 501,637.22	\$ 666,910.40	\$ 1,168,547.62

Schedule B-2

CURRENT DISBURSEMENTS BY OBJECT
For the Year Ended June 30, 1945

	By Object	Grand Total	Balance on Hand
(I) Educational and General			
1. General Administration and Expense	B-2	\$ 78,947.92	\$ 62,065.86
2. Instruction and Departmental Research—			
A. College Schools, Departments			
College of Arts and Sciences	B-2a	214,072.95	220,264.86
School of Education	B-2b	98,222.54	98,679.22
School of Home Economics	B-2c	27,212.26	28,989.81
School of Mines	B-2d	28,212.76	28,492.87
Total Schools, Colleges and Departments		\$ 367,510.51	\$ 378,426.76
3. Home Demonstration Extension	B-2e	\$ 8,494.89	\$ 3,999.29
4. Libraries	B-2f	28,927.75	28,200.22
5. Operation and Maintenance of Physical Plant	B-2g	117,297.37	27,888.88
Total Educational and General (as Exhibit B)		\$ 650,970.19	\$ 507,662.93
(II) Auxiliary Enterprises			
	B-2		
1. Bookstore		22,129.71	2,142.45
2. Demonstration School Lunch Room		1,295.06	97.48
3. Dining Hall		289,269.47	74,985.87
4. Duplicating Department		4,426.72	3,272.88
5. Farm		25,229.22	25,884.82
6. Infirmary		26,367.39	12,714.24
7. Laundry		21,896.06	24,798.89
8. Physical Education Fees		26,426.45	3,668.22
9. Post Office		1,026.54	1,429.29
10. Rental Property		432.88	
11. Student Store		27,064.26	27,064.26
12. Lunch Hall		26,796.41	3,874.98
13. Special Events		514.89	
14. Student-Manager Building		13,529.72	4,355.47
15. Supply Store		2,795.75	798.89
16. Tracks		200.00	
Total Auxiliary Enterprises (as Exhibit B)		\$ 547,264.24	\$ 162,917.58
(III) Non-Educational Expense			
1. Scholarships (as Exhibit B)	B-2	1,429.56	1,429.56
Combined Total		\$ 1,429.56	\$ 1,429.56
		\$ 1,203,657.41	\$ 670,973.07

CURRENT DISBURSEMENTS BY OBJECT
For the Year Ended June 30, 1943

OTHER CURRENT EXPENSES							Reserves	Buildings and Equipment
Total	Other Expense	Printing and Publications	Travel	Telephone	Supplies	Postage		
\$ 17,676.22	\$2,852.34	\$2,273.90	\$ 725.91	\$ 6,113.17			\$ 471.94	
7,255.42	44.26		325.11	6,662.28			6,437.39	
7,665.34	126.69		1,253.79	5,675.66			2,988.62	
2,475.26	53.84		141.40	2,606.72			2,896.67	
2,232.41	47.49		136.31	237.64	1,768.99		1,562.36	
\$ 26,988.00	\$ 647.32		\$1,936.51	\$ 13,627.44	\$ 1,768.99		\$13,846.97	
\$ 6,897.32			\$ 811.17	\$ 2,923.90				
647.36				647.36			12,639.43	
6,249.96				27,686.17	19,034.99		12,691.71	
\$ 6,836.14	\$ 647.32	\$2,273.90	\$1,500.90	\$ 12,711.52	\$29,443.99		\$13,842.43	
\$ 4,897.13	\$ 213.06			\$ 45,636.12	\$ 55.30		\$ 34.13	
1,206.42				5,109.42				
326,779.14	602.56			226,836.64	2,492.96		2,342.67	
6,989.22				2,071.22	24.00		262.49	
14,726.50	22.67			13,233.24	6,619.47		637.42	
6,735.79	384.48			3,724.20	26.13		325.67	
6,966.51	41.35			6,714.22	260.54		1,062.90	
6,369.41	146.97			5,938.19	257.24		374.79	
35.74				35.33	41		6.32	
632.30					523.99			
16,000.43	656.17			12,632.82	2,272.68		1,023.66	
14,369.03	597.50			14,139.46	61.64		562.24	
516.40				124.36				
2,812.47	25.45			2,786.32	26.71		1,444.26	
6,994.74	42.19			6,926.09	6.56			
500.00				500.00				
\$26,677.00	\$1,669.45			\$146,467.41	\$ 7,354.92		\$13,966.00	
\$49,817.09	\$1,934.21	\$2,273.90	\$1,500.90	\$34,522.26	\$29,829.91		\$16,474.91	

* Balance of Cash

Schedule B-2

**CURRENT DISBURSEMENTS FOR GENERAL ADMINISTRATION
DEPARTMENTS AND GENERAL EXPENSE**

	Total	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Funds	Special Funds	Salaries and Wages	Other Current Expenses	Capital Outlay
General Administration						
Offices and Departments						
President's Office	\$5,947.16	\$5,947.16		\$5,264.07	\$ 683.09	
Registrar's Office	15,173.96	15,173.96		13,335.26	1,838.70	\$ 140.00
Dean of Student's Office	8,173.43	8,173.43		7,474.49	698.94	90.00
Personnel Director's Office	8,475.25	8,475.25		7,932.04	543.21	25.00
Business Manager's Office	24,317.17	24,317.17		23,778.17	539.00	200.00
Business-Publicity Office	3,000.24	3,000.24		2,250.00	750.24	90.00
Supervising Auditor	3,011.65	3,011.65		300.00	2,711.65	
Student-Athletic Building	394.92	394.92			394.92	127.00
General Programs						
Register Catalog	\$1,275.00	\$1,275.00			\$1,275.00	
Maintenance Advertising and Special Bulletin	300.00	300.00			300.00	
General Expense						
Commencement Expense	\$1,399.25	\$1,399.25			\$1,399.25	
Professors Course Books	395.20	395.20			395.20	
Graduate Committee	51.75	51.75			51.75	25.75
Printing Supplies	92.00	92.00			92.00	
Monograph and Miscellaneous Work	1,476.50	1,476.50			1,476.50	
Maintenance Expense for President	432.00	432.00			432.00	
Teachers' Class Books	30.00	30.00			30.00	
Telephone	143.16	143.16			143.16	
Telephone	1,537.84	1,537.84			1,537.84	
Workmen's Compensation	28.35	28.35			28.35	
Grand Total to Schedule B-2	\$79,947.92	\$79,947.92		\$62,966.36	\$17,079.23	\$ 872.33

CURRENT DISBURSEMENTS FOR COLLEGE OF ARTS AND SCIENCES

	Total	FUND INFORMATION		CREDIT CLASSIFICATION		
		State Appropriation	Special Funds	State of Michigan	Non-Current Funds	Unexpended Balance
Instructional and Research Support Expenses						
Administration	\$1,000.00	\$1,000.00		\$1,000.00		\$1,000.00
Art	17,500.00	17,500.00		17,500.00		17,500.00
Biotechnology and Botany	17,500.00	17,500.00		17,500.00		17,500.00
Chemistry	17,500.00	17,500.00		17,500.00		17,500.00
Physics	17,500.00	17,500.00		17,500.00		17,500.00
Commerce and Economics	17,500.00	17,500.00		17,500.00		17,500.00
English and Journalism	17,500.00	17,500.00		17,500.00		17,500.00
Math	17,500.00	17,500.00		17,500.00		17,500.00
Music, Geography	17,500.00	17,500.00		17,500.00		17,500.00
Political Science	17,500.00	17,500.00		17,500.00		17,500.00
Library Science	17,500.00	17,500.00		17,500.00		17,500.00
Medicine	17,500.00	17,500.00		17,500.00		17,500.00
Modern Languages	17,500.00	17,500.00		17,500.00		17,500.00
Philosophy and Religion	17,500.00	17,500.00		17,500.00		17,500.00
Education	17,500.00	17,500.00		17,500.00		17,500.00
Physical and Physical Science	17,500.00	17,500.00		17,500.00		17,500.00
Psychology	17,500.00	17,500.00		17,500.00		17,500.00
Sociology	17,500.00	17,500.00		17,500.00		17,500.00
Biological and Physiological	17,500.00	17,500.00		17,500.00		17,500.00
All Departments	325.00	325.00		325.00		325.00
Grand Total to Schedule B-2	\$240,000.00	\$240,000.00	\$1,000.00	\$240,000.00	\$1,200.00	\$1,400.00

Schedule B-2

CURRENT DISBURSEMENTS FOR SCHOOL OF EDUCATION

	TOTAL	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Expense	Special Funds	Salaries and Wages	Other Current Expense	Capital Expenditures
Instructional and Departmental Expenses						
Administration	\$6,811.64	\$6,811.64		\$1,000.00	\$ 11.36	\$ 34.30
Education	21,189.45	21,000.00	\$ 48.71	21,000.00	69.75	
Demonstration School	27,264.42	26,000.00	6,762.25	26,729.52	2,000.00	1,200.00
Nursery School	626.32	626.32			411.62	150.00
Industrial Arts	11,437.76	11,437.76		7,709.25	1,229.62	698.89
Physical Education	19,208.00	19,208.00		15,002.43	50.00	37.57
Workshop	2,472.80	2,472.80		2,000.00	62.80	
All Departments	1,222.42	1,222.42			1,222.42	
Grand Total to Schedule B-2	\$94,574.34	\$94,721.44	\$6,842.10	\$94,879.32	\$ 2,645.24	\$2,093.40

Schedule B-2a

CURRENT DISBURSEMENTS FOR SCHOOL OF HOME ECONOMICS

	TOTAL	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Expense	Special Funds	Salaries and Wages	Other Current Expense	Capital Expenditures
Instructional and Departmental Expenses						
Administration	\$1,415.06	\$1,415.06		\$1,200.00	\$ 145.06	
Home Economics	22,747.90	20,040.12	1,264.64	22,749.00	2,026.72	1,401.67
All Departments	60.00	60.00			60.00	
Grand Total to Schedule B-2	\$24,223.26	\$21,515.18	\$1,264.64	\$24,949.00	\$ 2,171.78	\$1,401.67

Schedule B-2b

CURRENT DISBURSEMENTS FOR SCHOOL OF MUSIC

	TOTAL	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Expense	Special Funds	Salaries and Wages	Other Current Expense	Capital Expenditures
Instructional and Departmental Expenses						
Administration	\$1,462.00	\$ 1,462.00		\$ 4,700.00	\$ 165.00	
Music	21,896.00	21,896.00		24,247.00	2,029.63	1,200.00
All Departments	60.00	60.00			60.00	
Grand Total to Schedule B-2	\$24,318.26	\$24,318.26		\$24,947.00	\$ 2,254.63	\$1,200.00

Worksheet B-2

CURRENT DISBURSEMENTS FOR HOME DEMONSTRATION EXTENSION

	TOTAL	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Funds	Special Funds	Salaries and Wages	Other Current Expenses	Equipment and Supplies
Administrative and Plant (to Schedule B-2)	\$4,048.00		\$4,048.00	\$1,960.26	\$4,007.12	

Worksheet B-2

CURRENT DISBURSEMENTS FOR LIBRARY

	TOTAL	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Funds	Special Funds	Salaries and Wages	Other Current Expenses	Equipment and Supplies
College Expense (to Schedule B-2)	\$24,827.75	\$24,827.75		\$24,366.22	\$ 461.53	\$1,400.00

Worksheet B-2a

CURRENT DISBURSEMENTS FOR OPERATION AND MAINTENANCE OF PHYSICAL PLANT

	TOTAL	FUND DISTRIBUTION		OBJECT CLASSIFICATION		
		General College Funds	Special Funds	Salaries and Wages	Other Current Expenses	Equipment and Supplies
Operations						
Administrations	\$1,500.00	\$1,500.00		\$1,500.00		
Buildings	26,512.40	26,512.40		25,000.22	2,504.76	14,143.26
Miscellaneous	1,325.00	1,325.00		1,325.00		
Total for Operation	\$29,337.40	\$29,337.40		\$27,825.22	\$2,504.76	\$14,143.26
Maintenance						
Buildings	\$26,771.00	\$26,771.00		\$14,152.22	\$17,627.26	\$1,000.00
General	4,000.26	4,000.26		4,000.26		
Miscellaneous	11,724.99	11,724.99		9,000.00	2,664.99	2,000.00
	\$42,496.25	\$42,496.25		\$27,152.48	\$20,292.26	\$3,000.00
Grand Total for Schedule B-2	\$71,833.65	\$71,833.65		\$54,977.70	\$22,797.02	\$17,143.26

Schedule B-2

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

	1942	1941	Percentage Change 1942-1941
Receipts			
From Building Funds	\$ 19,607.33		
From Operations (See Schedule B-1)	689,997.95	62,263.95	1,108.00
Total Receipts	\$ 709,605.28		
Disbursements			
Salaries and Wages	\$ 141,917.58	\$ 7,192.42	\$ 97.66
Other Expense	7,959.55	213.98	
Fuel	209,093.99		992.00
Heat and Hot Water	4,429.72		
Electricity, Gas, Water	99,429.67		
Laundry	7,439.94		3.00
Operating Supplies and Expense	101,009.96	43,639.27	179.07
Repairs and Maintenance	7,579.90	55.59	
Sub-Total	\$ 672,760.31	\$ 51,041.26	\$ 1,336.00
Equipment	13,999.96	29.12	
Buildings	1,000.00		
Improvements other than Buildings	9.99		
Total Buildings, etc.	\$ 15,009.95	\$ 58.24	
Grand Total to Schedule B-2	\$ 687,760.36	\$ 51,100.50	\$ 1,394.00
Excess of Receipts over Disbursements	\$ 22,844.92	\$ 9,114.32	\$ 89.50
Add Balance July 1, 1941	939,994.90	9,944.90	99.50
Add Transfers from Other Funds	9,912.90		
Balance June 30, 1942, to Exhibit A	\$ 1,172,752.72	\$ 19,059.72	\$ 127.50

* Transfers from Agent Funds - United Safety Ins.

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

Operating Unit	Operating Expenses	Costs	Revenues	Income	Fixed Expenses
\$ 100.00 100,000.00	\$ 9,200.00	10,000.00	20,000.00	20,000.00	15,000.00
\$ 100,000.00					
\$ 20,000.00 400.00 100,000.00 1,000.00 1,000.00 1,000.00 11,000.00 2,000.00	\$ 2,200.00	\$ 20,000.00 100.00 10,000.00 100.00 100.00 1,000.00 20,000.00	\$ 12,000.00 100.00 100.00 100.00 100.00 1,000.00 1,000.00 20.00	\$ 20,000.00 100.00 100.00 100.00 100.00 1,000.00 1,000.00 1,000.00	\$ 1,000.00 100.00 1,000.00 1,000.00 1,000.00 2,000.00 2,000.00 100.00
\$ 100,000.00	\$ 4,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00
\$ 1,000.00	\$ 100.00	\$ 100.00	\$ 1,000.00 1,000.00	\$ 1,000.00	\$ 100.00
\$ 1,000.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00	\$ 100.00
\$ 100,000.00	\$ 4,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00
\$ 10,000.00 20,000.00	\$ 2,000.00 100.00	\$ 1,000.00 1,000.00	\$ 4,000.00 1,000.00	\$ 4,000.00 1,000.00	\$ 1,000.00 1,000.00
\$ 20,000.00	\$ 1,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00

Schedule B-2 (continued)

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

	For Year	Total Receipts
Receipts		
From Building Funds		
From Operations (to Schedule B-1)	\$ 2,422.24	\$ 1,922.20
Total Receipts		
Disbursements		
Salaries and Wages	\$ 1,422.20	
Other Expenses		
Fuel		
Heat and Hot Water		
Electricity, Gas, Water		
Travel		
Operating Supplies and Expense	25.22	
Repairs and Alterations	.80	\$ 22.20
Sub-Total	\$ 1,448.22	\$ 22.20
Equipment	\$ 1.52	
Buildings		
Improvements other than Buildings		
Total Buildings, etc.	\$ 1.52	
Grand Total to Schedule B-2	\$ 1,449.74	\$ 22.20
Excess of Receipts over Disbursements	\$ 100.00	\$ 190.00
Add Balance July 1, 1940	1,000.00	
Add Transfers from Other Funds		
Balance June 30, 1941, to Exhibit A	\$ 1,000.00	\$ 190.00

TABLE B-2 (continued)

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

Business Sale	Costs (P.W.A.)	Special Funds	Student Expense Funding	Supply Fees	Trans.
\$ 26,447.58	\$ 14,247.49 12,574.85	\$ 1,242.00	\$ 17,467.14	\$ 4,146.26	\$ 596.55
\$ 27,404.42 656.17	\$ 11,372.55 3,471.64 497.56		\$ 4,355.67 75.43	\$ 760.00 42.19	
3,125.66	376.13		279.39		
4,446.02	2,547.14		42.39		
241.11	42.29		7,415.42	4,926.66	200.00
4,808.79	19,937.07	519.20	29.71	4.39	
2,272.44	44.64				
\$ 44,919.41	\$ 29,244.13	\$ 519.20	\$ 12,376.14	\$ 4,740.71	\$ 200.00
\$ 1,873.65	\$ 532.24		\$ 1,448.38		
\$ 1,873.65	\$ 532.24		\$ 1,448.38		
\$ 47,064.59	\$ 29,796.41	\$ 519.20	\$ 13,824.52	\$ 5,740.71	\$ 200.00
\$ 12,353.66 27,446.58	\$ 29,373.94 9,426.44	\$ 1,042.00 423.52	\$ 1,409.42 4	\$ 2,329.31 401.44	\$ 47.35 2,400.13
\$ 39,900.41	\$ 29,044.58	\$ 1,465.52	\$ 1,524.11	\$ 2,742.90	\$ 2,447.48

* Transferred from Agency Funds - Student Activity Fee.

Schedule B-2)

SUMMARY OF THE OPERATION OF THE FARM

	1944	1945	1946
Receipts			
From Operations (to Schedule B-2)	\$10,647.29	\$23,414.17	\$ 6,422.68
Disbursements			
Salaries and Wages	\$19,494.42	\$ 2,345.08	\$ 2,319.24
Telephone and Telegrams	32.37	32.37	
Electricity	336.11	336.11	
Fuel	16,749.36	9,454.27	1,336.12
Lubricity	323.25	323.25	
Operating Supplies and Expense	1,756.49	974.49	798.88
Repairs and Maintenance	629.42	429.54	266.42
Sub-Total	\$29,389.41	\$16,969.54	\$ 7,462.67
Less Stock and Equipment	\$ 427.42	\$ 295.14	\$ 252.68
Buildings			
Improvements other than Buildings	0.00		0.00
Total Buildings, etc.	\$ 427.42	\$ 295.14	\$ 252.68
Grand Total (to Schedule B-2)	\$25,229.57	\$17,369.48	\$ 7,462.68
Form of Receipts over Disbursements	\$ 4,417.72	\$ 6,044.69	Over, 432.41
Adv-Balances July 1, 1945	9,962.69	2,345.09	2,329.59
Balance June 30, 1945 (to Schedule B-2)	\$11,066.27	\$12,611.46	\$ 1,608.99

Schedule B-2)

CURRENT DISBURSEMENTS FOR OTHER NON-EDUCATIONAL PURPOSES

	Total Disbursements and Gifts
Allowances	
College Provisions	\$ 125.00
Child's Education	250.00
Love County Scholarship	200.00
Special Scholarship	275.00
Total (to Schedule B-2)	\$ 850.00

Schedule B-3)

SUMMARY OF OPERATION OF DEPOSIT FUNDS

	Balance July 1, 1945	Receipts	Withdrawals	Balance June 30, 1946
Deposit Funds (Keys, Pillows, etc.)	\$ 206.49	\$ 744.00	\$ 720.44	\$ 230.05

TABLE C

CHANGES OF LOAN FUNDS PRINCIPAL

	LOANABLE PRINCIPAL, JULY 1, 1926		
	Year	Year Terminating	Year
Alumni Loan Fund	\$ 790.14	\$ 2,526.68	\$ 2,727.82
A. C. W., Francisco Branch		200.00	200.00
Anna E. Chaceo Kensington Loan Fund	65.47	200.00	265.47
College Loan Fund	620.15	7,326.24	7,946.39
Agnesa Corwin Loan Fund	620.15	197.65	820.15
Four Deities Memorial Loan Fund			
Phi Sigma Loan Fund	20.24	67.00	87.24
F. J. W. C., Section No. 2 Loan Fund		95.00	95.00
Frederick Loan Fund		200.00	200.00
Thomas Green Loan Fund	62.40	20.00	82.40
Kappa Delta Pi Loan Fund		520.00	520.00
Robert E. Lee Special Fund	50.00	520.00	570.00
Romya Langston Loan Fund	244.00	270.75	514.75
Mary Noble Chapman Loan Fund	244.25	125.75	370.00
Orchestra No. 10 Chapter Loan Fund	20.20	60.00	80.20
Parklawn, D. Lumbert's Loan Fund		200.00	200.00
Parklawn, Lake Wales Loan Fund	200.00	204.00	404.00
School of Music Loan Fund	100.00	200.25	300.25
Special Loan Fund	422.92	50.00	472.92
George Washington Memorial Loan Fund	125.00	700.00	825.00
Totals	\$ 3,726.71	\$13,024.24	\$16,750.95

TABLE C-1

OPERATION OF STUDENT LOAN FUNDS

	Loan Outstanding July 1, 1926	Loans Made During	Loans Paid During
Alumni Loan Fund	\$ 2,526.68	\$ 200.00	\$ 94.00
A. C. W., Francisco Branch	200.00	50.00	150.00
Anna E. Chaceo Kensington Loan Fund	200.00	50.00	
College Loan Fund	7,326.24	2,400.00	2,926.32
Agnesa Corwin Loan Fund	197.65	200.00	62.35
Four Deities Memorial Loan Fund			
Phi Sigma Loan Fund	67.00		15.00
F. J. W. C., Section No. 2 Loan Fund	95.00		
Frederick Loan Fund	200.00		
Thomas Green Loan Fund	20.00		
Kappa Delta Pi Loan Fund	520.00	200.00	320.00
Robert E. Lee Special Fund	520.00		75.00
Romya Langston Loan Fund	270.75		200.00
Mary Noble Chapman Loan Fund	125.75	200.00	134.00
Orchestra No. 10 Chapter Loan Fund	60.00		0.00
Parklawn, D. Lumbert's Loan Fund	200.00		100.00
Parklawn, Lake Wales Loan Fund	204.00	50.00	64.00
School of Music Loan Fund	200.25	50.00	
Special Loan Fund	50.00	200.00	
George Washington Memorial Loan Fund	700.00	100.00	274.00
Totals	\$13,024.24	\$ 4,320.00	\$ 4,579.32

TABLE D

SUMMARY OF ENDOWMENT FUNDS

	Fund Balance June 30, 1961
Income for General Purposes	
Reserve Fund (\$10,000.00—College portion 1/3 of total)	\$ 66,676.41
Estate of James D. Webster	226,739.99
Total for General Purposes	\$ 293,416.40
Income Restricted for Primary Use	
Albert W. Gilbert Fund	\$ 10,000.00
Grand Total	\$ 303,416.40

TABLE D-1

SUMMARY OF ENDOWMENT INVESTMENTS

As of June 30, 1961

	Fund Value
U.S. Government Securities	\$ 4,500.00
County, Municipal and District Securities	90,739.99
Total Securities	\$ 95,239.99
Real Estate	\$ 208,000.00
Total Investments	\$ 303,239.99

EXHIBIT E-1

SUMMARY OF PLANT FUNDS

	Balance July 1, 1940	Receipts	Disbursements	Balance June 30, 1941
Permanent Building Fund	\$ 450.00	\$ 1,236.04	\$ 8 100.35	\$ 1,785.69
Art Display Hall	29,823.45	640.00	6 341.27	29,862.18
Art Laboratory	2,900.00			2,900.00
Cash and Receipts	8,367.45	1,650.00	4 2,700.12	1,717.33
Building and Equipment Fund	76,092.25	26,278.57	614,200.62	58,069.20
Totals	\$114,423.15	\$28,172.61	\$624,541.16	\$114,404.32

Balance for year under Building Fund:

Liberal Arts Building Equipment	\$ 10.00			
Art Display Hall	60.00			
Art Laboratory	1,700.00			
Permanent Building Equipment	4,700.00			
Art Display Hall	100.00			
Art Laboratory	100.00			
Faculty Home Equipment	1,000.00			
Faculty Home Equipment	1,000.00	Building \$ 1,000.00		
Liberal Arts Building Equipment	1,000.00			
Total	\$12,210.00		\$ 1,000.00	\$11,210.00

EXHIBIT E-2

SUMMARY OF INVESTMENT IN PLANT

	Expenses	Total Plant	Total
Value of Plant, July 1, 1940	\$ 100,542.00	\$3,967,360.97	\$4,067,902.97
Additions during 1940-1941:-			
From Plant Funds (Schedule E-1)	12,923.56	2,628.00	15,551.56
From Current Funds (Schedule B-2)	66,674.51	8,121.21	74,795.72
From Agency Funds (Schedule F-1)	1,200.00		1,200.00
Total Cash Additions	\$ 79,798.07	\$ 10,749.21	\$ 90,547.28
Other Additions (Monetary Association)	\$ 1,302.40		\$ 1,302.40
Total Additions	\$ 81,099.47	\$ 10,749.21	\$ 91,848.68
Deletions	65,092.14		65,092.14
Value of Plant, June 30, 1941 (See Exhibit A, Section IV)	\$ 116,247.33	\$4,007,109.18	\$4,123,356.51

	No. Items	Total
Land	E-2a	\$ 116,247.34
Buildings	E-2b	2,520,900.00
Improvements	E-2c	379,877.35
Equipment	E-2d	965,331.75
Grand Total		\$4,007,356.44

GENERAL FUND

SUMMARY OF LAND

	Number of Acres	Value
College Campus	200.00	\$ 162,775.00
Farms	243.00	27,520.00
Camp Plots	100.00	2,500.00
Total	543.00	192,800.00

in Acres 5.0

GENERAL FUND

BUILDINGS

	Cost to July 1, 1928	Additional Deductions (Total)	Cost to July 31, 1928
Academic Buildings			
Workshop Building	\$ 202,268.81	\$ 100.00	\$ 202,368.81
Science Building	60,940.00		60,940.00
Library Building	192,752.75		192,752.75
Library	204,000.07		204,000.07
Education Building	47,007.02		47,007.02
Music Building	7,420.85		7,420.85
Home Management House	20,426.27		20,426.27
Domestication School	60,313.44		60,313.44
Gymnasium	319,700.24	1,202.49	320,902.73
Embroidery	3,400.00		3,400.00
Garage at Kalamazoo	200.00		200.00
Newport School	1,490.00		1,490.00
Total	\$1,202,908.52	\$ 1,402.49	\$1,204,311.01
Business Bldgs			
James Mayhew Hall	\$ 160,072.30		\$ 160,072.30
Krynskie Hall	120,400.00		120,400.00
Krynskie Annex (Old Infirmary)	104,420.78		104,420.78
Byran Hall	67,773.71	600.24	68,373.95
Byran Hall	75,400.01		75,400.01
Chickout Hall	24,400.00		24,400.00
Alameda Hall	63,400.00	250.13	63,650.13
Total	\$1,276,067.10	\$ 850.47	\$1,276,917.57
 dining Hall and Kitchen	\$ 413,302.50	\$ 1,014.00	\$ 414,316.50
Infirmary	124,190.00		124,190.00
Service Buildings			
Work Shop	\$ 13,120.00		\$ 13,120.00
Garage and Tool Shed	400.00		400.00
Tool House	500.00		500.00
Oil House	143.70		143.70
Heating Plant	27,100.00		27,100.00
Cover House	2,000.00		2,000.00
Equipment and Furniture House	200.00		200.00
Warehouse	507.00		507.00
Total	\$ 47,560.70		\$ 47,560.70

BUILDINGS—Continued

Worksheet E-2a (continued)

	Cost to July 1, 1961	Additional Expenditures thereon	Cost to June 30, 1961
Business Buildings			
2 Cottages and Garage	\$ 25,826.39	\$ 1,292.42	\$ 27,118.81
Special Features			
2 Cottages with Garage	13,447.37		13,447.37
Business Equipment Bldg.	1,491.08		1,491.08
Club Plantations			
Club House	2,000.72		2,000.72
Club House	1,000.00		1,000.00
Club House	2,000.00		2,000.00
Clubhouse's House and Garage	2,127.39		2,127.39
Boat House and Dock	900.00		900.00
Total	\$ 49,392.14		\$ 49,392.14
Service-Accessory Buildings	\$ 292,444.08	\$ 6,826.24	\$ 299,270.32
Farm—Old Plant			
1 Barn	\$ 1,000.00		\$ 1,000.00
Farm—New Plants			
Equipment Shed	760.00		760.00
Barn	472.00		472.00
Cow Barn	1,500.00		1,500.00
Hay and Feed Barn	3,000.00		3,000.00
Corn Storage Barn	3,000.00		3,000.00
Hay and Feed Barn	3,000.00		3,000.00
Milking Barn	3,500.00		3,500.00
Milk House	3,000.00		3,000.00
Ball and Calf Pen	3,500.00		3,500.00
Maternity Pen	3,000.00		3,000.00
Pump Station	1,200.00		1,200.00
Out House	20.52		20.52
Big Pond	21.92		21.92
Total	\$ 21,000.02		\$ 21,000.02
Grand Total	\$1,491,000.94	\$ 11,762.66	\$1,502,763.60

IMPROVEMENTS OTHER THAN BUILDINGS

Worksheet E-2b

	Cost to July 1, 1961	Additional	Cost to June 30, 1961
Fences	\$ 1,300.00		\$ 1,300.00
Milking Pails	24,028.49		24,028.49
Hay Walls	2,000.21		2,000.21
Personal Property	20,000.00	176.39	20,176.39
Cables to Cottages	5,328.12		5,328.12
Caulking, Walls and Roofs	41,740.00	173.34	41,913.34
Sealing Masts and Booms	100,000.00	2,000.00	102,000.00
Sea Truck and Coal Tractor	17,000.00		17,000.00
Telephone Lines	1,222.60	100.25	1,322.85
Boys	42.79		42.79
Boys	412.49	9.00	421.49
Water Mains and Fire Hydrants	2,000.00		2,000.00
Fire Mains	8,507.14		8,507.14
Total	\$ 309,662.19	\$ 2,385.68	\$ 312,047.87

EXHIBIT E-26

SUMMARY OF EQUIPMENT

	Total 1940
General Administration	\$ 24,437.00
College of Arts and Sciences	124,942.75
School of Education	35,742.00
School of Home Economics	25,400.75
School of Music	15,428.75
Library	275,000.00
Physical Plant	72,000.00
Auxiliary Departments	120,747.00
Total	\$ 913,697.25

EXHIBIT F

SUMMARY OF THE OPERATION OF AGENCY FUNDS

	Total	Total Deposits	Total Withdrawals
Deposits	\$ 212,660.25	\$ 194,257.55	\$ 29,402.70
Withdrawals	206,877.27	187,859.50	19,017.77
Excess of Deposits over Withdrawals	\$ 5,782.98	— 8,601.95	\$ 14,184.74
Add—Balance July 1, 1940	27,724.25	12,800.41	14,923.79
	\$ 33,507.23	\$ 4,198.46	\$ 29,307.53
*Transfer	\$ 913.00		913.00
Totals	\$ 34,420.23	\$ 4,198.46	\$ 30,220.53

* Transfer to Valley Fund - Student Housing Building



EXHIBIT F-1

SUMMARY OF THE OPERATION OF STUDENT ACTIVITY FEE

	Actual Receipts To	Expenses	Fund Balance	Carry Over
Acad. Series	\$ 4,348.97	\$ 2,320.42	\$ 4,935.42	\$ 4,899.96
Budget Committee Expenses	529.30	.00	529.30	7.55
Other Personnel Organization		1.77	1.77	
Class of 1945	424.21	85.00	507.54	87.55
Class of 1942	529.14	295.11	536.45	222.26
Class of 1943	329.95	326.25	374.81	145.20
Class of 1944	145.54	342.14	274.52	63.31
College Government Association	995.12	77.00	992.12	102.47
Conviction Fund	892.00		892.00	294.88
Draw Fund	624.21	1,542.45	1,421.04	1,364.30
Drum Quarterly Magazine	1,140.41	257.00	1,424.21	1,146.30
Flowers - Winter Term (weekly term 1944)	2,472.24	1,424.47	2,559.21	2,279.43
Flowers - Summer Term (weekly term 1944)	492.45	41.50	542.50	395.47
Flowers (Yearbook)	4,344.97	4,495.00	9,479.97	2,654.20
Remittance Fund				200.00
Social Fund	474.42		474.42	420.41
Special Students Fund	364.74		364.74	322.41
Summer School Entertainment Fund	492.45		492.45	294.94
Women's Athletic Association	1,243.32	99.00	1,251.32	1,022.42
Student Activity Fee not distributed	50.24		50.24	
Total (as Exhibit F).....	\$ 24,712.26	\$ 10,474.94	\$ 29,624.56	\$ 24,712.45

statement F-1

SUMMARY OF THE OPERATION OF STUDENT ACTIVITY FEE

Account	Total Debitments	Sum of Credits Over Debitments	Transfer	Balance July 1, 1961	Balance June 30, 1961
	\$ 1,369.94	\$ 1,365.64		\$ 2,742.93	\$ 4,108.56
	2.50	349.42		436.45	165.42
		4.22		836.26	415.24
\$ 300.00	472.20	300.00		372.87	282.06
25.00	772.30	250.00		278.80	352.89
	245.40	200.00		132.43	155.24
	68.74	500.00			165.00
\$24.75	1,356.42	374.38		1,365.77	742.89
	300.00	60.00		45.93	107.00
	1,365.00	350.74		200.42	265.89
	1,245.00	270.26		504.20	1,280.24
\$20.00	4,864.00	170.26		1,412.80	1,247.24
	300.00	250.24		100.00	100.00
\$5.00	2,749.22	4,200.00	50.00	2,430.20	4,980.52
	300.00	200.00	50.00	1,542.00	
	400.00	50.00		242.00	145.00
	300.00	30.00		52.22	145.00
	300.00	10.00		100.74	400.24
	1,400.00	200.00	20.00	100.00	402.19
		50.00		112.25	120.00
\$ 1,200.00*	\$ 21,497.26	\$ 4,408.74	\$ 502.00	\$ 14,522.74	\$ 22,526.59

* Amount for Student Service Building

statement G

DISBURSEMENTS OF NATIONAL YOUTH ADMINISTRATION FUNDS

1960-1961

Month	College for
July	\$ 20,000.00
August	2,000.00
September	2,000.00
October	2,000.00
November	2,000.00
December	2,000.00
January	2,000.00
February	2,000.00
March	2,000.00
April	2,000.00
May	2,000.00
Total Disbursement All	\$ 23,000.00

RECEIPTS REMITTED 1946-1947 TO STATE TREASURER FOR INCIDENTAL FUND

Department	For Amount Received
Various Fees—	
Registration Fee	\$ 50,454.00
Nonstate Tuition	4,864.00
Diploma Fee	1,705.00
Tuition Fee	1,117.00
Plate	4,834.00
Year	2,772.00
Harmony	720.00
String Instruments	1,464.00
Organ	240.00
Wind Instruments	320.00
Use of Piano for Practice	1,200.00
Use of Organ for Practice	132.00
Speech	1,472.00
Private Lessons in Modern Languages	22.00
Special Examinations	7.00
Sub-Total	\$ 82,745.00
Kindergarten Tuition and Lessons	262.00
Demonstration School Tuition	1,467.75
Sub-Total	\$ 17,191.75
Library Fees	412.00
Music Binding	45.00
Transcripts	182.00
Sub-Total	\$ 64,152.00
Masterpiece Shows	82.50
Home Economics Teacher Training	1,900.00
Total	\$ 165,125.00

BOARD OF CONTROL FUNDS 1946-1951

Department	Balance July 1, 1946	For Expense Incurred	For Contingencies Reserved	Balance June 30, 1951
Operating				
Operating 1946				
Administrative School Fees	\$ 217.96	\$ 759.13	\$ 782.55	\$ 134.76
Class Management Fees	495.24	939.32	1,264.58	155.13
Special for Student Supplies	257.65	912.73	521.64	690.22
	\$ 1,465.54	\$ 2,691.28	\$ 2,568.77	\$ 980.11
Deposit Fund	335.40	744.00	723.41	336.79
Materials				
Books	9,864.00	42,265.65	52,130.73	15,995.66
Administrative School Lunch Room	45.45	1,316.22	1,269.96	117.43
Duplicating Department	547.73	9,235.33	6,656.72	3,126.33
Fuel	4,962.00	26,667.39	24,229.37	13,695.32
Laundry	7,229.06	24,149.13	21,299.06	13,992.72
Physical Education Fees	4,526.06	13,869.94	10,056.45	10,326.47
Post Office	1,193.31	2,414.34	1,666.54	1,964.35
Real Property		1,017.30	512.39	199.20
Supplies - Indiv.	27,486.36	20,817.39	47,064.59	20,999.00
Special Service	425.52	2,352.00	515.00	1,408.52
Student-Museum Building		15,292.00	13,529.72	4,529.31
Supply Room	651.49	9,146.39	5,766.71	2,762.00
Travel	2,000.00	396.35	399.00	2,997.00
	\$ 62,308.94	\$220,493.54	\$194,516.25	\$113,179.63
Non-Operational Reserves	1,000.00	120.00	1,000.00	600.00
Loan Fund	3,736.73	3,794.30	4,109.65	1,472.63
Plant Fund				
Cash and Deposits	4,347.45	1,039.39	3,796.12	1,751.63
Building and Equipment Fund	26,492.32	26,774.57	14,269.42	26,669.20
(A) Dining Hall Fund	20,521.43	149.00	369.27	20,632.74
(B) Infirmary Fund	3,806.13			3,806.13
	\$14,967.33	\$7,962.86	\$4,434.81	\$12,659.70
Major Projects				
Cash Deposits	12,600.43	144,217.93	147,439.36	9,398.00
Student Activity Fee	14,833.74	29,629.39	21,933.43	22,529.00
	\$ 27,434.17	\$173,847.32	\$169,372.79	\$ 31,927.00
Residual Fund				
New Dining Hall		60,135.00	60,135.00	
New Dining Hall		322,651.95	322,651.95	
New Infirmary		26,199.15	26,199.15	
Leads Hall		22,674.00	22,674.00	
		\$411,659.10	\$411,659.10	
Totals	\$114,242.66	\$646,512.70	\$666,678.71	\$247,421.63

† Amounts include \$100.00 transferred from Student Activity Fee.
 ‡ Amounts include \$100.00 transferred to Student Activity Building.

STATE FUNDS 1940-1941

	Balance July 1, 1940	Appropriation to Budget	Expenditures	Balance June 30, 1941
County—				
General				
State Appropriations:				
Salaries	\$ 107.26	\$476,127.00	\$476,724.25	
Emergency	15,120.00	15,120.00		\$ 20,240.00*
Sundry and Regular Expense	6,615.26	121,645.00	117,643.25	21,421.81*
Incidental Fund	112,476.13	60,123.00	64,968.18	100,000.95
Sundry Interest Fund	2,427.21	1,227.14		1,200.07
Workout Estate—General portion	11,301.44	0.00		11,301.44
Reserve				
State Appropriation:				
Home Demonstration Extension				
—Salaries	2,021.04	2,000.00	1,969.26	5,221.78*
—Sundry and Regular	1,209.64	4,500.00	4,497.12	1,201.52*
Innovation and Southern History		2,500.00	2,500.00	
Workout Estate—Leas County portion	2,761.96	0.00		20,291.00
Leas County Funds		0.00	0.00	
Totals	\$142,671.40	\$608,371.00	\$621,262.27	\$220,808.00
		200,262.77*		
		\$766,237.77		

Permanent Building Fund	\$ 620.00	\$ 1,120.04	\$ 90.11	\$ 1,709.93
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* Included in State Treasury

F.W.A. FUNDS 1940-1941—HANDLED BY BOARD OF CONTROL FOR THE COLLEGE

Department	Balance July 1, 1940	Net Receipts Department	Net Expenditures Department	Balance June 30, 1941
Living Staff	\$ 25,666.74	\$321,286.74	\$406,394.82	\$ 20,558.66
Library	9,691.46	26,190.13	29,162.00	15,699.59
Landis Staff	9,508.64	11,172.15	20,796.41	20,044.38
Total	\$ 44,866.84	\$358,648.92	\$456,352.23	\$ 56,302.63

BULLETIN
FLORIDA STATE COLLEGE
FOR WOMEN



REPORT OF THE BUSINESS MANAGER
FOR THE YEAR ENDING JUNE 30, 1941

J. G. KILLUM, *Business Manager*

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LETTER OF TRANSMITTAL

DEAR S. CAMPBELL, *President,*
Florida State College for Women

My Dear Sir:

I am submitting herewith financial report of the Florida State College for Women for the year ending June 30, 1941.

This report is summarized and includes a balance sheet with supporting schedules of all funds of the college, including auxiliary activities and students accounts.

This report is set up in accordance with the general plan for institutional accounting, as recommended by the National Committee on Standards Reports for Institutions of Higher Learning.

I would call your attention to the fact that there was a saving in our State Appropriation for the year of \$11,418.51. This, I think is a good showing in the face of the unusual increase in salaries and in the cost of operating supplies.

Respectfully submitted,

J. G. KALLUM, *Business Manager.*

ANNEX A

BALANCE SHEET

June 30, 1942

ASSETS

I. Current Funds		
Cash—		
Cash Held by College	\$ 60,296.65	
Cash Held by State	206,244.40	
Cash Held by Board of Control	100,412.79	
Post Office	25,211.65	
Total Current Funds		\$ 492,165.49
II. Loan Funds		
Cash Held by College		
Notes Receivable (Schedule C-1)	\$ 1,344.26	
	14,656.90	
Total Loan Funds		20,001.16
III. Endowment Funds		
Cash—		
Cash Held by College	\$ 4,256.00	
Investments—		
Notes Held by Board of Control	20,000.00	
Notes Held by State	60,220.00	
Real Estate Owned	100,000.00	
Total Endowment Funds		200,000.00
IV. Plant Funds		
A. Unexpended Funds—		
Cash Held by College	194,422.51	
Cash Held by State	7,943.48	
Notes Held by College	571.25	
B. Incurred in Plant—		
Land (Exhibit E-2)	114,813.64	
Buildings (Exhibit E-2)	2,266,299.27	
Improvements (Exhibit E-2)	371,472.24	
Equipment (Exhibit E-2)	762,229.76	
Total Plant Funds		3,110,527.79
V. Reserve Funds		
Cash Held by College		
		29,729.47
Total—Assets		\$ 8,443,314.99

BALANCE SHEET

June 30, 1942

LIABILITIES

I. Current Funds		
Reserved for Balances of Educational Funds	\$ 1,245.27	
Reserved for Balances of Auxiliary Funds	146,301.40	
Reserved for Balances of Non-Departmental Funds	121.00	
Unexpended Balances	(26,244.50)	
Reserved for Balances of Deposit Funds	620.87	
Total Current Funds		\$ 141,672.04
II. Loan Funds		
Balance July 1, 1941	\$ 29,547.00	
Additions for Year Ended June 30, 1942	264.00	
Total Loan Funds		\$ 29,811.00
III. Endowment Funds		
Secretary Fund	\$ 66,250.00	
Estab. James H. Woodruff	129,750.00	
Albert W. Caldwell Fund	39,000.00	
Total Endowment Funds		\$ 235,000.00
IV. Plant Funds		
A. Unexpended Balances		
College Funds	\$ 195,227.79	
State Funds	2,461.00	
Total Unexpended Balances		\$ 197,688.79
B. Invested in Plant		
F. R. A. Revenue Certificates	\$ 457,000.00	
Investments in Plant	4,309,906.32	
Total Invested in Plant		\$ 4,766,906.32
Total Plant Funds		\$ 4,964,595.11
V. Agency Funds		
Balance of Cash Deposits	\$ 15,100.00	
Balance of Student Activity Fee	11,528.71	
Total Agency Funds		\$ 26,628.71
Grand Total - Liabilities		\$ 10,445,114.05

CURRENT RECEIPTS AND DISBURSEMENTS
For the Year Ended June 30, 1947

Description	Date	Amount	Balance
Year ending Receipts		10,000.00	10,000.00
Administrative Expense - 1947		1,000.00	9,000.00
Year ending Disbursements		1,000.00	8,000.00
Balance Forward		0.00	8,000.00
Receipts - 1947		10,000.00	18,000.00
Disbursements - 1947		1,000.00	17,000.00
Balance Forward		0.00	17,000.00
Receipts - 1947		10,000.00	27,000.00
Disbursements - 1947		1,000.00	26,000.00
Balance Forward		0.00	26,000.00
Receipts - 1947		10,000.00	36,000.00
Disbursements - 1947		1,000.00	35,000.00
Balance Forward		0.00	35,000.00
Receipts - 1947		10,000.00	45,000.00
Disbursements - 1947		1,000.00	44,000.00
Balance Forward		0.00	44,000.00
Receipts - 1947		10,000.00	54,000.00
Disbursements - 1947		1,000.00	53,000.00
Balance Forward		0.00	53,000.00
Receipts - 1947		10,000.00	63,000.00
Disbursements - 1947		1,000.00	62,000.00
Balance Forward		0.00	62,000.00
Receipts - 1947		10,000.00	72,000.00
Disbursements - 1947		1,000.00	71,000.00
Balance Forward		0.00	71,000.00
Receipts - 1947		10,000.00	81,000.00
Disbursements - 1947		1,000.00	80,000.00
Balance Forward		0.00	80,000.00
Receipts - 1947		10,000.00	90,000.00
Disbursements - 1947		1,000.00	89,000.00
Balance Forward		0.00	89,000.00
Receipts - 1947		10,000.00	99,000.00
Disbursements - 1947		1,000.00	98,000.00
Balance Forward		0.00	98,000.00

Appendix B-1

**CURRENT DISBURSEMENTS BY OBJECT FOR GENERAL ADMINISTRATION
DEPARTMENTS AND GENERAL EXPENSE
For the Year Ended June 30, 1962**

	Total	Schedule Page
General Administrative Offices and Departments		
President's Office	\$ 12,244.40	\$ 1,204.40
Graduate Division	608.57	642.00
Admission-Publicity Office	1,350.74	1,404.00
Registrar's Office	17,434.00	13,071.00
Dean of Student's Office	8,905.00	8,419.00
Personnel Director's Office	1,652.00	1,042.00
Business Manager's Office	24,344.00	22,400.00
President Emeritus' Office and Other Expense	1,742.55	65.00
General Publications		
Catalogs and Regular Bulletins	1,744.50	
Special Bulletins and Miscellaneous Advertising	123.47	
General Expense		
Faculty Course Books	154.00	
Faculty Class Books	50.00	
Testing Supplies	226.00	
Communication Expense	1,111.74	
Multigraph Work - All Departments	1,250.00	
Telegrams	147.40	
Telephone	1,349.12	
Workman's Compensation	142.00	
Total	\$ 92,132.66	\$ 47,848.40

**CURRENT DISBURSEMENTS BY OBJECT FOR GENERAL ADMINISTRATION
DEPARTMENTS AND GENERAL EXPENSE
For the Year Ended June 30, 1942**

Other Expense	Total	Operation	Expense	Equipment	Building
\$ 326.30	\$ 732.22	\$ 204.20		\$ 1,368.26	
32.25					
1,479.72				216.00	
1,472.24	4.62			292.32	
432.32	23.80			38.50	
600.00	42.43			426.00	
1,980.00	64.20			1,300.00	
1,208.92				300.78	
		1,768.20			
		523.92			
		178.00			
		50.00			
		326.00			
		1,171.92			
		2,330.42			
		107.48			
		1,749.72			
		190.00			
\$ 18,546.24	\$ 423.42	\$ 8,719.18		\$ 4,328.54	

Schedule B-3

CURRENT DISBURSEMENTS BY OBJECT FOR COLLEGE OF ARTS AND SCIENCE
For the Year Ended June 30, 1962

	Total	Share of Fund
Instructional and Departmental Expenses		
Administration	\$ 6,200.00	\$ 6,200.00
Art	11,000.00	11,000.00
Botany and Biology	12,700.00	12,700.00
Chemistry	14,000.00	14,000.00
Classics	4,000.00	4,000.00
Economics and Commerce	20,000.00	20,000.00
English and Journalism	20,000.00	20,000.00
French	9,000.00	9,000.00
History, Geography, Political Science, and Social Studies	20,700.00	20,700.00
Library Science	4,000.00	4,000.00
Mathematics	7,000.00	7,000.00
Modern Languages	27,000.00	27,000.00
Philosophy	6,000.00	6,000.00
Physics and Physical Science	12,000.00	12,000.00
Psychology	20,000.00	20,000.00
Sociology	20,000.00	20,000.00
Zoology and Physiology	11,000.00	11,000.00
All Departments	500.00	
Total	\$ 244,200.00	\$ 244,200.00

Schedule B-4

CURRENT DISBURSEMENTS BY OBJECT FOR SCHOOL OF EDUCATION
For the Year Ended June 30, 1962

	Total	Share of Fund
Instructional and Departmental Expenses		
Administration	\$ 6,000.00	\$ 6,000.00
Elementary School	21,000.00	21,000.00
Industrial Arts	20,000.00	4,000.00
Nature School	400.00	
Physical Education	23,000.00	23,000.00
Supervised Student Teaching	500.00	
Workshop	7,000.00	7,000.00
Education	22,000.00	22,000.00
All Departments	700.00	
Total	\$ 102,600.00	\$ 95,000.00

Worksheet B-1a (continued)

CURRENT DISBURSEMENTS BY OBJECT FOR COLLEGE OF ARTS AND SCIENCES
For the Year Ended June 30, 1942

Other Expense	Total	Expenses	Salaries	Expenses	Building
\$ 69.11	\$	\$ 399.47	\$	\$ 425.42	\$
		399.47		399.47	
		8,999.34		8,952.94	
		10.00		10.00	
		277.45		289.74	
		277.45			
		277.45			
		289.74		289.74	
		82.70		72.84	
		82.70			
		82.70		82.74	
		82.70			
		289.74		8,289.42	
		432.99		8,375.74	
	194.65	432.99			
	429.77	194.64		249.42	
\$ 69.11	\$ 342.42	\$ 8,194.46	\$	\$ 8,279.94	\$

Worksheet B-1c (continued)

CURRENT DISBURSEMENTS BY OBJECT FOR SCHOOL OF EDUCATION
For the Year Ended June 30, 1942

Other Expense	Total	Expenses	Salaries	Expenses	Building
\$ 104.27	\$ 392.26	\$ 2,446.09	\$	\$ 91.17	\$
		2,446.09		8,719.39	
		432.24		342.98	
19.43					
179.14	517.26				
	342.53				
	149.14				
\$ 104.27	\$ 971.41	\$ 4,779.34	\$	\$ 2,379.60	\$

EXHIBIT B-1a

**CURRENT DISBURSEMENTS BY OBJECT FOR SCHOOL OF ECONOMICS
For the Year Ended June 30, 1942**

	Total	Balance on Hand
Instructional and Departmental Expenses		
Administration.....	\$ 2,755.66	\$ 2,755.66
House Expenses.....	25,124.42	25,124.42
Water Management Fees.....	1,192.51	
Total.....	\$ 29,072.59	\$ 27,980.10

EXHIBIT B-1b

**CURRENT DISBURSEMENTS BY OBJECT FOR SCHOOL OF MUSIC
For the Year Ended June 30, 1942**

	Total	Balance on Hand
Instructional and Departmental Expenses		
Administration.....	\$ 1,161.56	\$ 1,161.56
Music.....	29,796.74	24,512.40
Total.....	\$ 31,958.30	\$ 25,673.96
Total Current Disbursements by Object for All Schools.....	\$421,517.49	\$ 421,263.56

EXHIBIT B-1c

**CURRENT DISBURSEMENTS BY OBJECT FOR HOME DEMONSTRATION EXTENSION
For the Year Ended June 30, 1942**

	Total	Balance on Hand
Administration and Staff.....	\$ 2,751.24	\$ 4,428.26

EXHIBIT B-1d

**CURRENT DISBURSEMENTS BY OBJECT FOR LIBRARY
For the Year Ended June 30, 1942**

	Total	Balance on Hand
College Library.....	\$ 25,181.50	\$ 27,724.57

Schedule B-1a (continued)

CURRENT DISBURSEMENTS BY OBJECT FOR SCHOOL OF HOME ECONOMICS
For the Year Ended June 30, 1942

Other Source	Total	Operation	Repair	Equipment	Building
\$ 179.35	\$ 76.55 872.35	\$ 2,292.39 1,675.21	\$	\$ 1,428.36 108.90	\$
\$ 179.35	\$ 149.46	\$ 2,396.58	\$	\$ 1,537.26	\$

Schedule B-1a (continued)

CURRENT DISBURSEMENTS BY OBJECT FOR SCHOOL OF MUSIC
For the Year Ended June 30, 1942

Other Source	Total	Operation	Repair	Equipment	Building
\$ 44.37	\$ 63.19 72.26	\$ 562.27	\$ 2,946.32	\$ 336.22	\$
\$ 44.37	\$ 145.45	\$ 562.27	\$ 2,946.32	\$ 336.22	\$
\$ 422.55	\$ 1,933.94	\$ 69,921.39	\$ 2,946.32	\$ 29,727.62	\$

Schedule B-1a (continued)

CURRENT DISBURSEMENTS BY OBJECT FOR HOME DEMONSTRATION EXTENSION
For the Year Ended June 30, 1942

Other Source	Total	Operation	Repair	Equipment	Building
\$	\$ 698.73	\$ 2,646.21	\$	\$	\$

Schedule B-1a (continued)

CURRENT DISBURSEMENTS BY OBJECT FOR LIBRARY
For the Year Ended June 30, 1942

Other Source	Total	Operation	Repair	Equipment	Building
\$	\$	\$ 602.27	\$	\$ 15,524.67	\$

Accounting Data

**CURRENT DISBURSEMENTS BY OBJECT FOR OPERATION AND
MAINTENANCE OF PHYSICAL PLANT
For the Year Ended June 30, 1942**

	Total	Reimbursed Excess
Operation		
Buildings—		
Fuel	\$ 18,942.34	\$
Gas	225.31	
Electricity	9,429.38	
Water	1,348.46	
Janitor	23,292.72	12,429.38
System of Lights	273.46	
Miscellaneous Supplies	913.38	
Special Equipment and Furniture	714.90	
Furniture Student-Academic Building	903.17	
Books for Library	437.45	
Total Buildings	\$ 61,909.49	\$ 12,429.38
Night Watchman	1,922.71	1,922.71
Total for Operation	\$ 61,932.20	\$ 13,352.09
Maintenance		
Buildings—		
General	\$ 15,442.17	\$ 26,399.34
Grounds	2,490.30	2,490.30
Grounds	12,300.20	8,192.00
Total for Maintenance	\$ 29,442.67	\$ 36,081.64
Grand Total Operation and Maintenance	\$ 119,490.87	\$ 49,433.73
Total Current Disbursements by Object for Educational and General Expense	\$ 713,273.26	\$ 273,166.13

Schedule B-5a (Continued)

**CURRENT DISBURSEMENTS BY OBJECT FOR OPERATION AND
MAINTENANCE OF PHYSICAL PLANT**
For the Year Ended June 30, 1942

Other Object	Travel	Operation	Repairs	Equipment	Building
\$	\$	\$ 14,962.54 225.32 6,426.24 3,000.00 1,575.33 379.48 913.29	\$	\$	\$
				754.90 935.17	427.46
\$	\$	\$ 24,388.94	\$	\$ 1,690.07	\$ 427.46
\$	\$	\$ 24,388.94	\$	\$ 1,690.07	\$ 427.46
\$	\$	\$	\$ 23,493.44	\$	\$ 1,404.13
		4,974.42		122.48	
\$	\$	\$ 4,974.42	\$ 23,493.44	\$ 122.48	\$ 1,404.13
\$	\$	\$ 32,532.41	\$ 23,493.44	\$ 1,421.71	\$ 1,495.29
\$ 17,342.13	\$ 3,408.31	\$ 42,714.34	\$ 26,342.66	\$ 32,412.43	\$ 1,495.29

CHAPTER B-1

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

	Total	Balance	Balance July 1, 1942
Receipts from Operations	\$ 427,342 47	\$ 42,217 04	\$ 1,465 22
Disbursements			
Salaries and Wages	146,219 90	7,026 24	69 06
Office Expense	2,249 85	197 04	
Fuel	224,244 55		1,268 61
Heat and Water	7,402 21		
Electricity, Gas, Water	14,966 00		
Laundry	7,612 68		1 40
Operating Supplies and Expense	171,212 00	49,040 49	52 40
Repairs and Alterations	17,479 71	49 11	
Total Current Disbursements	\$ 624,417 74	\$ 57,262 47	\$ 1,433 43
Equipment	\$ 21,134 04	\$ 210 74	\$ 2 98
Buildings	6,714 82		
Total Capital Outlay	\$ 27,848 86	\$ 210 74	\$ 2 98
Grand Total Disbursements	\$ 652,266 60	\$ 57,473 21	\$ 1,436 41
Excess of Receipts over Disbursements	\$ 21,024 28	\$ 4,913 57	\$ 142 79
Add Balance July 1, 1942	289,244 42	24,924 92	127 81
Less Transfers to Other Funds	47,216 36	10,000 00	
Balance June 30, 1942	\$ 242,991 99	\$ 14,914 47	\$ 270 60

1. Statement of Assets, Being Real Estate, Being \$1,000,000, included in Item

2. Included in Building and Equipment Fund \$100,000; in General Fund, Miscellaneous and Bond, \$1,200,000

CHAPTER B-1a

CURRENT DISBURSEMENTS FOR OTHER NON-EDUCATIONAL PURPOSES

	Total Disbursements and Gifts
Expenditures	
College Professions	\$ 125 00
Francis Albert W. Gilbert	200 00
Leas County	300 00
Special	1,475 00
Total	\$ 2,100 00

CHAPTER B-2

SUMMARY OF OPERATION OF DEPOSIT FUNDS

	Balance July 1, 1942	Receipts	Disburse	Balance June 30, 1942
Deposit Fund (Keys, Pillows, etc.)	\$ 248 79	\$ 1,609 25	\$ 746 37	\$ 1,111 67

SUMMARY OF THE OPERATIONS OF AUXILIARY FUNDS

Fund Ref. (F.R.A.)	Operating Statement	P A R K		Inventory	Security
		State	Regional Council		
\$ 213,407.49	\$ 4,400.32	\$ 29,744.41	\$ 5,918.17	\$ 26,199.74	\$ 40,000.74
79,363.45	4,129.40	3,409.52	3,112.54	12,549.41	24,000.00
374.14	35.79	60.52		209.22	42.41
208,670.72		12,319.41	9,424.42	66,000	
1,400.00		104.00		417.29	892.00
4,400.00		400.00		45.29	500.00
1,700.12		212.46		642.94	
57,344.49	4,400.32	9,349.24	2,065.24	4,400.00	4,000.00
2,320.55	192.40	2,342.02	400.00	20.19	700.12
\$ 213,407.49	\$ 4,792.81	\$ 27,543.16	\$ 9,487.50	\$ 26,215.75	\$ 32,400.72
\$ 4,412.46	\$ 383.42	\$ 942.84	\$ 2,000.31	\$ 600.12	\$ 2,000.00
2,000.00		2,000.00	50.00	2,000.00	
\$ 4,412.46	\$ 383.42	\$ 3,340.42	\$ 2,100.39	\$ 2,000.12	\$ 2,000.00
\$ 223,741.44	\$ 4,442.26	\$ 23,546.40	\$ 11,199.09	\$ 21,462.47	\$ 33,502.32
\$ - 9,844.26	\$ - 2,279.94	\$ 4,317.14	\$ - 2,284.62	\$ 3,392.91	\$ 4,374.45
24,204.42	3,126.32	17,011.48	9,469.49	12,000.00	14,000.12
		3,000.00			4,000.00
\$ 24,720.20	\$ 456.41	\$ 19,209.32	\$ - 414.63	\$ 20,104.44	\$ 18,420.37

Statement 2-2 (continued)

SUMMARY OF THE OPERATIONS OF AUXILIARY FUNDS

	Fiscal Year-End		Per Acre
	Revenue	Cost	
Receipts from Operations	\$14,362.29	\$ 214.00	\$ 2,472.56
Disbursements			
Salaries and Wages.....	3,409.95	229.41	1,779.42
Other Expense.....	276.50		
Food.....			
Heat and Water.....			
Electricity, Gas, Water.....	686.86		
Lumber.....	2,265.74	441.92	
Operating Supplies and Expense.....	1,832.42	74.52	49.22
Repairs and Maintenance.....		229.08	
Total Current Disbursements	\$ 9,477.51	\$ 1,402.92	\$ 1,409.56
Equipment	\$ 1,324.99	\$ 941.32	\$ 1.00
Buildings			
Total Capital Outlay	\$ 1,324.99	\$ 941.32	\$ 1.00
Grand Total Disbursements	\$ 10,802.50	\$ 2,344.24	\$ 2,826.56
Excess of Receipts over Disbursements	\$ 4,884.78	\$ - 658.26	\$ 456.62
Add Balance July 1, 1942.....	10,029.47		1,962.30
Less Transfers to Other Funds.....	4,994.00		
Balance June 30, 1943	\$ 9,919.25	\$ - 658.26	\$ 2,477.80

A Statement of Receipts, During Year \$1,400.00, February \$1,000.00, included in this

B. Transferred to Working and Investment Fund \$4,994.00, to Current Funds, Agricultural and General, \$1,000.00.

SUMMARY OF THE OPERATIONS OF AUXILIARY FUNDS

Fund Number	Balance Sheet		Special Account	Profit and Loss Statement		Fund Balance	Total
	Assets, June 30, 1942	Liabilities, June 30, 1942		Operation of Building	Expenses		
\$ 1,000.00	\$12,794.34	\$12,792.28	\$1,600.00	\$1,600.00	\$13,194.04	\$1,600.00	\$ 256.14
	26,326.19	6,390.21		7,363.95	3,627.48	626.43	
	962.40	66.60		24.90		32.21	
	3,600.00	673.37					
	3,400.47	2,326.13			264.74		
	332.53	29.66		32.21	60.00		
	3,400.00	29,446.49	\$10.00	62.44	7,766.24	6,502.94	431.74
\$62.14	\$4,377.66	\$79.65		2.45	20.92	4.46	
\$ 100.00	\$12,312.25	\$29,790.37	\$ 500.00	\$2,343.09	\$13,329.55	\$7,406.66	\$ 631.74
	6,215.23	166.49		672.71	140.43		565.50
	245.74						
\$	\$ 6,460.98	\$ 166.49	\$	\$ 672.71	\$ 140.43	\$	\$ 565.50
\$ 100.00	\$26,342.23	\$26,624.43	\$ 330.00	\$2,704.00	\$12,114.14	\$7,406.66	\$ 997.21
\$ 1,507.00	\$ 3,246.87	\$17,274.08	\$3,326.25	\$9,347.43	\$1,051.96	\$ 2,790.80	\$ 423.00
100.00	29,000.00	29,000.00	3,400.00	3,362.42	7,900.00	2,762.00	2,097.00
\$ 1,200.00	\$13,000.00	\$	\$	\$	\$	\$	\$
\$	\$21,706.79	\$11,902.97	\$4,656.25	\$1,206.42	\$1,756.75	\$ - 26.90	\$1,406.59

Statement C (continued)

CHANGES OF LOAN FUNDS PRINCIPAL

APPLICABLE PERIOD		Debit	BANKABLE PRINCIPAL, FIVE 1/2% RATE		
Cash	Income		Total	Cash	Income Outstanding
\$ 175.00	\$ 43.89		\$ 4,022.76	\$ 2,092.06	\$ 2,028.19
		200.00	200.00	30.00	170.00
			263.42	15.42	248.00
	127.34		9,312.50	1,381.09	4,532.42
	69.42		639.31	286.44	352.87
			600.00		600.00
			75.00	35.34	39.66
			75.00		75.00
	12.74	15.00	200.74		200.74
			302.00	32.00	270.00
\$ 600.00	74.76	202.50	740.74		742.76
	25.39		1,009.92	200.22	120.74
			636.74	208.00	170.74
	2.00		613.43	30.12	583.31
		200.00	812.53	45.29	77.43
\$ 100.00	.47		500.00		500.00
			567.53	47.41	520.12
			519.77	39.32	480.45
	3.72		646.64	206.44	120.00
			928.00	194.00	734.00
\$ 675.00	\$ 246.91	\$ 707.52	\$ 20,021.06	\$ 3,366.26	\$ 14,654.90

APPENDIX C-1

OPERATION OF STUDENT LOAN FUNDS

Loan Paid (Revised)	Loan Paid (Original)	Loan Outstanding June 30, 1942	Total Interest Collected
\$ 900.00	\$ 1,113.59	\$ 2,026.19	\$ 43.90
	200.00	150.00	
		250.00	
1,700.00	2,204.19	4,532.42	127.34
43.89	127.34	357.47	69.42
600.00		600.00	
		30.00	
		30.00	
	2.00	200.74	12.74
		30.00	
600.00	142.74	742.74	74.76
	25.39	120.74	25.39
		170.74	
119.42	0.00	350.31	2.00
		37.43	
	20.00	500.00	
200.00	50.00	550.00	.47
500.00	30.00	530.00	
100.00	0.00	100.00	
525.00	225.00	750.00	3.72
\$ 4,428.42	\$ 4,346.92	\$ 14,654.90	\$296.96

TABLE D

SUMMARY OF ENDOWMENT FUNDS

	Full Value June 30, 1942
General and General Purposes	
Primary Fund (\$121,500.00—College grants, 1/3 of total)	\$ 40,500.00
Estate of James D. Westcott	127,750.00
Total for General Purposes	\$ 168,250.00
General Endowment and Reserve Act	
Albert W. Gilbert Fund	\$ 10,000.00
Grand Total	\$ 178,250.00

TABLE D-1

SUMMARY OF ENDOWMENT INVESTMENTS
AS OF JUNE 30, 1942

	Full Value
U. S. Government Securities	\$ 4,500.00
County, Municipal, and District Securities	60,750.00
Total Securities	\$ 65,250.00
Real Estate	\$ 112,000.00
Total Investments	\$ 177,250.00

UNCLASSIFIED

SUMMARY OF PLANT FUNDS

	Balance, July 1, 1941	Receipts	Disbursements	Balance, June 30, 1942
Approved Building Fund.....	\$ 1,796.34	\$ 2,527.26	\$ 1,426.16	\$ 2,897.44
WPA Dining Hall.....	29,892.79		29,892.79	
WPA Infirmary.....	3,400.00		3,400.00	
WPA and Dependent.....	1,711.42	1,374.35		3,085.77
Building and Equipment Fund.....	36,000.00	92,729.24	4,449.64	124,279.60
Total.....	\$ 62,799.55	\$ 96,630.85	\$ 42,167.59	\$ 117,262.81

Approved by Board, \$1,400.00

Approved by Board, Transferred to Building and Equipment Fund

Transfer from WPA to Building and Equipment Fund

Approved by Board \$1,000.00

Approved by Board \$1,000.00

Approved by Board \$1,000.00

Approved by Board \$1,000.00

Approved by Board \$1,000.00

UNCLASSIFIED

SUMMARY OF INVESTMENT IN PLANT

	Equipment	Other Plant	Total
Value of Plant, July 1, 1941.....	\$ 813,943.74	\$ 4,691,391.49	\$ 5,505,335.23
Additions during 1941-42—			
From Plant Funds.....	4,424.64		4,424.64
From Current Funds.....	54,524.36	7,229.92	61,754.28
From Agency Funds.....	526.97		526.97
Total Cash Addition.....	\$ 59,476.97	\$ 7,229.92	\$ 66,706.89
Deletions.....	66,796.15	1,989.15	68,785.30
Value of Plant, June 30, 1942.....	\$ 817,148.56	\$ 4,696,632.26	\$ 5,513,780.82

Land.....	\$ 100,000.00
Buildings.....	4,596,632.26
Equipment.....	817,148.56
Reserve.....	100,000.00
Total.....	\$ 5,613,780.82

General Funds

SUMMARY OF LAND

	Booked at Date	Cost
College Campus	\$ 340,000	\$ 340,710.00
Farm	245,000	245,500.00
Camp Properties	60,000	5,500.00
Total	\$ 645,000	\$ 691,710.00

General Funds

BUILDINGS

	Cost to July 1, 1961	Additional Deductions (Cost)	Cost as of July 1, 1962
Academic Buildings			
Westcott Building	\$ 300,000.00	\$	\$ 300,000.00
Science Building	60,000.00		60,000.00
History Building	150,710.75		150,710.75
Library	100,000.00	600.00	99,400.00
Literature Building	57,000.00		57,000.00
Music Building	7,000.00		7,000.00
Home Management House	20,000.00		20,000.00
Elementary School	90,000.00		90,000.00
Gymnasium	125,000.75		125,000.75
Kindergarten	2,000.00		2,000.00
Garage at Kindergarten	100.00		100.00
Nursery School	1,000.00		1,000.00
Total	\$1,304,000.00	\$ 600.00	\$1,303,400.00
Executive House			
James Mayhew Hall	\$ 150,070.00	\$	\$ 150,070.00
Reynolds Hall	125,000.00		125,000.00
Reynolds Annex (Old Infirmary)	100,000.00		100,000.00
Boyan Hall	60,000.00		60,000.00
Reynolds Hall	75,000.00		75,000.00
Colburn Hall	200,000.00		200,000.00
Larkin Hall	60,000.00	245.75	59,754.25
Total	\$1,270,070.00	\$ 245.75	\$1,269,824.25
Dining Hall and Kitchen			
Infirmary	\$ 415,000.00	\$	\$ 415,000.00
	10,000.00		10,000.00
Academic Buildings			
Work Shop	\$ 15,000.00	\$	\$ 15,000.00
Garage and Tool Shed	500.00		500.00
Tool House	100.00		100.00
Oil House	100.00		100.00
Heating Plant	25,000.00		25,000.00
Green House	1,000.00		1,000.00
Equipment and Furniture House	200.00		200.00
Warehouse	100.00		100.00
Total	\$ 47,900.00	\$	\$ 47,900.00

BUILDINGS — Continued

Worksheet E-2a (Continued)

	Cost to June 30, 1942	Accumulated Depreciation to June 30, 1942	Cost to June 30, 1942
Executive Homes			
2 Cottages and Garages	\$ 29,000.00	\$ 8,628.00	\$ 37,628.00
Executive Poultry			
2 Cottages with Garage	53,642.32		53,642.32
Executive Equipment Market	1,642.00		1,642.00
Car Structures			
Car House	2,000.00		2,000.00
Car House	2,000.00		2,000.00
Car House	2,000.00		2,000.00
Comber's House and Garage	3,127.30		3,127.30
Boat House and Dock	900.00		900.00
Total	\$ 69,569.32	\$	\$ 69,569.32
Inter-Company Buildings	\$ 209,515.22	\$	\$ 209,515.22
Four-Over Piers			
2 Boats	1,000.00	\$	\$ 1,000.00
Four-New Piers			
Equipment Shed	760.00		760.00
Pen	672.00		672.00
Cow Barn	1,900.00		1,900.00
Hay and Feed Barn	2,000.00		2,000.00
Crop Storage Barn	2,000.00		2,000.00
Hay and Feed Barn	2,000.00		2,000.00
Milking Barn	2,500.00		2,500.00
Milk House	2,000.00		2,000.00
Wool and Calf Pen	2,500.00		2,500.00
Manure Pen	2,000.00		2,000.00
Pen and Station	1,200.00		1,200.00
Old House	20.52		20.52
Big Shed	25.92		25.92
Total	\$ 21,000.02	\$	\$ 21,000.02
Grand Total	\$2,108,602.40	\$ 1,398.02	\$2,107,204.38

IMPROVEMENTS OTHER THAN BUILDINGS

Amount in Dollars

	Total to June 30, 1961
Furniture	\$ 1,200.00
Mobile Field	24,000.00
Deep Wells	7,700.00
Electrical Systems	22,000.00
Costs to Chicago	6,500.00
Ceiling, Walls, and Floors	60,000.00
Heating, Steam and Air-Conditioning	200,000.00
Rail Track and Coal Tracks	17,000.00
Telephone Lines	1,200.00
Signs	60.00
Fences	600.00
Water Mains and Fire Hydrants	1,200.00
Fire Stairs	6,000.00
Total	\$ 374,000.00

Amount in Dollars

SUMMARY OF EQUIPMENT

	Total to June 30, 1961
General Administration	\$ 22,000.00
College of Arts and Sciences	100,000.00
School of Education	50,000.00
School of Home Economics	30,000.00
School of Music	10,000.00
Library	200,000.00
Physical Plant	70,000.00
Auxiliary Departments	500,000.00
Total	\$ 1,022,000.00

Amount in Dollars

SUMMARY OF THE OPERATION OF AGENCY FUNDS

	Total	Post Receipts	Balance ending 6/30
Deposits	\$ 209,254.04	\$ 190,100.72	\$ 29,153.32
Withdrawals	227,200.00	194,222.00	32,978.00
Excess of Deposits over Withdrawals	\$ - 17,945.96	\$ - 4,121.28	\$ - 13,824.68
Add Balance July 1, 1961	21,417.00	9,200.00	12,217.00
*Transfer	274.32		274.32
Total	\$ 29,745.36	\$ 13,078.72	\$ 16,666.64

EXCEPTS REMITTED 1941-1942 TO STATE TREASURER FOR INCIDENTAL FUND

DEPARTMENT	By Check Amount
Account Fees	
Registration Fees	\$ 49,044.02
Graduate Tuition	4,274.35
License Fee	1,959.50
Exam Fee	2,773.25
Text	7,227.15
Cost	729.37
Travel	4,899.00
Library	695.45
Work Instruments	736.45
Model Instruments	1,359.75
Cost of Plans for Practice	1,419.30
Cost of Organ for Practice	230.10
Spells	1,149.45
Special Examinations	1.00
Sub Total	\$ 77,661.39
Endorsement Fees	300.00
Demonstration School Fees	1,309.75
Sub Total	\$ 79,411.25
Library Fees	695.45
Travel	4,899.00
Text	7,227.15
Sub Total	\$ 13,821.60
Maintenance Expense	\$ 396.27
State from Excesses on Catalogs	1,359.75
State Economic Teacher Training	4,143.00
Total	\$ 43,769.87

**CURRENT FUNDS EM-ING
STATE FUNDS**

	Balance July 1, 1961	Transfers to Receipts	Revenues	Balance July 31, 1961
State Administration				
College—				
Salary	\$ 525,500.00		\$ 525,000.00	\$ 525,000.00
Necessary and Regular Expense	179,420.00		175,000.00	1,500.00
Publication, Radio Programs, Instruments and Supplies	500.00			
Library Fund	7,000.00		7,000.00	
Loan Capital Fund	4,000.00		4,000.00	
State Administration Expenses	7,000.00		6,500.00	5,000.00
Salary				
Necessary and Regular Expense	8,000.00		8,000.00	1,000.00
Business				
College—				
Interest on Treasury Fund Income from James H. Wood and Estate	3,600.00			3,600.00
Other Services				
College—				
Incidental Fund	20,000.00		20,000.00	
Total	\$ 800,000.00	\$ 65,500.00	\$ 760,000.00	\$ 26,500.00
	\$ 800,000.00	\$ 65,500.00	\$ 760,000.00	\$ 26,500.00
	\$	\$ 117,500.00	\$	\$ 117,500.00

**BUILDING FUNDS EM-ING
STATE FUNDS**

Financial Building Fund	\$ 1,700.00	\$ 2,507.28	\$ 1,000.00	\$ 3,207.28
College (NET)				

CURRENT FUNDS 194-192
COLLEGE AND BOARD OF CONTROL FUNDS

DEPARTMENT	Balance July 1, 1946	Net Receipts (46-47)	Net Disbursements (46-47)	Balance June 30, 1947
Educational				
Democratization School Fee Fund	\$ 152.70	\$ 732.65	\$ 766.27	\$ 119.08
Board Management Hours	755.15	1,218.81	1,649.96	264.00
Special for Student Supplies	426.32	426.00	262.14	600.18
Total Educational	\$ 1,334.17	\$ 2,376.46	\$ 2,678.37	\$ 1,031.86
Deposit Fund	626.79	1,426.25	796.27	1,256.77
Administrative				
Democratization School Lunch	\$ 14,364.92	\$ 42,217.54	\$ 47,666.43	\$ 11,915.93
Books	117.41	1,459.32	1,439.39	297.34
Duplicating Department	2,136.31	4,469.32	4,441.26	2,164.37
Office	13,498.87	29,879.64	31,792.89	12,585.62
Library	11,661.72	49,060.74	41,562.33	19,159.13
Physical Education Fees	39,328.47	13,677.29	14,977.14	4,028.62
Post Office	1,962.35	2,477.33	1,829.89	2,610.89
Official Property	148.20	1,346.00	1,346.00	
Remittance Order No. 1-A, incl.	26,998.00	53,721.14	73,193.21	27,525.93
Special Expense	3,466.42	3,466.42	343.50	3,589.34
Student Activity Building	1,320.10	17,329.14	14,524.92	4,124.32
Supply Store	2,742.99	4,916.92	2,499.86	5,159.05
Trucks	2,092.66	276.14	197.23	1,821.57
Total Auxiliary	\$ 113,178.45	\$ 214,749.47	\$ 243,449.63	\$ 94,478.29
Non-Departmental Reserves	600.00	1,325.00	1,400.00	525.00
Lost Fees	4,812.06	4,424.09	4,666.64	4,569.51
Plant Funds				
Gifts and Bequests	1,711.00	1,274.22		2,985.22
Building and Equipment Fund	36,400.20	92,726.14	9,545.68	119,580.66
Old Dining Hall Fund	29,842.79		29,842.79	
Old Infirmary Fund	2,496.13		2,496.13	
Total Plant Funds	\$ 69,450.12	\$ 94,000.36	\$ 41,884.60	\$ 121,565.88
Agency Funds				
Cash Deposits	\$ 9,368.00	\$ 190,133.47	\$ 184,222.31	\$ 15,279.16
Student Activity Fee	22,426.20	29,129.92	29,129.73	22,426.39
Total Agency Funds	\$ 31,794.20	\$ 219,263.39	\$ 213,352.04	\$ 37,705.55
Grand Total	\$ 247,431.41	\$ 551,129.50	\$ 537,429.26	\$ 266,121.60

Building and Equipment Fund
 Cash Deposits
 Democratization School Lunch
 Democratization School Fee Fund
 Dining Hall Fund
 Infirmary Fund
 Library
 Lost Fees
 Management Hours
 Physical Education Fees
 Post Office
 Special Expense
 Student Activity Building
 Student Activity Fee
 Trucks
 Unexpended Balance Forwarded to Current Funds, National Fund #12918
 Unexpended Balance Forwarded to Building and Equipment Fund

CURRENT FUNDS 1945-1946
COLLEGE AND BOARD OF CONTROL FUNDS

Department	Actual July 1, 1945	By Receipts (1945-1946)	By Disbursements (1945-1946)	Actual June 30, 1946
Student Fund		\$4,322.47	\$4,322.47	
New Dining Hall		\$13,497.48	\$13,497.48	
New Laboratory		\$6,494.74	\$6,494.74	
Science Hall		\$2,722.24	\$2,722.24	
Total		\$26,036.93	\$26,036.93	
Total Funds Handled by College	\$ 247,425.43	\$1,638,263.47	\$1,617,343.28	\$ 266,345.62
Appropriations				
Dining Hall	\$9,564.43	\$13,497.48	\$13,512.64	\$9,549.27
Laboratory	\$3,499.59	\$6,494.74	\$7,494.47	\$3,504.36
Science Hall, Residence Hall No. 4	\$9,534.36	\$2,722.24	\$9,474.45	\$9,562.27
Total Funds Handled by Board of Control	\$ 24,598.38	\$ 22,714.46	\$ 30,481.56	\$ 22,613.90
Grand Total All Current Funds	\$ 272,023.81	\$1,865,978.39	\$1,647,824.84	\$ 288,959.52

\$ See Schedule included in Current Income, Student Fund \$4,322.47

\$ See Schedule included in Operating Income, Dining Hall

\$ See Schedule included in Operating Income, Laboratory

\$ See Schedule included in Operating Income, Science Hall

FLORIDA STATE SCHOOL FOR
THE DEAF AND THE BLIND
SAINT AUGUSTINE



PRESIDENT'S
BIENNIAL REPORT
1940-1942



*The foundation of every state
is the education of its youth.*
—*Aristotle*

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STATE BOARD OF CONTROL

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STATE BOARD OF EDUCATION

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HON. R. A. GRAY Secretary of State

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HON. J. TOM WATSON Attorney-General

HON. COLIN ENGLISH Supt. of Public Instruction

President's Biennial Report

St. Augustine, Florida — October 1, 1942

To the Chairman and the Members of the Board of Control,
State of Florida

Gentlemen:

It again becomes my privilege and duty as President of the Florida State School for the Deaf and the Blind to present the Biennial Report for the period beginning July 1, 1940, and ending June 30, 1942.

The Florida State School for the Deaf and the Blind is a state supported institution for the education of that group of children who are too deaf or too blind to be properly educated in the public schools. This report will show the work as carried on in the various departments of the School, which includes the academic, household and vocational departments. Under the general title of "Florida State School for the Deaf and Blind", there are really grouped three different schools; a School for the Deaf, a School for the Blind, and a separate and entire plant for the education of colored deaf and blind children.

The educational activities of the School have been carried on much along the same lines as in former years, with no radical changes as regards methods. The School still follows the combined method in the Department for the deaf. It makes provision for every type of child that can possibly be admitted. Each child, upon entering school, is given the opportunity to learn to read the lips and acquire speech. On the other hand, the School is constantly in touch with every modern trend regarding the education of the deaf and the blind, and many worthwhile ideas and procedures have been added to the course of study. Faculty members have attended both the best summer schools of the nation, which give courses in special education, and conventions with regularity, whereby they have been able to secure the best ideas of educational procedures and bring same back to the classrooms.

Satisfactory accomplishments have been made in the different departments of the School. At the present time practically satisfactory salaries; as a matter of fact, we are unable to find all of our ex-pupils and graduates have employment at very sufficient graduates and ex-pupils to fill all the positions for

which we are asked to submit applications.

During the past biennium special emphasis has been placed on the teaching of English, speech, and the development of English and speech through auricular training.

Due to the national emergency and our entrance into World War II, we have had an increased enrollment. Most of the increase has been in the primary department where we are so badly crowded that, if the enrollment continues to grow, we must have an additional dormitory or refuse to consider further applications. Additional room is an imperative need. There has been a great increase in price in practically all articles of maintenance, especially in food products.

On the whole, the work of the biennium has been satisfactory.

REGISTRATION

In 1940 there were enrolled 352 pupils. There were 247 pupils in the Department for the Deaf, of whom 116 were girls and 131 were boys. In the Department for the Blind there were 105 pupils, of whom 45 were girls and 60 were boys.

There were enrolled during the last biennium 419 pupils, which represents the largest biennial registration in the history of the School.

WHITE		COLORED	
Deaf	241	Deaf	53
Blind	55	Blind	35

ATTENDANCE BY COUNTIES

The following table shows classification of pupils and attendance by counties for the biennium:

Alachua	10	Jefferson	1
Bay	3	Lake	9
Bradford	3	Lee	3
Brevard	2	Leon	10
Broward	6	Levy	2
Calhoun	9	Madison	1
Charlotte	1	Manatee	7
Citrus	7	Marion	3
Clay	2	Nassau	1
Collier	1	Orange	13
Columbia	4	Oceola	1
Dade	49	Palm Beach	15
DeSoto	1	Pinellas	10
		Polk	21

Devel	43	Potomac	3
Essexville	13	Saint John's	16
Flagler	1	Saint Louis	3
Franklin	1	Santa Rosa	1
Gadsden	10	Sarasota	2
Gulf	2	Seminole	3
Hamilton	5	Sevier	3
Hardee	2	Seminole	2
Hendry	1	Taylor	2
Hernando	1	Union	3
Highlands	1	Volusia	11
Hillsborough	34	Wakulla	1
Holmes	6	Walton	2
Indian River	1	Out of State	2
Jackson	14		

CAUSES OF DEAFNESS AND BLINDNESS

Deafness, 1941-1942 School Year:

Alzheim	9	Meningitis	11
Adenoids	2	Mumps	2
Birth Injury	3	Nerve	3
Blood Tumor	1	Operation	1
Colds	2	Otitis-media	1
Congenital	42	Otitis	2
Cross Rash	1	Pneumonia	3
Encephalitis	1	Premature Birth	2
Eczema	1	Prolonged Birth	1
Fall	6	Quinine, Use of	4
Fever	3	Rings	5
Fungus Growth	1	Scarlet Fever	1
Hemorrhage	1	Sleeping Sickness	1
Influenza	6	Strabismus, Internal	1
Injury	2	Strep-Infection	1
Malaria	1	Tonal Infection	5
Mastoid	2	Whooping Cough	5
Measles	6	Unknown	111

Blindness, 1941-42 School Year:

Accident	9	Measles	2
Brain Tumor	2	Meningitis	1
Cataracts	21	Optic-Atrophy	2
Congenital	12	Scattered Pupils	1
Detached Retina	1	Sore-Eyes	5
Ear Infection	1	Syphilis	2
Glaucoma	1	Undeveloped Nerve	1
Goiter	1	Violent Illness	1
Hemorrhage	1	Weak Eyes	3
Improper Care at Birth	3	Unknown	46

DEPARTMENT FOR THE DEAF

INSTRUCTION

The objective of the School is to give every child a knowledge of English and the ability to read the lips and to speak, if possible. In the vocational department, all the children are given pre-vocational training by which they are able to go out into the world and secure a position through which they may earn a livelihood.

The following report of the Supervising Teacher in the Department for the Deaf shows the classroom accomplishments of that Department:

Dr. C. J. Setles, *President,*
Florida School for the Deaf and the Blind,
St. Augustine, Florida

Dear Dr. Setles:

This is the first report which I have had the pleasure of submitting to you. When it became my privilege and honor to fill the position of Supervising Teacher of the Advanced Department for the Deaf, I fully realized the great responsibility before me, as Mrs. Lucile M. Moore served so faithfully and well in that capacity for twenty-eight years. This responsibility has been assumed and carried out to the best of my ability.

The program of instruction for the past two years under my supervision has varied but slightly from that of the past several years. Certain changes have been made in our course of study in order to correlate it with subject material in our new textbooks which are gradually replacing much of our old outline. The teaching of language and reading has been greatly improved by the use of the new texts.

The teaching of language is the most difficult task and the all important thing in the education of the deaf child, and more time and planning must be given to it than to any other subject. To insure improvement a single definite objective for better language became the aim of the past year. An inventory of language as taught in each grade was made and a new outline for our Course of Study is being worked out. In this new outline

each grade's work will lay the foundation for the next higher one and the teacher of each class will be responsible for grounding the language work for her grade. This survey gave new impetus to language teaching and the results have been apparent in the pupils' original work.

Reading has also received considerable stress, but much more study and planning remains to be done. Effort has been made to teach pupils to read and to understand their individual studies: history, arithmetic, social studies, and others. We have barely laid the foundation for our new attack on reading and language and the two must go hand in hand.

Our course of study includes a systematic development of mathematics, social studies, health studies, science, composition, language, reading, speech, and speech-reading. The greater emphasis and time must, of necessity, be placed on language and speech not only because acquisition of these is a long and tedious task, but also because they are the most important educational tools with which the deaf child must be equipped to meet the world in as normal a manner as possible. Every child is given the opportunity to acquire speech and to learn to read the lips. If suitable progress is not made by the oral method, the pupil is transferred to a class where most of the instruction is given by manual spelling and writing.

A new interest in our speech program has been shown by both teachers and pupils by the increasing number of class hearing-aids. At present we have them in five classrooms in the intermediate and advanced grades. Two other classes share the use of the room which is equipped with an old but good Radiocar group aid. By the help of these hearing aids, the School has been able to preserve naturalness of the speech of the hard of hearing children and also to develop more natural speech in those who do not have as high a degree of hearing. The improvement in accent, fluency, and rhythm in the speech of even the profoundly deaf by the use of hearing-aids has sometimes been surprising. Music, songs, speech work, and regular class discussions are conducted over the group aids.

Our speech program also includes special diagnostic tests in articulation which are given at the beginning of each year and results are charted for a re-check at the end of the year. Monthly

intelligibility tests are given, and the results are graphed or charted so that each child has a constant incentive to improve his speech. Another phase of our speech program which has aided in the improvement and interest in speech is our choric speech work or choral "singing," which is really speaking songs in their rhythmic pattern rather than singing them. Two periods a week are given to teaching poems, rhymes, and folk and popular songs, and one period a week is given to practicing songs for chapel. This time has been well spent as the development of speech, rhythm and general appreciation of songs and music has been noticeably increased as a result of this work.

The use of the Stanford Achievement Tests in the intermediate and advanced grades has proved helpful as a means of measuring grade progress each year. The pupils have taken a great interest in these tests and have made a definite attempt to show as much gain in each grade as possible. Results of these tests have shown us the subjects in which our pupils are retarded and have induced us to give increased attention to such subjects. Stanford Achievement Tests are also used as a measure for grade completion for graduation. A pupil must pass eighth grade in order to receive a certificate for graduation.

The teaching program is a crowded one, with eleven to twelve subjects taught weekly and eight to ten covered daily. There are thirteen classes in the Intermediate and Advanced Department, ranging from the fourth to the twelfth grade. The average number of pupils per grade is eight. Our present enrollment in the Department is one hundred and six, of whom forty-nine are girls and fifty-five are boys. These pupils are distributed as follows: five advanced classes, six intermediate classes, and two opportunity classes. The latter two are taught manually.

The responsibilities of the teachers of the deaf and the demands on their time are numerous. They have assumed their duties of study hall, Christian Endeavor Society, Literary Society, and others faithfully, and have given cheerfully of their time for special holiday preparations and parties. My fullest appreciation is extended to the entire faculty for their loyal cooperation and interest in making the past biennial period a successful one.

I also wish to extend my thanks to you, Dr. Settles, for

your wise counsel in all matters pertaining to my department and for your constant inspiration to achieve the highest standards.

Respectfully submitted,

Alyce A. Thompson
Supervising Teacher,
Advanced Department.

LIBRARY

English is the vehicle which opens to a deaf child the field of human knowledge. The greater part of our English and speech is acquired through the ear by listening to others speak. A normal child acquires English and speech through the faculty of hearing—this privilege is denied the small deaf child. The work of building an English-speaking vocabulary in the deaf child is a tremendous job and requires a highly specialized teacher who, on top of her academic foundation, must take a special course in a school whose curriculum is especially arranged to teach people the methods of instructing the deaf child.

After the child has acquired an English foundation, one of the best ways to improve his vocabulary is through constant reading. Much time is given to the matter of teaching the children how to read and inculcating in them a love of reading and good literature. The school has a splendid library of about four thousand books which cover practically the whole field of literature, including fiction, poems, biographies, social studies, nature studies, myths, fairy books, and those of a general educational nature for use by the faculty. Each classroom is also supplied with books for supplementary reading. The library also is equipped with the latest encyclopedias, leading magazines, daily newspapers, and current literature.

CHORIC INSTRUCTION AND RHYTHMIC TRAINING

During the past biennium, considerable attention has been given to choric instruction. A daily assembly has been held for the older children, and these groups have been taught a large number of songs, rhymes, poems, and responsive readings from the Bible. This exercise has proved very helpful in developing good articulation. The matter of teaching speech is a very diffi-

cult task: it requires a highly trained and technical teacher and much patience on the part of the teacher, if understandable speech and the ability to read the lips is developed.

The usual program of rhythmic training has been carried out with the primary classes in Blocham and Wartmann Cottages. Rhythmic training gives the children poise, grace in body movement, and helps develop more natural speech. It also creates a good mental attitude on the part of the deaf child, as he is more like normal children when he has the opportunity to enjoy the pleasures of music. Certain exercises are carried out which teach the deaf children to distinguish between the high and low vibrations and strong or weak chords. All this helps in regulating the pitch and intensity of the voice. Rhythmic training improves pitch, inflection, accent, fluency, and helps proper modulation. This rhythmic training is carried out with the aid of a piano.

The primary department also has a toy orchestra. All of the children get a great deal of pleasure from our choric and rhythmic training work.

AUDICULAR TRAINING

One of the modern trends in the education of deaf children is the development of residual hearing and the education of the deaf child through the ear. Since the great advancement in the development of the audiometer, a device for testing hearing loss, it has been found that probably thirty-three and one third percent of our children have some degree of hearing.

It is possible to complete the education of a deaf child in a much shorter period of time with the help of group hearing-aids. The School owns an audiometer, and a chart is made of the hearing loss of each child who possesses any amount of hearing. Those children possessing sufficient hearing are given instruction through a group hearing-aid. A group instrument may take care of as many as twelve children. It is built on much the same plan as the radio. The teacher talks directly into the microphone, and the different pupils receive their instruction through headphones. Each desk is fitted with a dial so that the child can regulate the pitch and make the reception high or low according to his ability to hear. Pupils educated through the aid

has given many of our students more intensive training in the particular trade in which they are interested. They have also helped very much in the matter of placement.

For the group of children who are advanced in years and who seem to have accomplished all they will ever accomplish in our academic department, arrangements have been made for them to spend additional hours in the vocational department. We are glad to report that the majority of our graduates and ex-pupils, with proper ability, are gainfully employed. Many of them are engaged in defense industries at very lucrative compensation. Many of them are working in shipyards. We have received more calls to supply help for bakeries, barber shops and shoe-repair shops than we can possibly supply. We feel like our training in this department has been adequate, and the only thing that was needed for our pupils to show their ability was the opportunity. In addition to being gainfully employed, our boys and girls are rendering a very active and splendid service in the defense activities of their country.

DEPARTMENT FOR THE BLIND

INSTRUCTION

In the Florida State School for the Deaf and the Blind two types of handicapped children are educated. The problems and methods of education of these respective groups are entirely different. Sightless children are educated by the Braille method, which consists of a system of raised dots which may be learned by a bright blind child in eight or ten weeks. After the Braille alphabet as once been mastered, the progress of a child in this department is as rapid as that of a child in a public school.

The course of study in this department is about the same as that in the public schools of our State. It is necessary to use different texts, however, because all books must be in Braille. The majority of the texts and tangible material for this department is manufactured by the American Printing House for the Blind, located at Louisville, Kentucky. Pupils in this department also have a course in vocational training, and those who have the ability are given instruction in some phase of music.

The following report by the head teacher in the Depart-

ment for the Blind briefly covers the instruction as it is carried on in the different classrooms:

Dr. C. J. Settes, *President,*
Florida School for the Deaf and the Blind,
St. Augustine, Florida

Dear Dr. Settes:

The year of 1940-41 opened with an enrollment of thirty-five boys and thirty girls, for a total of sixty-five. During the term five boys dropped out of school or transferred to other schools, six boys and two girls entered, and at the end of the year we graduated two boys and two girls. Out of the total of 12,446 enrollment days, there were 470 absence days, giving us an attendance per centage of 96.3. Part of the absences were due to sickness, and part to the fact that so many pupils did not return from the Christmas vacation on time. The opening enrollment was distributed as follows:

	Boys	Girls	Total
First grade	2	5	7
Second grade	5	1	6
Third grade	4	2	6
Fourth grade	2	2	4
Fifth grade	2	3	5
Sixth grade	1	4	5
Seventh grade	3	2	5
Eighth grade	4	1	5
Ninth grade	3	2	5
Tenth grade	1	2	3
Eleventh grade	2	2	4
Twelfth grade	2	2	4
Unclassified	4	2	6
Total	35	30	65

The year of 1941-42 opened with an enrollment of thirty-seven boys and thirty girls, making a total of sixty-seven. During the term three boys and two girls entered, and four boys and five girls dropped out or transferred. We graduated two boys and two girls. Out of a total of 12,014 enrollment days, there were 399 absence days, making an attendance percentage of 96.7. Not so many of the absence days were due to an extended

of group hearing-aids acquire English faster and, of course, have more natural voices. The School has several group hearing-aids, and adds additional ones as the need arises.

VOCATIONAL TRAINING

Vocational training has been carried on the past biennium in much the same manner as in past years. As has been stated, our vocational work is really "pre-vocational." For our boys, we have instruction in printing, linotype-operation, gardening, floriculture, calsoning, painting, woodworking, general carpentry work, shoe-repairing, barbering, general repair work, and elementary plumbing. Before a boy is definitely placed in any trade, he is given an opportunity to do what we term "general shop work," which consists of work under the direction of the superintendent of maintenance, by which he does various kinds of repair work about the school. This method, we find, helps very much in the proper placement of our boys. Much effort is put forth in trying to place the boys in the particular trades for which they seem best adapted. Vocational teachers also give much time to the teaching of shop language.

The girls in the Department for the Deaf are given instruction in dress making, rug weaving, typewriting, cooking, plain and fancy sewing, laundry work, home making, beauty culture and craftwork. Girls trained as beauty operators have had practically no difficulty in securing placement. Others are engaged as typists and as assistants in photographer's studios.

All students who show the proper ability are given an opportunity to receive instruction in art. Several of our pupils have shown outstanding ability in this department.

The past few years we have followed the policy of permitting some of the boys to learn their trade in industry. Some of the boys have received practically all of their instruction in baking in one of the downtown bakeries of St. Augustine; some have received instruction in dry-cleaning in one of the local establishments; and some have received practical experience in printing in one of the downtown shops.

We have received splendid cooperation from the State Department of Vocational Rehabilitation, which department

Christmas vacation as had been the case in previous years. The opening enrollment was distributed as follows:

	Boys	Girls	Total
First grade	6	3	9
Second grade	2	5	7
Third grade	3	1	4
Fourth grade	3	2	5
Fifth grade	5	3	8
Sixth grade	1	2	3
Seventh grade	0	4	4
Eighth grade	4	2	6
Ninth grade	4	1	5
Tenth grade	3	2	5
Eleventh grade	1	2	3
Twelfth grade	2	2	4
Total	37	30	67

The year 1940-41 was an excellent school year, and we accomplished a good year's work. 1941-42 got off to a slow start due to the fact that some of our supplies ordered during the summer had not arrived, and to the fact that alterations on the building were still in progress; but by the end of the year we had accomplished a fair year's work.

During the past biennium we have adopted new texts in eight courses so as to modernize our curriculum and in an effort to bring our curriculum closer to the adopted state course of study. We can not follow the state course exactly, since we must use what texts we can get printed in Braille. We adopted new texts in sixth grade science, eighth grade geography, sixth and seventh grade English, and first, second, and third and fourth grade reading. Public speaking for the tenth grade has been reinstated after having been dropped for two years. An innovation was the dropping of the individual room study halls in favor of a combined study hall for the boys and one for the girls. Special study lamps were provided for those pupils who use ink-print texts instead of the Braille books.

New equipment added to the department consisted of: permanent wooden shelving in two school rooms and the Braille library; two new portable typewriters; one new portable Braille writer; two new carved maps for geography; a model of the human body for physiology; about eighty dollars worth of equip-

ment for the science laboratory; and about two hundred dollars worth of general Braille equipment.

For the past three years we have been revamping and rebuilding our Braille library to meet better the reading tastes and needs of our blind students. We are gradually replacing the less-used and less-needed books with those more suited to the needs of the pupils. During the past biennium we have added approximately three hundred new volumes to the library, about half of which were obtained through the WPA Brailleing Project. Other volumes, those worn out or outmoded, were discarded from the library. The temporary steel shelving in the library was discarded in favor of permanent wooden shelving, increasing our book space by about half. At the same time the books were reclassified and renumbered so as to provide better grouping according to the various reading levels of the pupils.

Library reading on the part of the pupils is not compulsory, but is strongly encouraged. In the high school one period a day is devoted entirely to such reading. The library is in charge of an older student who does all of the work and recording during a free period each day, thus eliminating the need of a teacher in charge. The older students supplement their reading by the use of the Talking Book, records for which are borrowed from a branch of the Federal Library in Atlanta. Also we receive several magazines in Braille, some for the older students and some for the younger ones. These magazines are distributed to the various rooms. The reading habits of the students are improving, but still leave much to be desired.

At present we have two imperative needs: a larger room for the primary grades, and some method of giving more attention to unclassified pupils—those who are mentally subnormal, or those who first entered school late in the term, or those who are partially sighted. At present the only thing we can do is to put such pupils in a room with a regular class and hope for the best. Each teacher is already carrying a full schedule of teaching and whatever time she gives to the special pupil must be taken from regular class time. The inevitable result is that the work of both the teacher and the pupils suffers. The best solution for this problem is another room and another teacher who can devote

her entire time to the unclassified pupils. We believe this would shorten considerably the time lost in fitting an unclassified pupil into a regular class.

Respectfully submitted,

FRED V. MAYHUE

Head Teacher,

Department for the Blind.

LIBRARY

The library for the blind consists of about twelve hundred volumes and covers practically every phase of literature for the pleasure, instruction, and enjoyment of the pupils, and supplementary reading for use in classrooms. Many of our sightless children are voracious readers and, consequently, the majority of our pupils in this Department should have, and do have a splendid command of English.

Through the aid of the Federal Government the last few years the amount of available Braille literature for the blind all over the country has increased tremendously. Also, the Federal Government has made a large appropriation for the manufacture of Talking Books which have been made available to thousands of sightless people of our nation.

DEPARTMENT OF MUSIC

Two full time teachers and one part time instructor have carried on the work of this department. Every child having any musical ability is given the opportunity to study some phase of music. The music studio is fitted with a number of private practice rooms, each containing a piano. The pupils in each dormitory also have access to a piano.

The School has a splendid chorus, and every child is given an opportunity to take part in group singing, and those having special voice ability are given individual lessons. For the past several years the School has also had a splendid orchestra. As among regular public school pupils, also here the majority of the pupils do not have musical ability; however, for those who do have ability, provisions are made to develop them along the line for which they are talented. Occasionally, we have pupils with outstanding musical ability.

-During the school year recitals and public entertainments

The leading Orators, "Who?" "Who?" The evening Roman guests are given, to which the general public is invited. This Report must also give on many public programs for other cities, churches, and other organizations. The following program, entitled "The Holy Night", was presented Monday evening, December 15, 1911, to a large and interested audience.

THE HOLY NIGHT

A message by Florence Converse and Kate Severn Page

Place: *First New Babylon*

Time: The Vigil of the Birth of Christ

SYMPOSIUM

According to a beautiful old legend, upon the night of the birth of Christ the power of speech was given to both East and West. In some communities this belief persists even to this day, many thinking that on Christmas Night animals are supernaturally endowed. It is upon this legend that the message of The Holy Night is based. "Surprised reading their books are moved by an unusual combination among the animals in their warby stork, and shortly they are moved to bear the apparently recognizable signs like horns of speech to the Roman language. The creative God answers, "Whistlers make out! Christ is here!" "Quacks? Who?" The hearing An replies, "His voice. This night." And the birds, perched at ease of the shepherd's attention that the place is Bethlehem. Then the horses are opened while the angels sing their "Methinks, and about "Ours to God in the highest." The doors of the stable having been opened, the Mother Mary, with Joseph in attendance, is revealed, singing lullabies to the Holy Child. The Wise men from the East approach with their gifts; the shepherds likewise give what they have, and there is great rejoicing. The Angel of the Gable answers to Joseph the assembly of the night in Egypt. The scene ends with a final statement of the Holy Book, and the singing of "O Come All Ye Faithful."

Cast of Characters in Order of Appearance

Soprano: Jean Souch, John Hudson, Carl McCoy

Tenor or Tenor Contralto: Marian Olyps

Alto: Olive May, Josephine Woodford, Bertha Johns,

Emma White, Emma Roberts, Betty Cain, Margaret Conroy,

Edith England, Frances Robinson, Josephine Edgar, Mary

Ann Wilson, Hazel Allen, Mary Louise McQuady.

Male: Edna French

Tenor, Bass, Soprano: William, Joe Hickey, George, William Lopez

Rehearsal, Paul Allen

Director: Eva Johnson

THE LAMBS: *Ben Feigler*

VOCALS AND STRIKE: *The Choir, Robert Anderson; the men and the men, Edward McMillan; the women, Betty Wilson.*

MUSIC

1. Overture: "The Shepherd Boy"
Flute Obligato, Jacqueline Woodward
2. "The Shepherd's Song"
3. "At Midnight"
4. "Alleluia"
5. "Glory to God"
6. "Sleep, my Baby"
7. "Mary's Song"
8. "Near On and On"
9. The March of the Three Kings
10. The Three Wise Men
11. "Hark! Softly Come and Worship"
12. "Born is He"
13. "Adorate Fiddler"

With the exception of Nos. 9 and 13, the cards are from traditional French.

CHORUS DIRECTOR: Daisy Belle Wilson

STAGE AND COSTUME DIRECTOR: Hazel Jack

SCENERY: Edmund Bennett and William Grew

LIGHTING: Eugene Hugel

ACCOMPAÑISTS: Organ, Albert Amey; Piano,

Daisy Belle Wilson and Irene W. Koper

VOCATIONAL TRAINING

The School has a very splendid industrial workshop for the blind, the work of which is carried on under the direction of a graduate of one of our state schools for the blind. This workshop for the blind is one of the most up-to-date and active projects we have. In this shop are made brooms, mops, brushes, mattresses, and dust mats. Pupils are given expert instruction in chair caning and upholstery. Through orders received from other State institutions for brooms, mops, etc., we have been able to make this project alive and interesting. Each year the School receives sufficient orders to keep the boys of this department busy the entire school year. A few of the semi-sighted pupils continue to be interested in radio repair and photography. One of the boys has recently given some study to general repair work and electricity. Many of our ex-pupils are working in broom shops in different parts of the State, some

of them owned and operated by themselves. The girls are given instruction in home economics, rug weaving, crocheting, basketry, dress making and home making. More of our graduates and co-pupils of this department are employed at the present time than for any period in recent years.

FLORIDA COUNCIL FOR THE BLIND

The last Legislature granted an appropriation for the establishment of the Florida Council for the Blind, which organization is well organized, with the headquarters in Tampa and rendering a very splendid service in the matter of placement and further training for the blind who have the proper ability.

Newstands have been set up in several different cities of our State, and many of them are doing well. Many men and women have been placed in broom shops and other vocations. One of our graduates, after graduating from college, was given advanced training in social work in a state university and is now employed as a social worker for the blind in one of the southern states. Other graduates are taking advanced training along this line in preparation for placement in the near future.

Plans are being made by this organization to make a survey of the causes of blindness among the blind of our State.

HOUSEHOLD DEPARTMENT

This School was established especially to carry out a system of special education and has charge of its students nine months of each year. The responsibility of training these children in good health habits, proper etiquette, and of inculcating and developing in them proper morals and good personality, is a tremendous one. This phase of our work is carried out largely through the employees of the household department. The set-up consists of a matron-dietitian who, in addition to planning the meals, has general supervision of the entire household department. Immediately over the children are housefathers and housemothers who look after them and take care of them every moment they are not in their classes. Persons for these positions are selected especially for their educational and moral qualifications. The responsibility of this personnel group is tremendous. They also have much to do with the carrying out of an adequate health program. There are no more important positions

in a school of this kind than that group which are directly responsible for the children every minute they are not in their classrooms. There follows a report of the matron-dietitian:

Dr. C. J. Settles, *President,*

Florida School for the Deaf and the Blind,

St. Augustine, Florida

Dear Dr. Settles:

The basic factors in successful institutional meal planning include consideration of the group to be fed; the body needs of its members as determined by the age and sex; their food habits as influenced by race, religion, and region; the availability and reasonableness of food; the employee personnel; the equipment and physical plant; and the money to be spent.

The following rules are followed in planning menus that will best suit the needs of the average child:

1. At least a quart of milk per day for each growing child to be used in cooking and for drinking.
2. Bread at every meal; breakfast food every morning. Much whole grain breads and cereals are used.
3. At least two vegetables other than potatoes. One should be of the green leaf variety. Use an abundance of raw vegetables.
4. Fruit daily. Use fresh fruit whenever possible.
5. At least four eggs per child per week. This includes cooking.
6. Meat or some substitute each day.
7. Two tablespoons butter each day.
8. Sweets in some form once each day.

In order that malnutrition may be eliminated, menus are planned to give the child an adequate amount of food for growth, repair and motion. For those few children that are underweight, a special lunch is prepared at recess each day.

Sample Menu for the Week of April 20th to April 26th, 1942

Monday:

<u>Breakfast</u>	<u>Dinner</u>	<u>Supper</u>
Pineapple	Hot Dogs	Corn and Cheese Scuffle
Cooked Cereal	Mustard Catsup	Shredded Vegetable Salad
Buttered Toast	Mashed Potatoes	Brown Bread Butter
Pineapples	Turnip Greens	Chocolate Cake
Milk	Ricotta	Milk

Tuesday:

Grapefruit	Roast Beef	Bean Soup
Dry Cereal	Candied Yams	Saltines Butter
Buttered Toast	Lima Beans	Sliced Tomatoes
Preserves	Corn Bread	Beard
Milk		Apple Butter
		Blackberry Pie
		Milk

Wednesday:

Applesauce	Lamb Stew with	Macaroni and Cheese
Scrambled Eggs	Potatoes	Peanut Butter Sandwiches
Grits	Peas and Carrots	Shredded Lettuce
Buttered Toast	Cauliflower	Russian Dressing
Milk		Fruit Cup
		Milk

Thursday:

Grapefruit Juice	Bagout	Vegetable Soup
Cooked Cereal	Mashed Potatoes	Saltines
Buttered Toast	Mustard Greens	Toasted Pimento Sandwiches
Preserves	Cauliflower	Pickles Apple
Milk	Butter	Milk

Friday:

Tomato Juice	Salmon Croquettes	Potato Salad
Cooked Cereal	String Beans	Sliced Tomatoes
Buttered Toast	Corn Pudding	Brown Bread Butter
Jelly	Biscuits	Peach Ice Cream
Milk	Butter	Milk

Saturday:

Pineapple Juice	Meat Loaf	Baked Beans
Dry Cereal	Mashed Potatoes	Cole Slaw
Buttered Toast	Buttered Carrots	Whole Wheat Bread
Preserves	Catnip	Gingerbread
Milk	Biscuits	Milk
	Butter	

Sunday:

Grapefruit Juice	Roast of Beef	Fruit
Hot Cakes	Rice	Cookies
Scrap	Gravy	
Butter	English Peas	
Milk	Rolls Butter	
	Strawberry Short Cake	

Respectfully submitted,
 NOVA B. STEPHENSON,
 Matron - Dietitian

HEALTH PROGRAM

The School has a thirty-six bed infirmary which is adequate to take care of the ordinary illnesses during the school year. We are proud to say that the past biennium there has been very little illness. With the exception of epidemics of childhood diseases such as measles, mumps, etc., we have been very fortunate in having no great worries along the line of illness.

To keep and maintain a proper health program, the School has on its staff one medical doctor, one eye, ear and throat specialist, a dentist, a registered nurse, and a practical nurse. Great care is exercised to see that the children have plenty of recreation, sufficient rest, and careful supervision at all times. A graduate dietitian is in charge of the food department, and it is her business to see that the meals are carefully planned and that the children have plenty of nourishing food with a sufficient supply of milk, eggs, fruit and green vegetables. A great deal of attention is given to the preparation of the food.

Upon the opening of school each child is given a careful physical examination, and a record card is filled out. Physical defects are noted on this card, and where it is possible to correct them, every effort is made to do so. Each child is weighed monthly, and any student not maintaining his proper weight is placed on a special diet and given nourishing food according to his particular need. As stated above, there was not much illness during the last biennial period.

All children entering school for the first time must present negative Wassermann reports before they are accepted. Tests were run on employees and students for tuberculosis through the facilities of the State Board of Health. The splendid health program which the School has enjoyed during the past biennium, we feel, is due to the careful and adequate supervision, proper feeding, and planned recreational activities and work periods, and to adequate medical attention.

INFIRMARY

As stated elsewhere in this report, the major part of the work in our infirmary, in charge of which we have a registered nurse, is taking care of minor illnesses, accidents and injuries. We feel that our good health program is due to the holding of a

clinic at the beginning of each school year at which time all defects are reported on each individual child. During the school year, many children were provided with glasses, and an unusually large number of children had their tonsils removed. A number of eye operations were performed, and some of the children, after receiving eye attention were able to return to public schools.

DAILY PROGRAM

The problem of arranging a proper working program for a school such as this, where the children spend nine months of each year of their lives, in order that all vocational, recreational, and academic activities may be properly coordinated, is not an easy one. Much time is given to the working out of a daily program. The regular classroom work is carried on in the morning from eight until one o'clock. Vocational instruction is given in the afternoon from two until four. A few classes have their vocational work during the morning hours. The physical education program is carried on from four until five o'clock in the afternoon.

On Saturdays, vocational instruction is given from eight until eleven in the morning. On Saturday afternoons, the children are allowed to visit friends, go downtown, or to follow any recreational activities in which they are particularly interested. The younger children may go downtown at certain intervals under the direction of a supervisor, or housemother. On Sundays the sightless children attend churches downtown, while chapel services are held for the deaf at the School.

There follows a schedule of our daily program:

ORDER OF THE DAY

SCHOOL DAYS

Rise	6:00 a.m.
Breakfast	7:00 a.m.
School	8:00 a.m.
Recess	10:45 to 11:00 a.m.
Close of School	12:50 p.m.
Dinner	1:05 p.m.
Shops and Industries	2:00 p.m.
Close of Shops and Industries	4:00 p.m.
Recreation	4:00 to 5:00 p.m.
Supper	5:45 p.m.

Study	Deaf 7:00 to 9:00 p.m. Blind 6:30 to 7:30 p.m.
Retire—Lights out	9:30 p.m.

SATURDAYS

Rise	6:00 a.m.
Breakfast	7:00 a.m.
Shops and Industries	8:00 a.m.
Close of Shops and Industries	11:00 a.m.
Dinner	1:05 p.m.
Supper	5:45 p.m.
Meeting of Literary Societies	6:30 p.m.
Retire—Lights out	9:30 p.m.

SUNDAYS

Rise	7:00 a.m.
Breakfast	8:00 a.m.
Sunday School	9:00 to 10:00 a.m.
Devotional Exercises	11:00 a. m.
Dinner	1:15 p.m.
Refreshments	2:00 p.m.

Meetings of Christian Endeavor Societies:

Department for the Blind	5:30 p.m.
Department for the Deaf	6:30 p.m.
Retire—Lights out	9:30 p.m.

PHYSICAL EDUCATION

A proper physical education program is another very important feature of the work of this School. Every child from the youngest to the oldest has some form of exercise and planned recreation each day. The work of the Department of Physical Education includes physical examinations, individual and group gymnastics, organized and unorganized games, folk and social dancing and instruction in hygiene and proper health habits.

The older boys and girls have planned for them a splendid athletic program. The boys engage in football, and basketball is carried on for both boys and girls. Our teams play schedules with nearby public schools and once in a while a journey is made to nearby state schools. The past biennium we have not engaged in football to any great extent due to the fact that our boys are very immature. The School has good tennis courts, and during

the past biennium great interest has also been shown in ballroom.

For the younger children in Blocham and Wartmann Cottages, well planned play and recreational work programs have been carried out. Instruction in aesthetic dancing is provided for the girls in both the Department for the Deaf and the Department for the Blind.

Each spring the School puts on a gymnastic exhibition which is thoroughly enjoyed and largely attended by the public. This exhibition is really a climax of the year's work in physical education, and in so far as possible the exhibition is planned so that practically every child in the entire School will have part in it. In 1941 the title of the exhibition was "Toyland". A tremendous crowd was present to witness this performance which was given on the athletic field of the School, on the banks of the Matanzas Bay. All departments are called upon to make the show an outstanding success. The platform and scenery for the show was built by the boys of the manual training department. The decoration was done by the pupils of the painting and art departments. Costumes were made by pupils in sewing classes, and music was provided by the orchestra and the chorus from the Department for the Blind.

The following program was given May 5, 1941.

TOYLAND

Directed by Miss Hazel Jack, Girls' Physical Education Director

At the stroke of twelve the people of Toyland awaken and come to life to enjoy an hour of song, dance and revelry.

Wake up and Live Chorus - Blind Students

(Arrangement by Miss Daisy B. Wilson, Choral Director)

Chorus Deaf Boys

Toy Orchestra, Teddy Bears, and Beautiful Dolls Primary Deaf

Cowboys Deaf Girls

Dolls of the Nations Blind and Deaf Girls

Chinese Irish Russian Spanish Dutch

Chorus

Dolls of America

Sailors Blind Boys

Soldiers Deaf Boys

Majesties Blind and Deaf Girls

Finale

MILITARY TRAINING

Military training is carried on in the Department for the Deaf in a small way for several reasons. First of all, it develops good personal traits, proper carriage, as well as initiative and alertness in a large group of our older boys. It also has a certain value in securing proper discipline. Our boys present a very neat appearance when in uniform and authorities tell us that they march with the accuracy and precision of regular soldiers. Students from this department are frequently invited to participate in special parades and public entertainments.

FARM AND DAIRY

The school farm, consisting of approximately five hundred acres of land, is four miles north of St. Augustine on the Jacksonville—St. Augustine Highway, and extends eastward to North River. The majority of the land is in pasture and woods. About thirty-five acres have been cleared the last few years, and it is planted to cane and forage for the dairy herd. A considerable amount of vegetables is also grown at the school farm. Along the swamps and low ground on the farm is found some very rich muck land which is excellent for gardening.

The school dairy herd consists of seventy-two head. It is found that the Jersey strain, while not producing as much in quantity as some other strains, is more economical from the standpoint of upkeep and that the milk is of the highest quality. During the past year, our dairy herd produced 27,482 $\frac{3}{4}$ gallons of milk. The entire herd is on the accredited list of the Federal Government, which indicates that it is free of tuberculosis and Bangs disease. There continues to be a great demand for offspring from this herd, and we have more calls for young stock than we can supply. The dairy herd is a splendid asset in the matter of producing a good, wholesome diet for our children; as a matter of fact, I hardly know how we could provide a proper diet and maintain our health standards without our excellent herd of Jerseys.

The School also owns a herd of hogs which is largely maintained by garbage from the different kitchens about the School. This herd of hogs furnishes a considerable supply of pork during the winter months.

During the first year of the biennium the School, at the request of the Federal Government, transferred 2.76 acres of land to the City of St. Augustine for an extension of the north and south runway of the St. Augustine Municipal Airport. In exchange for this 2.76 acres of land, the City of St. Augustine deeded to the School 6.56 acres which was purchased from J. W. Copey. This land lies directly west of the land already owned by the School. Permission was also granted to Army authorities to cut much of the tall timber immediately north of the Airport in order that there would be no interference in the matter of airplanes making proper landings.

The farm project has been of great help to the household department in the matter of providing an adequate and balanced diet for our student body.

REPAIRS AND IMPROVEMENTS

The only major improvement made during the past biennium was the conversion of the heating plant from coal to oil. The larger part of the plant now is heated by oil which was made possible by the installation of a 178 h. p. Fitzgibbons boiler. The high pressure boiler which was used to furnish hot water has been equipped with an oil burner. The underground system of steam lines was also given needed attention and is in better condition than it has been for many years. Additional work should be done on the underground lines, and a second steam boiler should be installed as soon as possible.

Considerable roof repair was carried out during the past biennium. The tile was removed and necessary repairs made to the roofs on the wing and annex to the Department for the Colored, the Service Building, and the Industrial Building, and to two sections of Walker Hall. These improvements were badly needed.

In 1941 the students' bathrooms in Bloxham Cottage were torn out and entirely rebuilt with new tile. Showers were installed in each bath, and much work was done on the plumbing in this building, which was in poor condition. The boys' and girls' lavatories in Walker Hall were torn out, replaced with tile, and new lavatories were installed. During the past two years there has been more than the ordinary amount of plastering due to the fact that some of the buildings are getting old, and the plaster

is practically gone. When we installed our new oil-burning heating equipment, it was necessary to purchase a new Ford oil truck to transfer the oil from the railroad siding to the tank at the School. A new lean-to garage was built to house this equipment.

About eight thousand square feet of new flooring was laid in the Department for the Colored. New oak steps were placed in both the north and south stairways of the same department. Much work has been done to the plumbing.

Several different buildings have had their exteriors re-decorated. Numerous small improvements and repairs have been made at the main plant and at the farm.

GRADUATES

In May, 1941, there were six graduates from the Department for the Deaf: Mamie Mary Fazio, St. Augustine; Josephine Mary David, Jacksonville; Ida Jewell Stevens, Orlando; Raymond Lawrence Keith, John Gordon Guster, Miami; Clifford LeRoy White, West Palm Beach; and four graduates from the Department for the Blind: Mary Catherine Scherer, Miami; Euelah Lee Holly, Lakeland; Raymond Lee McLean, Tampa; and Johnnie Hight Carroll, Mims.

The annual commencement exercises were held May 23, 1941, and the address, given by Dr. Walter J. Matherly, Dean of the College of Business Administration, University of Florida, was well received. One of the interesting things which Dr. Matherly stated to the members of the graduating class was that, "We must be able to give a reason for our faith whether that faith be religious, philosophical, economic, political, or educational. While we have a legal right to think what we please and to hold any opinions we desire to hold, we do not necessarily have a corresponding intellectual right. We must back our opinion with facts, our beliefs with proofs, our stands with the force of logic."

In May, 1942, there were six graduates from the School. From the Department for the Blind (white), there were graduated Patrice Eileen Forsyth, Daytona; Alice Marian Odgen and W. A. Quats, Jacksonville; and William Wallace Lopez, New Smyrna. From the Department for the Colored, were graduated

Albert James Figgs, Jr., Blind of Coleman, and Lonnie L. Williams, Jr., Deaf, of Jacksonville, Florida.

The commencement address was given by Dr. Colin English, State Superintendent of Public Instruction. Dr. English, in his remarks, discussed the responsibility which confronts the people of the nation today, emphasizing the renewed faith which has brought people closer to God and the Christian way of life and developed a finer idea of working together. He spoke of the seeming miracles which are being performed in industry in providing tanks, planes and munitions. He pointed out that when the war is won by the United Nations, it will fall upon us to carry the torch of civilization. He further stated that no graduating class has gone out at a more opportune time, because there is plenty of work to do—work for everyone. If we but have the intelligence to do our utmost in the right way, we will go forward and young people will have opportunities such as they have never had before.

PUPILS IN INSTITUTIONS OF HIGHER LEARNING

Each Legislature provides a scholarship fund for those of our students who have outstanding ability, can pass college entrance examinations, and who wish to attend institutions of higher learning. At the present time there are three graduates from our Department of the Deaf enrolled in Gallaudet College, the national college for the deaf, in Washington, D. C.: Jimmie Davis of Miami, Leander Moore of Jacksonville, and Frances Todd of Tampa. Albert Reeves of Milview graduated from there in June, 1942.

The following graduates from our Department for the Blind are attending higher learning: May and Ebel Stelle, Miami University; Orian Osburn and Kathryn Eardon, Seton University; Mary Scherer, Trinity College, Washington, D. C.

At the present time more of our boys and girls are attending institutions of higher learning than at any time in the history of the School.

PROFESSIONAL IMPROVEMENT

Members of the staff, especially the faculty, have been very much interested in professional improvement and have

attended national conventions and summer schools with regularity. Several have worked toward their degrees; others have attended summer schools especially organized to give refresher courses to teachers of the deaf or the blind.

In June, 1941, the President attended the 32nd Biennial Convention of American Instructors of the Deaf which was held at the Missouri School for the Deaf in Fulton, Missouri. As Vice-President of this national organization, it was his duty to arrange the program for the Convention. The theme of the Convention was "Moulding Educational Opportunities for the Deaf for the World of Tomorrow with the Tools of Today." The following objectives were emphasized; better speech, better language, aritcular training, vocational opportunities, social adjustment, new frontiers (research). Outstanding leaders of special education of the nation, both in and out of the profession, took part in the program. It was one of the largest attended conventions the organization has ever held. The President of the Florida School was honored by being elected President of the Convention of American Instructors of the Deaf for the next biennial period, and the Florida School for the Deaf and the Blind was chosen as the meeting place for the next biennial meeting. This Convention was attended also by Miss Alyce Thompson, Supervising Teacher; Miss Lala Belle Highsmith, F. Alfred Caligiari, Mrs. Walter R. Williams, Mr. and Mrs. Eugene Hogle, Mrs. W. S. Park, Miss Mary Bach, Miss Benoit Pugh, Miss Lalla Wilson, and Mr. William Crow. Miss Bach had a part on the program and demonstrated primary methods in arithmetic, while Miss Pugh demonstrated advanced methods of teaching advanced arithmetic. Miss Wilson gave a demonstration of teaching language, and Miss Highsmith took part in a panel discussion on "Character Education".

The School has, for several years, had one hundred per cent membership in the Florida Education Association, The American Association to Promote the Teaching of Speech to the Deaf, the Convention of American Instructors of the Deaf, and The American Instructors of the Blind. Each faculty member carries membership in the national organization which covers his or her own special field of work.

RESIGNATIONS AND APPOINTMENTS

In June, 1941, there were the following resignations from the academic staff of the school: Miss Mary Bach to accept a position in the Tennessee School for the Deaf; Miss Jennie Mayes Stroud to be married; Miss Marie P. Orr, who retired on pension; and Mrs. Eleanor Burns who had been teaching on temporary assignment. Appointments to fill these vacancies were made as follows: Miss Mary A. Spainhour, B. S., of North Carolina School for the Deaf at Morganton; Miss Elizabeth Milloy, B. S. of the Mansfield, Ohio day schools; Miss Jane T. Pearce, B. A., of the Rochester, New York, day schools; and Miss Pearl I. Holmquist, B. S., of the Virginia, Minnesota, day schools. Miss Zerline Fifield was granted leave of absence to take advantage of a fellowship granted her by the New York School for the Blind, New York City. Miss Clarissa Pickles, B. A., who had served as librarian during the previous year, was appointed to fill Miss Fifield's place. Miss Claudine Hutchins, A. B., of the public schools was appointed librarian and clerk in Miss Pickles' place.

In June, 1942, resignations were submitted as follows: Miss Elizabeth Higgins and Miss Marian E. Line to be married; Miss Pearl Holmquist to accept a position in the Minnesota Day Schools; Mr. James A. Dey to engage in defense industries; Mrs. Edna M. Kerr who had been teaching on temporary assignment. The following appointments were made to fill the vacancies: Olaf L. Tollefson, B. A., of the Georgia School for the Deaf; Miss Sara Mayers Lee, M. A., normal training department of Gallaudet College; and Miss Lois Helen Nyhus, B. A., of the Idaho School for the Deaf. Mr. Julius L. Myers was given leave of absence for the duration of the war to enlist in the United States Coast Guard. The vacancy created by Miss Line's resignation will be filled by the return of Miss Zerline Fifield to her duties here.

SOCIAL AND STUDENT ACTIVITY PROGRAM

The problem of arranging an all-inclusive program in a residential school where the children must be taken care of nine months of each year, is a very exacting one. Time must be properly budgeted to take care of all the academic, vocational,

social and leisure time of each pupil. Sufficient time must be arranged for recreation, yet all leisure time must be well planned. A well balanced recreational program is arranged and plenty of opportunity for social development is given. Frequently parties, social hikes and picnics are held, which are enjoyed by the different groups. All social entertainments are held under the supervision of faculty members. The children are frequently invited to entertainments and socials given by different organizations in St. Augustine. Each department of the School has a Literary Society and a Christian Endeavor. As much responsibility in preparing the programs is given to the children as possible; however, all programs are prepared under the direction of a faculty committee. Every opportunity possible is given for each child to develop self-reliance and self-dependence whenever possible. Each two weeks motion pictures are shown in the school auditorium. Children are also given the opportunity to attend the downtown picture shows and entertainments. The School is conducted on the home plan in so far as possible. Of course, in an organization composed of almost four hundred and fifty persons, certain definite rules must be established and adhered to very carefully; however, the children are given every opportunity to develop the habit of self-dependence and leadership.

NECROLOGY

During the biennium the School lost one of its faithful employees, Mrs. Lucile M. Moore, who had served in the capacity of supervising teacher in the Department for the Deaf for twenty-eight years. Mrs. Moore passed away at her home in St. Augustine on September 13, 1940. Lucile Marsh was born in Indianapolis, Indiana, in March, 1876, and came with her parents to reside in Lake County, Florida, in 1885. She married in Oklawaha, Florida, Sidney M. Moore of Leesburg. She received her early education in DePauw University, and took her professional training at Clarke School for the Deaf in Northampton, Massachusetts. Mrs. Moore became interested in the work of the deaf because of a deaf daughter. She is survived by her daughters, Miss Margaret Moore and Mrs. F. K. Hyder, the wife of Dr. F. K. Hyder of Northampton, Massachusetts. Dr. and Mrs. Hyder have done much research work in our special

field of education. Mrs. Moore was well known throughout the profession, contributed frequently to the literature of the profession, and also for several years served on the faculty of the summer school of the American Association to Promote the Teaching of Speech to the Deaf, of which organization she was a director. Mrs. Moore rendered a very fine service to this School and to the profession at large.

APPROPRIATION REQUEST FOR 1943-1944

	1st Year	2nd Year
Salaries	\$ 97,065.00	\$ 97,065.00
Necessary and Regular Expenses	127,074.00	127,074.00
GRAND TOTAL Biennium		\$443,273.00

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND SUMMARY OF PROPOSED BUDGET FOR 1943-1944

Department	Total	Salaries	Necessary and Regular Expenses
Administration	\$ 12,035.00	\$ 3,400.00	\$ 8,635.00
Maintenance and Operation of Plant	53,932.00	5,550.00	48,382.00
School for the Blind	20,911.00	13,733.00	7,178.00
School for the Deaf	57,473.00	51,000.00	6,473.00
Dormitories	17,500.00	9,650.00	7,850.00
Dining Halls	40,005.00	2,735.00	37,270.00
Laundry	2,645.00		2,645.00
Hospital	1,345.00	3,600.00	655.00
Recreation	550.00		550.00
Dairy Farm	12,870.00		12,870.00
*Reserve for Emergency	10,000.00	1,000.00	6,000.00
TOTAL	\$227,504.00	\$100,768.00	\$127,074.00

NOTE: 53.7% of the total amount of \$200,000.00 for Salaries is from earnings of the School, leaving a balance of \$97,065.00 to come from the Legislative Appropriation.

* This amount to be spent only on the approval of the Board of Control and the Board of Education.

PERMANENT IMPROVEMENTS

Description	Requested	
	1 Year	Biennium
<i>*Building Program</i>		
Service, Garage and Maintenance Building		\$20,828.00
Second Boiler at Main Plant and Installation of New Heating Plant at Colored School, Bloxham and Wartmann Cottages and Underground Lines		18,554.64
TOTAL		<u>\$39,382.64</u>

*The 1941 Legislature appropriated like amounts for this Program which was not used. The need for these Projects is as great now as it was in 1941. We therefore request a new appropriation.

EXPLANATORY NOTES

Our appropriation request for the 1943-45 biennium is set up under two general headings: (1) Salaries and (2) Necessary and Regular Expenses. We are also setting up a request under the heading of Permanent Improvements.

SALARIES

Under the heading of Salaries, we are requesting the sum of \$97,065.00 for each year of the biennium. This represents a small increase over the appropriation for salaries last year. Due to the scarcity of teachers of handicapped children and the fact that many are leaving the profession to go into defense industries at greatly increased salaries, it is absolutely imperative that we grant small increases if we expect to retain our best instructors and a properly trained personnel. We have been fortunate this year in having every vacancy in our academic department filled on the opening date of school. Unless school standards are maintained, we certainly will lose much of the best that we are struggling to preserve in our fight for democracy. Properly trained teachers and adequate equipment are necessary essentials.

NECESSARY AND REGULAR EXPENSES

Under the heading of Necessary and Regular Expenses, which might be grouped under the general heading of Maintenance, we are requesting a total of \$127,074.00 for each year

of the biennium. This represents an increase of \$11,031.70 over the amount appropriated last year. This small increase is to take care of increases in general maintenance items of operation and to make only necessary replacements and general repairs. Food stuffs have increased almost twenty-five per cent, and many items are unobtainable. We are having considerable difficulty in keeping our labor personnel. It will be absolutely necessary to grant certain small increases if we expect to keep such positions as cooks, maids, janitors, etc., filled with fairly competent personnel. The total increase in our budget represents an increase of eight percent over the actual amount spent last year. While this seems to be a very small increase considering the increased cost of maintenance items, if our increased enrollment is not too great, we will be able to carry on with that amount.

PERMANENT IMPROVEMENTS

Shop, Garage and Maintenance Building: None of the money appropriated for this improvement was spent during the last biennium. The School needs very much a place to take care of the motor equipment and a shop for the Superintendent of Maintenance. We are requesting the sum of \$20,828.00 for this improvement.

Second boiler at Main Plant and Installation of New Heating Plant at Colored School, Bloxham and Wartmann Cottages and Additional Fuel Tank: In order to complete our original plan of having a central heating plant, we would like to add a second boiler and extend the pipe line to the Colored School. By so doing we would be able to make a considerable saving in fuel and have more efficiency in heating of the buildings at the School for the Colored. A new boiler should also be installed at Wartmann and Bloxham Cottages. For these improvements we request \$18,554.64.

CONCLUSION

During the present biennium more of our graduates and ex-pupils have been employed at splendid salaries than for many years. Of course, the reason for this is that many of them are employed in defense industries and other businesses and agencies which have been created by the national emergency. We feel the School is fulfilling the purpose for which it was

created; that is, the proper preparation of the deaf and the blind of our State for a useful place in society. High Christian ideals are emphasized, and it is the objective of the School to send our boys and girls out with a good academic education, good Christian character, and sound pre-vocational training so that they will be able to fit into the economic and social plan of life, live a useful, happy and purposeful life, and render a useful service to their communities. Several of our graduates have gone on to institutions of higher learning and made splendid records.

The splendid interest, advice, and counsel of the State Board of Control has been very helpful in carrying out the work of the School. Also the splendid interest of the Governor and the State Board of Education in our many problems is muchly appreciated. Without the splendid cooperation and faithfulness of the staff and employees to every detail of their many difficult duties and their personal interest in the problems arising daily in connection with the many different phases of our daily program, the work of the biennium could not have been a success. Their faithfulness to duty and cooperation at all times is fully appreciated.

Respectfully submitted,



President

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Statement of Receipts and Disbursements
1940-1941 and 1941-1942

LEGISLATIVE APPROPRIATION—SALARIES

	Year 1940-1941	Year 1941-1942
Balance, brought forward	\$ 3,513.45	None
Appropriation	87,755.00	\$92,142.50
	<u>91,268.45</u>	<u>92,142.50</u>
Disbursements	85,186.85	90,561.49
Balance	\$ 6,081.60	\$ 1,581.01

LEGISLATIVE APPROPRIATION—NECESSARY & REGULAR EXPENSE

	Year 1940-1941	Year 1941-1942
Balance, brought forward	\$ 20,139.15	None
Appropriation	110,516.50	\$116,042.30
	<u>130,655.65</u>	<u>116,042.30</u>
Disbursements	110,223.11	115,605.56
Balance	\$ 20,432.54	\$ 436.74

PERMANENT BUILDING FUND

	Year 1940-1941	Year 1941-1942
Balance, brought forward	\$4,352.48	\$1,172.91
Receipts, during year	215.25	444.03
	<u>4,567.73</u>	<u>1,616.94</u>
Disbursements, during year	3,394.82	None
Balance, end of year	\$1,172.91	\$1,616.94

INCIDENTAL FUND

	Year 1940-1941	Year 1941-1942
Balance, brought forward	\$10,854.96	\$15,194.84
Receipts, during year	5,849.88	4,386.82
	<u>16,704.84</u>	<u>19,581.66</u>
Disbursements, during year	1,510.00	None
Balance, end of year	\$15,194.84	\$19,581.66

BOARD OF CONTROL FUND

	Year 1940-1941	Year 1941-1942
Balance, brought forward	\$18,585.36	\$14,303.74
Receipts, during year	None	None
	<u>18,585.36</u>	<u>14,303.74</u>
Disbursements during year	4,281.62	177.42
Balance, end of year	\$14,303.74	\$14,126.32

This BIENNIAL REPORT was composed and printed in the Printing Department of the Florida School for the Deaf.—Jan., 1943

BIENNIAL REPORT
OF THE
Florida Agricultural and
Mechanical College
For Negroes

TALLAHASSEE, FLORIDA



FOR THE BIENNIUM 1940-42

J. R. E. LEE, President

PLAN OF THE
FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE
TALLAHASSEE, FLORIDA

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REPORT OF THE PRESIDENT

*To the Honorable Board of Control
Institutions of Higher Learning
State of Florida*

HONORED SIR:

It again becomes my duty to give a report of the Florida Agricultural and Mechanical College for Negroes for the biennium covering the period July 1, 1940, to June 30, 1942.

I need not dwell upon the fact that these years have had considerable variation and some restlessness. First, in the general preparation for war, and then, during the past year, because of the actual entrance of our country into World War II. Notwithstanding, there has been less of the spirit of unrest than would usually be expected in these times and we have felt encouraged with the degree of steadiness exhibited by the teaching force and students.

Due to the necessity to conserve in every possible way, we have been only able to keep up the current activities of our plant. Our hope of new additions and permanent improvements has had to be deferred. This condition, however, has led us to resolve to concentrate on the improvement of all college activities, thus giving the students, we think, a larger opportunity for development and training than we have been able to give them in the past.

The enrollment for the school year 1940-1941 was 1237, and for the year 1941-1942, when the selective service system was taking its toll, 1235. The increased enrollment of young women has more than met the decreased enrollment of young men who have been called to service.

During the past year 189 young men of the student body have been called to service and before this is printed, I am sure, an additional number will be called. We have had to do some shifting in the faculty personnel, from the fact that eight teachers have also been called to service, and others have gone into war work, taking advantage of attractive compensation, far greater than we were able to offer them. In all probability, other members of the faculty will be called into the service in the near future. Even with these irregularities, we have been able to temporarily fill the vacancies and carry on the work, we think, without any serious loss of the best service to the student body.

In addition to the enrollment which is indicated above, during the two-year period we have had an opportunity to serve 259 persons through the National Youth Administration Training Project. Added

to this, we have had a large number of persons take the short courses in our Defense Training set-up.

There have been 306 persons graduated from the four-year college courses during the two-year period.

ACCELERATED PROGRAM

Before the United States entered the war, we were able, with the permission of the State Board of Control, to speed up our program of training, by placing the college on a twelve-months basis, and have the summer session equal in its effectiveness to a semester's work. This makes it possible for students to go through the regular winter and summer terms and complete the work for graduation within a period of three years instead of four. The fact that the Board of Control was willing for us to do this, enabled us to be ready to meet the demand for an accelerated program made upon the universities and colleges after the entrance of the United States into the war.

Then, in order to more adequately meet the immediate demands of those who might be called into the service, we have endeavored to adjust our program to the end that many students in our trade courses have been able to take specialized training, preparatory to entering the war industries. In the case of the young women, we have been directing much of their training to food conservation and dietetics, that they also may be able to make a large contribution to the demands of the war period.

We have sought to increase production in the Agricultural Division in order to more adequately supply our needs and then to give much-needed instruction to those who will leave us, that they in turn, may be able to help in a very definite way the farmers in the communities to which they shall go.

TEACHING STAFF

I wish to express my gratefulness for the cooperation which I have had from our teaching staff in our endeavors to keep the college up to a standard of continued efficiency.

During the past two years, 56 teachers have secured leaves for study, during either the regular or summer term. They have done this with many sacrifices. This regular attempt on the part of our teachers to improve themselves enables us to keep the college not only contributing the largest possible service to the students, but in meeting the standardization requirements of the accreditation agencies.

As soon as possible, it will be necessary for us to increase the income of the teachers. Their expenditure for professional improvement and the rising cost of living, make it almost mandatory for us to improve salaries. During this year, aside from those who have

gone into war work, we have lost six well-trained teachers, whom we should have been able to retain by all means, but I could not refuse to release them in order that they might take advantage of offers of decidedly increased salaries. On the other hand, a number of loyal teachers who are in sympathy with our efforts, have had attractive offers, but they have been induced to remain with us, with the hope, of course, that we may be able to meet, in a measure the offers received elsewhere. I am sure you will be willing to do everything possible to enable us to retain these teachers who have served us well and who, because of their splendid preparation and experience, should continue to serve us far better in the future.

I shall not go into details with reference to the various divisions, but I should make note of some of the features which characterize these divisions.

AGRICULTURAL DIVISION

You will note from the report of the dean of the Division of Agriculture, we have been able, in that division alone, to give instruction to more than 3,000 persons through regular classroom instruction, lectures and conferences.

During this two-year period, the livestock department has produced to the value of \$24,000 in animals and dairy products. The general farm production has been estimated in value to more than \$5,000. A detailed account of these estimates will be found in the report of the dean of the Agricultural Division.

HOME ECONOMICS DIVISION

The report of the dean of the Home Economics Division reveals that the young women who have taken our full Home Economics courses have found employment immediately and there has been a steady demand for others. This division has centered much of its work, especially during the past year, on training students for home production, food conservation, and health education through proper diet. The enrollment for the biennium in this division was 959, an increase of 60 per cent over previous years.

MECHANIC ARTS DIVISION

Instruction in this division has been eliminated in the way of practical application gained through construction problems. Construction has been curtailed because funds are not available. There has been, however, limited practice in construction work on the new greenhouse, our new trade building annex, and in keeping up the general repairs.

The added courses in Barbering and Cosmetology have met very definite demands. We have been able to supply the calls which have come to us for persons to serve along these lines in various parts of the state.

Short courses giving instruction for the Defense program have been constant during 12 months of the year.

I think I should emphasize the fact that practically all of the upkeep of the entire plant is done through the Mechanic Arts Division.

THE BUSINESS OFFICE

The report of the business manager is printed in full, and this will indicate the extent of our assets and liabilities during the two years and the extent of the work necessary to be done by the business office staff.

LIBRARY

No division of the college is so important as the library. Appraisers of the effectiveness of a college place emphasis on the library facilities as well as the use of the library. It appears from the report of the librarian that while our library has not been used to the maximum extent, it has been a most important part of all the work of the college. The fact that we have not had sufficient space nor appropriation for equipment, books, and magazines, has hindered us greatly and may threaten the standing of the college.

ARTS AND SCIENCES DIVISION

The Arts and Sciences Division serves as a basis for the growth and more intelligent practical application of every phase of the college work. Students in every trade and pursuit of the college must be prepared also from a literary and scientific point of view to enhance the value of their trade work. Through this division, every student of the college, whatever his special line may be, has an opportunity for larger service and strength of leadership.

I should like to call attention especially to one of the departments of this division, that of the Physical Education department. I consider this department of extreme importance in that it affects every student of the college in our effort to maintain the best health of the student body. This is done through the regular classes and recreational activities that are of such a nature as are suited to the student's physical condition.

Athletics are a part of this physical education program, and while our football, basketball, and other features enter in a measure in the competitive area, they are in the truest sense a part of the

physical training which the student receives. Our football team has been very successful during the past six years, but we regard these teams more for the spiritual and physical development of the young men, as well as the entire student body, than for winning athletic events. Our semi-military training is also a part of the physical education program for men.

HEALTH AND NURSE TRAINING

There has been steady growth in the character of students who enter our Nurse Training Department. In reality, the Hospital and Nurse Training Division may be regarded as another very important division of the college. Every student who registers is examined by the hospital staff and any and all defects are noted and treatment given accordingly. This procedure has been beneficial to the extent that the student body has been in better health than in previous years when we did not have this individual check-up.

Then too, our hospital, though inadequate, serves not only our student body, but the entire community. The limited facilities do not permit us to do the large service which we would like to do in trying to spread and foster the gospel of good health.

Our Nurse Training course, extended to cover five years, has enlisted a larger number of applicants during this extended training period than ever before. More than fifty young women are enrolled at all times and an equal number is usually on the waiting list. They must wait and thus delay their training, because of a lack of facilities to accommodate more than this number.

The extent of the service rendered by the hospital, in addition to the training of nurses, is shown in the report of the resident physician, who directs all the work of the Hospital and Nurse Training Division. During the two-year period, 1900 patients have been confined in the hospital, 16,915 have been treated at daily clinics, and 866 operations performed.

EDUCATION DIVISION

During this period of war necessity and war enthusiasm, there must not be a neglect in the training of teachers. Education for all people must be a part of our plan, if we are going to have a democracy. Therefore, the Division of Education, which has for its specific objective the training of teachers, must, whatever else may happen, keep the first place in our endeavors. The thousands of youth in our great state must be trained. Their main source of growth is through the public schools of the state. It is very necessary to keep our Education Division well-manned and well-equipped. Appropria-

tion for facilities for this work will bear the largest possible fruit in the development of our state.

WOMEN'S DEPARTMENT

Proper personnel and adequate housing facilities for young women constitute a large share of their education. Not only must our young women carry out and meet the curricular demands of the college, but their environment must be such that it strengthens character.

More dormitory space for women is necessary. At the present we have an excess of 60 young women.

MEN'S DEPARTMENT

The proper housing of the young men of the college constitutes an important feature of every school program. A lack of such proper housing, which of course, includes comfortable furnishings, may often thwart the effort which is being put forth in the training of our young men. It is with this in view that we feel we must have sufficient buildings, with well-appointed conveniences for housing male students. Because of the drain on our young men by the War Department, the housing accommodations are ample now, but our past experiences convince us that we should look forward to an additional dormitory, so that young men may have training in wholesome living as a part of their general educational program. We anticipate a larger number of male registrants in the post-war period than we have ever had in the past.

BUILDINGS

I am earnestly hoping that during the next biennium we shall be able to release our plans for the construction of a science and agricultural building, for which the Legislature has already made an appropriation of \$150,000, and then for the construction of a library building, plans for which are practically completed. Finally, the construction of a gymnasium is necessary and the plans and possibility for funds for this building are practically completed to the extent that we may go forward after the duration of the war.

After additional buildings, a most pressing necessity is a Central Heating Plant. At present we have 26 heating units in 26 different buildings which require not only a large number of firemen, but a larger supply of fuel than would be necessary with a central heating plant. Then, there is the great fire risk with 26 fires to be started each day. Nothing additional need be said to make it clear that this feature of the school's operation should be remedied. I hope the Legislature may be willing to vote the appropriation of \$150,000 to be used

in this direction immediately we are able to resume normal conditions. This entire appropriation must come from the state.

OUR APPROPRIATION

A comparison of our budget for the past three bienniums, which covers a period of six years, will show that the state appropriations have not been increased in the same proportion to the additional demands upon us for the physical improvement of the college, for equipment and for improved teaching. All of these are necessary to maintain a high standard of service and satisfy the accrediting organizations. It is impossible for the college to grow in every operation and keep pace with the best educational trends without a measurable increase in the appropriation of funds for carrying out our obligations.

APPRECIATION

Finally, I cannot close this report without expressing my thanks to the State Board of Control, and State Board of Education for their constant interest and fine attitude in all cases where the work of this college has been under consideration.

I am also grateful to our loyal patrons and many friends throughout the State of Florida, for their interest and support.

J. R. E. LEE, *President*

REPORT OF THE DIVISION OF AGRICULTURE

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

DEAR PRESIDENT LEE:

Again it is my privilege and pleasure to submit the biennial report of the work done and the progress made in the Agricultural Division beginning July 1, 1940 and ending June 30, 1942, and a budget for the next two years, beginning July 1, 1943 and ending June 30, 1945.

In submitting this report, I wish to acknowledge with thanks the helpful suggestions you have made during these two years and for the much needed items that we have received to carry on the work in this division of the College. Some of the substantial items that we have been fortunate enough to get include the following:

One Farmall tractor with a plow and harrow, which relieved an embarrassing situation on our farm. We have received also a mowing machine and several plow stocks and hand tools to supplement the few we had. By selling some of our old and graded stock, we have been able to get four young mules, two registered Jersey cows and a registered Duroc Jersey boar.

In our building program, we are grateful for a lovely greenhouse, nearly completed, with steam heat, which adds new life and beauty to our campus. Half of the large tool shed has been converted into a much needed farm shop in which our boys will have the opportunity to do real farm shop work. The paved road leading from the dairy to the extent of the farm near the Seaboard depot is a blessing and a valuable asset in hauling our farm crops.

No less important is the heating system in the agricultural building where previously we have had wood heaters in the rooms, which were both dangerous and unsanitary.

For these and many other improvements the members of this division wish to express their appreciation.

During the past two years we have given organized instruction to the following groups:

Regular college students in agriculture	114
4-H Club short course	1022
New Farmers of America (Florida Association)	450
Agricultural teachers in service	30
Graduate trainees	45
Farmers' short course	347
Leon County Boys and Girls short course	1228
Extension workers and leaders	35
Total	3271

All graduates from the agricultural division have found ready employment in the following fields: Teachers of vocational agriculture and related sciences, agricultural extension service, dairying, farming and landscaping.

REPORTS BY DEPARTMENTS

LIVESTOCK DEPARTMENT

In the dairy, there has been an average daily production of 70 gallons of milk for the past two years, with a total value of \$20,440; a total butter production of 1,560 pounds, valued at \$624; total amount of cream produced and delivered 730 gallons, valued at \$2,190; sold 28 head of cattle for \$1,100; all of which make a total from this department of \$24,354.

At present we have a dairy herd of some fifty heads, including registered and grade Jerseys, Holsteins, Angus cows and calves. We are happy to report that we have been given a Herd Health Certificate, for which we are very proud.

FARM SHOP

As stated in the outset, our farm shop has been greatly improved both in size of building and in tools and supplies. There are very few tools that will be needed to do a good job for the next two years. The heaviest items needed will be an average of some \$15 a month for maintenance and some lumber to work with from time to time. Practically all farm tool repairs can be done there instead of having it done elsewhere as we have had to do previously.

SWINE DEPARTMENT

This department has been quite a success during the past two years. Our receipts have amounted to nearly \$2,000 besides the

pork products delivered to the boarding department. Our needs there, most of all, consist of a sanitary feeding pen with control runs, a few farrowing houses and some pipe for supplying fresh water to the sections of the pasture.

At present there are 16 brood sows, 20 feeder pigs, 3 boars and 75 pigs all treated against cholera and in good shape.

TRUCK GARDEN DEPARTMENT

In this department we have been able to produce most of the winter, spring and summer vegetables needed by the boarding department. Our records show a production of 2,782 bushel hampers of vegetables delivered to the boarding department besides those sold to campus families and fed to poultry, cattle and swine. We are very much handicapped in our production program, however, during extended dry spells. If we had one acre of overhead irrigation, it would greatly increase production during these frequent dry seasons.

COLLEGE CAMPUS DEPARTMENT

From a production point of view, the campus cannot be considered for its money values, but from a standpoint of beauty and sanitation, it has made outstanding improvement. Keeping the campus clean and sanitary is quite an expensive proposition and a motor dump truck and several sidewalks are badly needed to relieve unsightly conditions about the campus. The greenhouse has added much to the needs in the matter of flowers and shrubbery which cannot be grown outside. The labor requirements far exceed the amount of labor that we have at our disposal at present. The expansion of the campus has outgrown our labor and facilities during the past biennium.

FARM DEPARTMENT

The farm has been very fruitful during the past two years. The purchasing of four young mules, a tractor and other equipment has greatly facilitated the production program. The farm produced the past two years, the following items:

Sweet potatoes, 947 bushels	5 900
Peavine and other types of hay, 94 tons	1,880
Corn and sorghum ensilage, 175 tons	835
Corn harvested for grain, 1,867 bushels	1,867

These figures do not include work done by the farm group on the campus, athletic field and roads about the campus, for which no charges have been made.

POULTRY DEPARTMENT

The poultry department has not been as productive as we had hoped due to changes of persons in charge, by death, and by calls to the Army, but under these conditions, the average egg production has been five dozen eggs per day, or 3,650 dozens for the past biennium. The meat production amounted, to 2,576 pounds. We have plans to excel this production the next two years.

Again permit us to thank you for all past consideration and we pledge ourselves to economize wherever possible and to use to the best advantage all means entrusted to our care.

Very respectfully yours,

B. L. PERRY, *Dean*

REPORT OF THE DIVISION OF EDUCATION

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

Please allow me to present this report of the Division of Education covering the biennium beginning July 1, 1940 and ending June 30, 1942. During the two years which this report covers, the Division has enjoyed a period of educational growth and accomplishments in its efforts to maintain a very high standard of teaching and learning. There has been a decided increase in the four-year enrollment whereas the two-year enrollment has decreased. This fact is most significant and indicates progress in the direction toward which we have been working. We all can see that during the coming post-war period, two years of teacher-training will be no longer tolerated and four years of training will be a necessity.

ENROLLMENT

The enrollment of the Division of Education during the two-year period is presented as follows:

<i>College</i>	1940-41		1941-42		<i>Grand Total</i>	
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	1940-41	1941-42
Senior	0	17	0	20	17	20
Junior	1	22	4	25	27	27
Sophomore	3	48	0	45	71	45
Freshman	3	74	0	70	77	70
Special	0	1	0	0	1	0
Total	11	162	4	162	193	162

<i>Elementary School</i>	1940-41		1941-42		<i>Grand Total</i>	
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	1940-41	1941-42
8th Grade	1	11	9	8	16	17
7th Grade	7	11	8	9	18	17
6th Grade	6	11	7	10	17	17
5th Grade	8	8	10	7	16	17
4th Grade	9	8	14	14	17	28
3rd Grade	11	14	15	17	25	32
2nd Grade	11	15	17	20	30	37
1st Grade	16	14	25	22	30	45
Total	77	92	103	107	169	210

Extension Teaching	1940-41		1941-42		Grand Total	
	Male	Female	Male	Female	1940-41	1941-42
	21	600	8	490	621	498

Beginning this year we are operating the Demonstration High School again for the first time in two years. We have had a very successful opening with 131 students distributed in six grades (7 through 12) permitting us to do all of our secondary education practice-teaching here on the campus. The Demonstration High School however, is not to be included in this report, since it was not in operation during the past two years covered in this biennium. The period during which the Demonstration High School was not in operation, our Secondary Education practice-teaching was done in Lincoln High School.

LUCY E MOTEN TRAINING SCHOOL.

Lucy E Moten Training School is the laboratory for training teachers who are to teach in elementary schools. Its staff includes a very capable elementary school principal and seven well-trained critic teachers. The success of a school may be measured in terms of the progress of its graduates. All of our graduates during the past two years have been placed and are doing extremely well.

The Lucy Moten Training School is very well equipped to the extent of giving growing boys and girls the essential experiences which they need. It has the Audio-Visual equipment which is very effectual.

RURAL EDUCATION TRAINING

During the past several years the Raney School has been used for our rural practice-teaching. Much emphasis should be given to our rural education program. Hence, this detailed report is considered in order.

The rural education class is divided into groups according to the number in the class. Usually four students compose the group. Each teacher, except the first grade teacher, has two or more grades in the room. The student teacher is responsible for the orderly procedure of work, the appearance and cleanliness of the room, and for the constant growth of each pupil under her care. Her methods must be those approved by good practices and based upon scientific principles. Conferences, both personal and group, are checks upon student practice.

During this biennium, for the first time, rural practice-teaching was done by four-year students as well as by the two-year students. The experiment seems well worth continuing, in that experiences

have been widened and the outlook has been greatly broadened in the field which students are about to enter.

The fee for transportation has been \$2.00 per student and as far as possible, the work has been done by "units." Those units which would meet the needs of the community, as well as of the child, were chosen. In the lower grades such units were used as:

- | | |
|------------------|---------------|
| 1. Corn | 4. Our Garden |
| 2. Farm Products | 5. Milk |
| 3. Bird Life | 6. Health |

In the upper grades pupils worked on such units as:

- | | |
|-----------------|---------------------------|
| 1. Good Manners | 3. Our Community |
| 2. Government | 4. Our Southern Neighbors |

In some cases we made the unit perpendicular as in the case of "Our Community," in which all grades worked on some phase of community life.

One outcome of this unit is that all new houses receive a coat of paint. Another is the evident spur to neighborliness, productiveness, and a sympathetic understanding of the school and its problems.

Since practice-teaching has been going on in the community the school building was erected, most people now own their homes, pupils have become more articulate, better regard for health and sanitation is noted and an awareness of educational values seem to prevail.

ACADEMIC EXTENSION TEACHING

Academic extension teaching is no new advent in our educational program. It appeared upon the educational scene in the fall of 1925 asking recognition in our program for in-service teachers in Florida. All extension teaching is done by instructors from our college campus. No work under private instruction is accepted. This means that all extension teaching is conducted on the same level that is done on the college campus.

The following enrollments will indicate the good this work has done for in-service teachers down through the years.

EXTENSION ENROLLMENTS

1925-1926	229
1926-1927	210
1927-1928	216
1928-1929	263
1929-1930	310
1930-1931	407
1931-1932	614

1932-1933	162
1933-1934	Did not operate
1934-1935	482
1935-1936	425
1936-1937	696
1937-1938	776
1938-1939	635
1939-1940	110
1940-1941	625
1941-1942	498

I wish to voice the appreciation of the entire staff of the Education Division for this great opportunity to serve humanity.

Respectfully submitted,

G. T. WIGGINS, *Dean*

REPORT OF THE DIVISION OF LIBERAL ARTS AND SCIENCES

To the President

Sir:

I beg to submit herewith an account of the operation of the Division of Arts and Sciences for the period July 1, 1940 to June 30, 1942.

Global conditions during the two years since my last report have directed our attention more than ever to the needs for more functional training. With this in mind we have eliminated a number of traditional courses and reorganized the content of other courses. In a previous report, I stated that steps were being taken towards the development of the general or lower college, limited to the freshman year, with the view towards the inclusion of the sophomore year as early as possible. I feel that much progress has been made in this direction.

The divisional teaching staff continues its efforts towards professional growth by studying at leading universities during the summer or regular sessions. During the biennium two members of the staff have earned the degree of Doctor of Philosophy.

There is still the need for a more rigid, as well as more consistent, policy in the execution of our probation regulations. The large number of students reported for unsatisfactory work is indicative of the lack of application rather than ability.

The Division of Liberal Arts and Sciences is intrusted with the responsibility for all instruction in the non-technical or academic work of the college. Therefore, in all of the plans for and the consideration of the Liberal Arts and Sciences Division, it must be made clear that the success of students in all divisions is measured to a large degree by his fundamental training in English, natural and social sciences, foreign languages, and mathematics. This necessitates a larger instructional staff and more equipment than would be needed for divisional enrollment only.

During the biennium the facilities of the Department of Business Training were improved by the addition of some much needed machines for office training. For this we are duly grateful. However, the demand of the Federal Government for women trained for office work has caused an unprecedented increase in the enrollment of business students now. Even with our recently acquired equipment, we are not able to function in this phase of war effort as we should. In

order to strengthen the work in business education, the department needs the following equipment:

1. Typewriting Revolving Demonstration Table
2. Comptometer
3. Bookkeeping Machine

The facilities of the Music Department have been improved by the purchase of a practice organ and two studio pianos. New and much needed instruments have also been purchased for the band and orchestra. The musical organizations perform valuable services to the college and the community as well. With these additions we hope to render even greater service.

The percentage of men of military age who have been rejected as unfit for service in the Armed Forces of the United States is appallingly high. This is a challenge to all institutions of learning for a more functional program in physical education. Our physical education program has been extended to include all students during their entire period in residence. I regret that the program is handicapped by oversized classes and insufficient equipment.

Since the basic science work for all divisions of the college is the responsibility of the Department of Science, the unusual increase in the number of students in Home Economics, Mechanic Arts, and Agriculture presents a serious problem. The present equipment is inadequate to meet the needs of these students.

I am submitting some of our most urgent needs which I hope can be met at an early date.

In conclusion, I wish to express my deep appreciation for the many evidences of your profound interest. I am also grateful to the members of the divisional staff for their cooperation.

Respectfully submitted,

E. P. SOUTHALL, *Dean*

REPORT OF THE DIVISION OF HOME ECONOMICS

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

Although the operation of the Home Economics Division for biennium, which began July 1, 1940 and ended June 30, 1942, has not been entirely satisfactory, I am able to report some improvements and considerable progress.

During the last biennium the Division served the usual groups. These groups included students majoring in home economics during the winter, spring, and summer terms; women students of the Education Division; men students of the Physical Education Department; 4-H Club girls in the short courses; children in the Lucy E Moten Demonstration School; women in the local community; and women students taking special work in dressmaking.

You are aware of the fact that the Division has been forced to operate with inadequate facilities in many respects. But we have labored, nevertheless, to use what facilities we possessed to the best advantage. The instructors of the Division and I are indeed grateful for such improvements as have been made. Remodeling of the foods laboratories and the addition of new equipment have made that unit fairly modern.

For the most part, the instruction which the students have been subjected to in the Division has been of high quality. Much emphasis has been placed upon such important attributes as cleanliness, orderliness, conservation of materials, and care of equipment. The Division has not been unmindful that readjustments in its outlook and subject matter must be adapted to student needs. To this end a cooperative study of the curriculum of the Division was conducted with the staff by Miss Marie White, Federal Agent for Home Economics Education. She was assisted by Miss Boetha Frojen, State Supervisor of Home Economics Education. The study has been extremely beneficial in meeting more adequately the needs of our students. Moreover, the members of the Division have seen the necessity of reorganizing certain courses and adding others to meet the demands of the War Emergency.

During the biennium 14 young women have received the Bachelor of Science degree, and all have found employment.

Unfortunately, the Division was unable to secure the services of an additional teacher during the biennium to give instruction in commercial trade courses. Another pressing need discussed in the former report, and which is still pressing, is the provision for adequately training young women in institutional management. The demand now is great for persons with such training; unfortunately, however, our graduates do not qualify.

Still another feature which has taken on added significance since the last report is child care. The establishment of a nursery school, which would offer an opportunity for observation and participation in all phases of child development, would be an invaluable addition to the Division in War and in Peace alike.

There are a number of other needs which the Division feels should be supplied, but because of the War Emergency, I shall forego bringing them to your attention. The large increase in enrollment, however, has made it most difficult to operate the large classes without such additional equipment as work tables and chairs for the art room, and sewing machines for the clothing room. You will recall that the sewing classes were called upon to produce garments for our Allies, thus serving directly the country at war.

We have to keep in mind that the War Emergency has leveled increased responsibilities on home economics training. Since it is increasingly essential during this emergency to supply the populace with proper foods to make and maintain strong bodies, and to care scientifically for the young, no effort should be spared to give girls and women in home economics the very best training available. If we are to win the war and the peace we must produce strong, well-fed individuals to perform those tasks which only the healthy and strong can perform.

I wish to thank you personally and on behalf of the staff for the consideration you have accorded the division during the biennium.

Respectfully submitted,

I. L. HOLLINS, *Dean*

REPORT OF THE DIVISION OF NURSE TRAINING AND HEALTH

*Dr. J. R. E. Lee, President
Florida A. & M. College
Tallahassee, Florida*

DEAR DR. LEE:

We are happy to report to you figures from our records which indicate increases in the numbers of patients treated in all departments of the hospital as follows:

HEALTH PRESERVATION AND RESTORATION ACTIVITIES

PATIENTS CONFINED TO HOSPITAL

Students _____	682
Teachers _____	92
Outside _____	1,208
Total _____	1,942

VISITS TO OUTPATIENT CLINICS

Students _____	12,707
Teachers _____	107
Outside _____	4,101
Total _____	16,911

TOTAL OF PATIENTS TREATED IN ANNUAL CLINIC

February 1941 _____	112
February 1942 _____	270
Total _____	402

STUDENTS EXAMINED UPON ENTERING COLLEGE

1940-1941 _____	615
1941-1942 _____	825
Total _____	1,418

STUDENT NURSES IN TRAINING

1940-1941 _____	50
1941-1942 _____	55
Total _____	101

OPERATIONS PERFORMED

Major _____	249
Minor _____	617
Total _____	866

STUDENT VACCINATIONS

1940-1941	_____	321
1941-1942	_____	374
Total	_____	701

LABORATORY EXAMINATIONS

Urinalysis	_____	4,302
Kahn Tests	_____	4,384
Blood Analysis	_____	2,192
X-rays	_____	963
Others	_____	74
Total	_____	11,817
Antipyphalic injections given	_____	4,161

SCHOOL OF NURSING

The growth of our school of nursing the past two years has been one of the most encouraging features of our health program. On July 1, 1940, there were 50 students enrolled with 5 affiliates at the Provident Hospital in Baltimore, Maryland. On July 1, 1941, there were 55 students enrolled with 6 affiliates at the Provident Hospital. So large has this enrollment become that we are beginning to exceed our facilities at the hospital to give the proper training to such a large number. It has become necessary, therefore, for the college to limit the number of admissions each school year to twenty freshmen.

Our recent graduates have received appointments to positions in their senior years before completing their courses and taking their State Board examinations. They have received such positions as supervisors in city hospitals, instructors of nurses attendants, surgical supervisors, clinical supervisors, and one has received her commission as second lieutenant and is serving as a U. S. Army nurse. Demands for nurses in similar positions are exceeding our supply. We feel that even with our present facilities we shall be able to increase the number of our graduates by working full capacity at all times.

NURSES ATTENDANTS

Beginning in September 1941, and ending June 30, 1942, the National Youth Administration sent 19 young women to the Florida A. & M. College Hospital to receive formal instruction and practical ward experience as trainees for nurses aids. The graduates in these courses have received employment as practical nurses in private families, and as trained assistants to registered nurses in private families, as trained assistants to registered nurses in civilian and military hospitals at salaries which are in favorable proportion to the training received. Some have even registered in the School for Nurses here at the college. These results have quite justified the efforts by everyone

in promoting this training and it is to be regretted that support for this training program was discontinued by the Federal Government.

CLINICAL LABORATORY

From October 1941, until June 1942, a laboratory technician was assigned to the hospital, and during that time elevated the clinical laboratory procedures and X-ray examinations to a level never before reached by the hospital. While at times the growth of our laboratory work appeared to be a slow process, since this was a new endeavor and a laboratory had to be developed from the ground up, physicians were beginning to ask for a larger variety of tests in making studies of their cases from month to month. We regret that we have experienced difficulty in locating a technician to replace the one who resigned so that this important and essential branch of the hospital should not receive a protracted set-back. It is my hope that one of our own graduates from the Nursing School may take a post-graduate course in medical technology and return to us to fill this position. It is felt that such a person would be more enthusiastic in promoting this work than one who is not accustomed to work in a small hospital whose laboratory is in the developmental stage.

THE STUDENT HEALTH SERVICE

Special attention continues to be given to this most important activity of the college. During the past two years annual blood examinations have been made on every student and treatments recommended and instituted when necessary. Annual chest examinations have been obtained on all students and suspicious cases given necessary advice and treatment. Physical defects have been noted and treatments given in larger numbers than in the past.

MISCELLANEOUS IMPROVEMENTS

We should not omit mention in this report of the First Aid classes of the American Red Cross in which members of the hospital staff contributed largely to their planning and teaching during 1941-1942 and in which 97 persons completed the standard course, 16 the advanced, and 11 the teachers course. Also members of the hospital staff arranged for and taught American Red Cross classes in home nursing to 23 pupils during the summer of 1942.

The medical staff has been improving the quality of its monthly meetings and are now closely approaching the standards set by the American College of Surgeons in the conduct of the scientific and professional program.

The enlargement of the operating room and the improvement of its lighting has resulted in a higher calibre of surgical work by all

the physicians who use the hospital. The number of post-operative infections and complications have been reduced 75 per cent and there has been a similar reduction in post-operative mortalities.

Every member of the hospital staff has engaged in post-graduate studies of some kind during the past two years. This has helped the teaching and supervising work as well as the professional care of patients in many respects. The student nurses and the patients have been benefited because of this study.

Access to the hospital was improved greatly by the hard surfacing of the road leading to the hospital. This will ever receive the gratitude of patients and hospital workers.

The food service was stepped up by adding kitchen facilities including an electric dishwasher and a Frigidaire. Food can be preserved better, thus minimizing the waste attending the use of the former ice box.

SOME OF OUR NEEDS

Our needs, of necessity during the present crisis, must be tempered by the present war emergency, with which we are all confronted. However, since civilian as well as military health forms a major part of our preparedness program we must be prepared to meet the ever-increasing demands upon our health and hospital facilities. We can serve most effectively if we give the best possible training to our nurses and continue improvement to our present physical plant, since building new wings or a new hospital plant are beyond any hope of realization for the duration of the war crisis. With these facts in mind, I should like to make the following recommendations:

1. Charts, Skeletons, Mannikin equipment for nurses demonstration laboratory	\$ 500
2. Four Recessed Nursing Stations and Charting Rooms, with work benches, etc.	400
3. One Portable X-ray Machine (for making X-ray pictures at bedside complete)	650
4. Repairs to interior and exterior of hospital (for preservation and cleanliness)	600
5. Two Instrument Sterilizers	80
6. One dozen Bedside Stands	42
7. One dozen Adjustable Gatch Beds	360

The recommendations as made above are based upon careful and continuous study of minimum requirements for maintaining a creditable standard of student and teacher health service as well as for our hospital and school of nursing.

The hospital staff feels keenly the responsibility placed upon each of its members to carry out the health program of the college. We

hope to continue to show our gratitude for this opportunity to serve in such a vital capacity by our loyalty and diligence in performing our tasks.

Respectfully submitted,

L. H. B. FOOTE, M.D.,
Medical Director

REPORT OF THE DIVISION OF MECHANIC ARTS

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

It is with pleasure that I submit this report of the Division of Mechanic Arts for the biennium ending June 30, 1942, with recommendations for the biennium beginning July 1, 1942 and ending June 30, 1944.

ENROLLMENT

The sudden demand for an unlimited supply of technically trained workers in the present war emergency has not found this Division standing idly by. The Mechanic Arts Staff has cooperated 100 per cent in increasing its emphasis on more and specific training for those who enroll in the various courses.

In the biennial report covering the years 1938-40 the enrollment was 590; for the past two years the enrollment totaled 959. This represents an increase of over 62.5 per cent. These figures include all students who received instruction in regular and special trade courses.

PLANT AND EQUIPMENT

Since my last report repairs have been made to the Mechanic Arts Building. With the exception of minor adjustments this structure is in good condition generally. The Defense Emergency Annex, which was hurriedly added a few months ago for the extension of defense activities, has brought little or no relief to the crowded situation. In the departments of carpentry, painting, plumbing and heating, printing, and tailoring, shop space at present is very inadequate. With a continuously increasing enrollment of the students in these trades the work is greatly hampered by the crowded conditions.

Through cooperation with the State Department of Trade and Industrial Education some equipment has been added to the carpentry shop. This has proved of substantial value and help in the training program. In most of the shops the equipment is still very inadequate.

ACTIVITIES OF DEPARTMENTS

AUTOMOBILE MECHANICS

In addition to instructing classes in automobile work this department repairs and services all automotive equipment and vehicles owned

and operated by the college. These activities are significantly valuable to the college, and very important experiences are afforded students through this work. The chief problem in this shop is the lack of adequate equipment.

BUILDING TRADES

The building trades comprise carpentry, electric wiring, masonry, painting, and plumbing and heating. Some of the principal projects handled by these departments within the past two years are: Construction of the Greenhouse, the Defense Emergency Shop, and the Athletic Field Bleachers; improvements at the Dairy Barn, repairs and service to the twenty-five heating and power units, maintenance and repairs to the campus electric system, exterior and interior painting jobs and innumerable general repairs to all buildings on the campus. Students in these shops have had the advantage of obtaining rich and valuable experiences from their participation in these jobs as study projects. As a work-study laboratory the entire campus has afforded excellent training, also splendid self-help opportunities to those who have found it necessary to partly finance their study at the college.

BARBERING

Responding to a need for first-rate training in barbering, a course was organized in cooperation with the State Vocational Rehabilitation Department and the first class started in February, 1941. The shop has a capacity of twelve students. Those who have completed the course have satisfactorily passed the examination administered by the Barbers' Sanitary Commission. The demand for young men trained in this work far exceeds the supply. Placing them in locations that net them respectful livelihoods is not a problem. The outlook for development in this training is promising.

COSMETOLOGY

The progress experienced in the department of Cosmetology has been very satisfactory. Even in larger quarters than originally the facilities are barely adequate to accommodate the students who seek admittance. We have found it necessary to use a student assistant to help carry the work forward. A full-time assistant instructor is needed in this department. Through close cooperation with the State Board of Beauty Culture Examiners all requirements are met and our graduates are maintaining a high professional standard.

PRINTING

Faced with the problem of inadequate equipment and old machines the Printing Department has done remarkably well in teach-

ing students enrolled in printing, and in producing all of the jobs required by the college. One of the chief handicaps is the problem of stitching. By not having a machine for this operation we suffer in the loss of time and cost for having the stitching done by outside shops. The addition of a machine would greatly enhance the effectiveness and efficiency in instruction and production in this department.

TAILORING AND DRY CLEANING

During the past year five new sewing machines have been installed to replace some of the worn-out equipment in this department. This has helped tremendously in improving instruction and production. All of the uniforms worn by men students of the college have been made in this shop. The Dry Cleaning section has done a creditable job in training youth. It has also rendered a valuable and needed campus service through which students have received the most valuable part of their training. The chief problem in all phases of the work in tailoring and dry cleaning is that of space. Due to a lack of space and other facilities we have found it necessary to limit the number of students admitted to these courses.

ARCHITECTURAL AND MECHANICAL DRAWING

Students enrolled in drawing courses receive valuable experience in working with actual projects carried forward on the campus. Two hundred and twenty-six students received instruction in these courses.

COLLEGE PLANT MAINTENANCE

Aside from the general repairs and maintenance that are continuously necessary to all of the buildings, a few of these structures are seriously in need of immediate attention. I refer to such jobs as complete painting of the exterior and interior of the Administration Building, a reconstruction and painting of the Horse Barn, and numerous similar repairs throughout the campus. The painting program is not extensive enough to prevent the rapid deterioration which results from a lack of paint. The estimated cost of repairs necessary to properly service and maintain these buildings for the next two years is \$44,314.

NATIONAL AND CIVILIAN DEFENSE ACTIVITIES

During the past two years all the attention possible has been directed towards the National Defense and War Effort. The Division of Mechanic Arts has more than willingly striven to participate and contribute everything within its power through full utilization of its facilities and staff to produce and train in fields essential to this effort. The following are some of the activities in which we have participated:

1. Taught Supplementary Defense Training Courses in Blueprint reading, Masonry, Woodwork, Rural Electricity, and Farm Metal Work to 68 Trainees.
2. Taught Automobile Mechanics to 59 out-of-school youths in evening programs.
3. Taught special Civilian Defense Courses for women in Automobile Roadside Repairs, Household Electricity, and Radio Communication to 104 trainees.
4. Constructed 126 Army Field Boxes for a local Army Unit.
5. Constructed the Defense Emergency Shed, an annex to the Mechanic Arts Building, to house four trade activities, namely, Welding, Machine Shop work, Sheet Metal, and Mill work.

With sincere appreciation we acknowledge the consideration you have given this division and we earnestly recommend and request the foregoing needs in order that training in the Division of Mechanic Arts may be carried forward on a more adequate and efficient basis.

Respectfully submitted,

W. T. REED, *Dean*

REPORT OF THE LIBRARY

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

It is with pleasure that I submit the following condensed report of the Library for the biennium July 1, 1940 through June 30, 1942.

USE AND GROWTH OF THE LIBRARY

The number of books drawn for use outside the Library was 68,781, an increase of 7,602 over the previous two years. The percentage of students drawing books from the Library during this period is 88.2 as compared with 84.7 for the two years ending June 30, 1942.

Although there are no organized courses in Library Orientation, the freshman class has, at various times, reported in groups for lectures given by members of the Library Staff. Because of inadequate space, it is necessary to hold these lectures in the Reference Room. During this period the students who would ordinarily use the Reference Room shift over to the Periodical Room, which creates a rather crowded condition there. This condition is tolerated rather than dispense with the help derived from these lectures.

The number of periodicals currently received has increased from 144 for the period ending June 30, 1940, to 176 for the past two years.

The Library received currently 50 newspapers which is an increase of 10 over the previous period.

The accession record shows a total of 16,022 volumes exclusive of government documents. This is an increase of 2,374 volumes over the number recorded for the period ending June 30, 1940.

NEEDS OF THE LIBRARY

Notwithstanding the modest growth during the past two years, the Library is still unable to meet the demands made upon it by both faculty and students. With a continuous increase in the college enrollment, and the introduction of new courses, the need for more books, increased equipment, housing facilities, and student help becomes most imperative if the Library is to give satisfactory service to its clientele.

In closing this report I wish to express my sincere appreciation to you for your encouragement and support. To my associates of the Library Staff I also wish to express my gratitude for their loyal support and cooperation.

Respectfully submitted,

J. LUTHER THOMAS, *Librarian*

REPORT OF THE DEAN OF WOMEN

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

I wish to submit the following report for the Women's Department for the biennium July 1, 1940 through June 30, 1942.

ENROLLMENT

We have had a steady increase in the number of women registered in the college. The increase in the boarding department is from twenty-five to thirty young women each year.

HOUSING

Because of the fact that we have a consistent increase in the number of boarding students, our housing situation becomes more and more acute. Every dormitory for women has been filled over its capacity.

In South Hall for Women, the capacity of which is 202, we have had an excess of 30. In Jackson-Davis Hall, the capacity of which is 68, we have had an excess of 12. Since a part of Tucker Hall has been taken to house the school of Cosmetology, the capacity of Tucker Hall has been reduced to 32; yet, we have had an excess of 18 here. The total excess is more than the capacity of some of our dormitories. These facts show an urgent need for an additional dormitory for girls.

The teachers have been comfortably housed in Teachers' Cottage and Melvin Lodge. They have enjoyed separate rooms in each building.

VISITORS

In spite of the fact that the basketball tournaments held here for high school students have been inspirational to them, our overcrowded condition has been aggravated by the necessity of housing the teams, and the morale of our students has been severely strained. I am hoping that when the new dormitory is built, the Tucker Hall quarters will be reserved for the teams.

GUIDANCE PROGRAM

If I have over emphasized housing in this report, it is only because we believe that, in a large measure, the success of our personnel and

guidance program depends upon comfortable living conditions and pleasant surroundings.

The organization of the staff in the Women's Division is one that should prove fruitful. The Dean of Women with her Assistant and the Personnel director serve as a steering committee for the program which must reach approximately six hundred young women. The hostesses in the various dormitories serve as head residents, and could be of larger service with wider contact and specific instruction. They are advised to study in summer schools. Our Personnel director attends the national meetings and keeps us informed.

We are hoping to place larger responsibility on students themselves through student organization—especially through the Women's Senate.

RECOMMENDATIONS

The most urgent need in the Women's department is a full time secretary. The increasing enrollment and the number of dormitories to be supervised make this need more imperative each year.

Fireproof files should be used for records.

Much general repair is necessary in all the dormitories except South Hall for Women. This includes teachers' buildings.

We appreciate the fine spirit of helpfulness which you and others have shown, and we feel compelled to do our best. The entire staff joins me in this report.

Respectfully submitted,

K. E. WHITEHURST,
Dean of Women

REPORT OF THE COMMANDANT

Dr. J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida

MY DEAR DR. LEE:

I respectfully submit the following report of the Men's Department for the biennium July 1, 1940, to June 30, 1942.

It is very encouraging to note that the standard of the college is recognized throughout the entire United States, and that the influence is felt not only in the southern states, but throughout the majority of the forty-eight states of the Union. The evidence of that is the number of students enrolled here from other states. The college is now attracting students from the northern, eastern and western, as well as southern states. There should be no surprise if the enrollment does not include students from some of the foreign countries in the near future.

The war situation has interfered with the enrollment of the young men to quite an extent. The senior and junior classes are very much reduced. The Military Department of the college, however, is very much pleased to state that the young men from this college who are inducted into the United States Army have reported that the military instructions they received here in the college battalion are invaluable to them. They further state that the basic training given here is the same as that given in the United States Army, by which means they are always ahead of the men who have had no such training before entering the Army.

The only, but very important phase of the basic training that our young men do not get, is the Manual of Arms, from the fact that we are not supplied with anything that may be used as a substitute for arms. The Manual of Arms cannot be taught without arms. In the Commandant's previous reports he called attention to that fact, and in the report of 1938-40, he specifically recommended the purchase of 210 discarded Army rifles, so that the young men might be taught the Manual of Arms. He desires to make the same recommendation in this report, and to add further that if it is not possible to get the discarded Army rifles, wooden guns may be purchased, and these can be used as substitutes.

Due to an increased enrollment of young women and a decreased enrollment of young men, because of the Selective Service System, the Men's Department has had to house all the young men in one dormitory, releasing the other dormitory for young women. With

the many different groups who come to the college for instruction at various times during the year, the housing for young men will be quite congested, inconvenient and unsatisfactory.

During the school year of 1940-1941, the Men's Department housed the following number of persons:

Summer students	71
Students of regular term	201
Boys attending Basketball Tournament	178
Athletic Coaches	30
4-H Club boys	104
Farm Demonstration Agents	6
New Farmers of America	176
Instructors	23
Total	791

During the school year 1941-1942, the following number of persons were housed:

Summer students	55
Students of regular term	240
Boys attending Basketball Tournament	149
Athletic Coaches	26
New Farmers of America	94
Instructors	9
Total	573

The reports which come to us from graduates and former students who are in the service indicate the large number of them who are holding the rank of non-commissioned officers and a still larger number in the Officers' Training School. This has had a tendency to increase interest in the military department of the college.

It has been the endeavor of the Men's Department to do the best work, and every effort will be made in the future to keep up the high standard of the college.

Respectfully yours,

C. J. A. PADDYFOTE,
Commandant of Cadets

REPORT OF THE REGISTRAR

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

The Registrar's Office of the Florida Agricultural and Mechanical College begs leave to submit the following report for the biennium beginning July 1, 1940, and ending June 30, 1942.

The personnel of this office is deeply sensible of the privilege that we have had to serve and to contribute to the progress of the school during this biennium and our continued hope is that we will be given the opportunity to serve in larger and more responsible capacities.

A Registrar's report mainly concerns itself with the operative mediums of the school—student enrollments, teacher loads, classroom usage and various aspects of school life needed by the administration. Materials of this nature, statistical as they necessarily must be, are for the most part dull, unattractive and not likely to receive the attention they deserve. To offset this disadvantage we are going to afford some comments which we hope, by way of explanation and interpretation, will gain for these statistics the attention they merit. We use the term, merit, advisably believing that the facts revealed by these statistics are of not only immediate importance, but are so reflective of trends in student growth, in operative techniques that much of the legislative and administrative policy changes for the present and future welfare and advancement of the student body and administrative techniques can be based on these figures almost exclusively to the end that the administration would be found to be using the utmost wisdom in the shaping of the program of the college.

ENROLLMENT

Our enrollment report for this biennium is more in detail than the previous ones and the reason for this is obvious. We are engaged in the most serious undertaking since the establishment of this country; that is, the gigantic task of assuring to all the world "the Four Freedoms." It was to be expected that the changes in our national economy resultant of this action, would be reflected in our school enrollment. True it is that for the biennium it was not so considerable as to be alarming, but it was indicative of what could be expected, and afforded the administration a yardstick by which to measure the trends and, as previously stated, make the necessary adjustments in

the administrative policies and techniques. Therefore, we are taking the liberty to briefly comment upon enrollment changes following the presentation of the enrollment for the biennium 1940-1942.

ENROLLMENT TOTALS

1940-1941		1941-1942
1237	Regular Session	1251
421	Extension Division	498
1013	Summer Session	1180
2871	Totals	2813

SUMMARY OF ENROLLMENT

ENROLLMENT BY DIVISIONS

Divisions	Women		Men		Total	
	1940-1941	1941-1942	1940-1941	1941-1942	1940-1941	1941-1942
Agriculture	2	3	78	74	80	77
Education	152	158	11	4	193	162
Home Economics	129	134	0	0	129	134
Liberal Arts & Sciences	179	171	158	171	337	300
Nurse Training	10	11	0	0	10	11
Mechanic Arts	38	32	100	100	138	122
Specials		42		21		67
NYA Res. Proj. Trainees	70	59	71	59	141	118
Demonstration School	94	107	71	103	169	210
	744	741	493	490	1237	1231

ENROLLMENT BY CLASSES

Senior	74	90	77	52	131	142
Junior	91	97	72	68	163	165
Sophomore	166	153	92	74	218	227
Freshman	213	197	93	109	306	306
Specials	16		13		49	
	180	137	347	303	927	840

ENROLLMENT BY DIVISIONS AND CLASSES

AGRICULTURAL DIVISION

Senior	20	1	16	11	18	12
Junior	0	0	12	11	12	11
Sophomore	0	0	23	24	23	24
Freshman	0	2	27	24	27	26
	2	3	78	74	80	77

EDUCATION DIVISION

Senior	17	20	0	0	17	20
Junior	22	23	1	4	27	27
Sophomore	68	45	3	0	71	45
Freshman	74	70	5	0	77	70
Specials	1	0	0	0	1	0
	182	158	11	4	195	162

HOME ECONOMICS DIVISION

Divisions	Women		Men		Total	
	1940-1941	1941-1942	1940-1941	1941-1942	1940-1941	1941-1942
	Senior	20	11			20
Junior	17	24			17	24
Sophomore	15	41			15	41
Freshman	14	44			14	44
Specials	3	0			3	0
	129	134			129	134

LIBERAL ARTS AND SCIENCES DIVISION

Senior	28	30	44	29	74	79
Junior	44	32	41	31	87	63
Sophomore	47	49	41	20	88	69
Freshman	14	44	30	41	44	85
Special	2				2	
	179	175	156	121	337	300

MECHANIC ARTS DIVISION

Senior	1	1	11	12	14	15
Junior	1	4	14	18	15	22
Sophomore	1	1	21	10	10	31
Freshman	1		33	40	34	44
Special	10		13		43	
	14	12	100	100	114	112

SPECIALS

Education	1					
Home Economics	2					2
Liberal Arts	2			4		8
Mechanic Arts	1			19		14
	42			23		67

ENROLLMENT BY COUNTIES

	1940-41	1941-42		1940-41	1941-42
Alachua	22	20	Liberty	1	2
Bay	1	2	Marion	22	21
Bradford	1	1	Madison	8	1
Brevard	3	3	Manatee	7	12
Broward	3	11	Martin	3	0
Citrus	3	2	Monroe	12	11
Clay	2	3	Nassau	3	1
Columbia	4	3	Orange	33	26
DeKalb	43	57	Osceola	1	1
DeSoto	1	1	Palm Beach	10	10
Duval	111	120	Pine Hills	29	33
Escambia	11	49	Polk	31	23
Franklin	4	1	Putnam	7	7
Gadsden	23	14	Oklawaha	1	1
Hamilton	0	1	St. Johns	3	8
Hardee	1	1	St. Lucie	4	2
Herndon	1	1	Santa Rosa	0	1

ENROLLMENT BY COUNTIES (Cont'd)

Highlands	1	1	Sarasota	3	3
Hillsborough	59	54	Seminole	17	17
Holmes	1	2	Suwannee	4	2
Indian River	0	1	Taylor	0	1
Jackson	12	14	Volusia	19	17
Jefferson	2	4	Wakulla	1	1
Lake	9	13	Walton	8	6
Lee	4	4		812	810
Levy	0	1			
Leon	194	179			

OUT-OF-STATE ENROLLMENT

State	1940-41	1941-42	State	1940-41	1941-42
Alabama	1	15	New York	8	7
Connecticut	2	2	North Carolina	2	2
Georgia	14	15	New Jersey	0	1
Illinois	3	3	Ohio	52	27
Indiana	4	4	Pennsylvania	1	1
Kentucky	1	3	South Carolina	0	2
Louisiana	1	1	Tennessee	0	3
Maryland	0	1	Virginia	6	5
Massachusetts	2	0	West Virginia	1	0
Michigan	1	3	Wisconsin	1	0
Mississippi	2	2	District of Columbia	2	2
Missouri	1	0		93	99

ENROLLMENT STATISTICS

We recognized in the above figures that the totals of the school population for the two years was practically constant. The college enrollment showed a decrease of 2 per cent. What is more interesting than the decreases are the changes reflected in divisional enrollments and the distortion in the ratio of males to females. We note that the male population decreased in every division with the exception of the Mechanic Arts Division. This remained the same so far as the degree students are concerned. The teacher-pupil ratio increased quite a bit by the addition of several defense courses, because of a healthy increase in the enrollment. This increase is not displayed in the college enrollment as it probably could have been because in their first year of operation registrants in defense courses were classified as special students and were not given the collegiate rating in the Mechanic Arts Division, which they have earned scholastically. Incidentally we might mention as an interesting note that the male population in the youngest group that the institution is responsible for, Lucy Moten Demonstration School, grades from one through six did not conform to the decrease in the male population for they actually showed an increase. This is readily understood when we realize that they are outside of the age group that can be tapped by the Armed Forces. Four divisions show decreases in their total enrollment due largely to decreases in the male population.

In order that the increases and decreases in the various divisions of the school might be understood, we are tabulating the same showing the increases and decreases on a percentage basis. We can readily see then that in the regular session three divisions of the school showed definite losses—Agriculture, Education, and Liberal Arts and Sciences. In three divisions of the regular session there were definite increases—Home Economics, Mechanic Arts, and Nurse Training and Health. The increase in one division is not shown in the enrollment figures in that division, but as we stated before the specials were not included in the first year of operation; and, including them in the Mechanic Arts Division where they rightfully belong enables this division to show a 37 per cent increase. There was an increase of 16 per cent in the Summer Session enrollment due, we speculate, to the fact that the teaching requirements have been increased in many counties and teachers were trying to qualify to retain their positions or to obtain positions. As previously referred to, the Lucy Moten Demonstration School increased 24 per cent, the Extension Division decreased 20 per cent, and the NYA Residence Project, because of a reduction in the governmental contribution to this form of student aid, decreased 16 per cent.

ANALYSIS OF ENROLLMENT INCREASES AND DECREASES

	<i>Percentage Increase</i>	<i>Percentage Decrease</i>
Division of Agriculture		14
Division of Education		11
Division of Home Economics	4	
Division of Liberal Arts and Sciences		10
Division of Mechanic Arts (including specials)	37	
Division of Nurse Training and Health	10	
Extension Division		20
Lucy E. Moten Demonstration School	24	
NYA Residence Project		16
Summer Session	16	

Looking at the enrollment by college classes, we see that there was an increase of senior and junior women and a decrease of senior and junior men. On the sophomore level the men and women both decreased, and the freshman women decreased, while the men increased. Increases of women on the upper levels were no doubt due to the normal admissions from Junior Colleges and transfers. Decreases in the male enrollment on the two upper class levels may be attributed to the draft and the defense industries which dangled attractive awards before the money-starved eyes of these youngsters. The same reasons working in the upper levels are reflective downward and accounted for the decreases in the sophomore class. The increase of men on the freshman level is probably due to the possibility of deferment afforded students just entering college. The decrease of women on

the two lower levels may be due to the fact that they also, because of the shortage of manpower, have found lucrative employment in industries and government service. But this does not make for any uppage of the freshman class enrollment because a decrease of women and increase of men for this two-year period singularly balanced each other to make the enrollment for the two years exactly the same. It is the consensus of opinion of the personnel of this office from letters received from students who have withdrawn and who have returned to school, and from other sources of student opinion, that the force of economic circumstances is the greatest and most readily discernible factor affecting the enrollment changes of this two-year period.

GRADUATES

The college showed an increase in graduates for this two-year period over the previous two-year period. An exhaustive analysis of the graduate figures is hardly necessary and would not display anything that has not been already revealed and discussed in the enrollment changes. The decrease on the upper college levels naturally is going to reduce the number of graduates from certain specific divisions which were training persons for specific industrial occupations which because of lowered requirements they are able to obtain without getting a degree and consequently to which they have been called; but, we have 306 graduates for this period over 299 of the previous period, despite this deflection. The proportion of males to females remains about the same—141 to 165 graduates, which is 46 per cent men to 54 per cent women. The largest number usually came out of the regular session—171 in the regular session as over against 135 in the summer session. This ratio is 55 per cent for regular session and 45 per cent for the summer. Mention should be made in connection with the discussion of graduates that the institution has augmented, in this period, the vocational program, specifically, two-year courses such as Cosmetology, Tailoring, Carpentry, Barbering, and Dressmaking; and, from these two-year specialized courses which concentrate upon the development of skills, the institution certificated 47 people.

In view of the change in the certification policy of the State Department of Education, the institution no longer awards two-year certificates to the students in the Education Division, but upwards of more than 125 students have satisfied the undergraduate certificate requirements which parallel the two-year Education course that we have operated at this institution.

STATISTICS ON DEGREE GRADUATES

Divisions	Summer 1940		Regular 1940-41		Summer 1941		Regular 1941-42		Total
	M	F	M	F	M	F	M	F	
Agriculture	10	0	13	0	3	0	10	1	37
Education	0	14	0	11	0	33	0	8	48
Home Economics	0	7	0	7	0	9	0	10	37
Liberal Arts & Sciences									
Bachelor of Arts	7	19	10	6	4	11	11	5	73
Bachelor of Science	6	1	19	7	3	1	17	7	61
Mechanic Arts	3	0	14	0	1	0	10	1	29
Nurse Training	0	1	0	0	0	0	0	4	5
Totals	24	44	36	31	11	14	48	34	304
Totals by session	70		67		61		64		
							Male		141
							Female		163

SERVICES OF REGISTRAR

The Registrar's Office has continued to afford the administration of the college and the divisions with reports and studies covering a wide range of subjects and services. To mention a few:

1. Enrollments
2. Scholastic Probation
3. Withdrawals
4. Teachers' schedules
5. Placement of graduates
6. Follow-up of graduates
7. Alumni reports
 - a) geographical location
 - b) professional distribution
8. Government reports
9. State and National reports

We find that the requirements in this area of our work are increasing yearly. These reports and studies have concerned themselves naturally with the present status and future welfare of students and it has been the hope of this office in performing these services that proper consideration would be given to these reports that would be reflected either immediately or some time in the near future, if they are worthwhile, by changes in curricula and techniques. Frankly we cannot say that we have been encouraged by such results. We want to refer particularly to one assignment given to us during this biennium which we do not believe has resulted in any recognizable change, and maybe because of the particular times we are going through it is best that it has not resulted in any radical changes. As chairman of the Curriculum Committee we cooperated in an exhaustive re-ex-

mination of the curricula with the view of enlarging the opportunities this college can offer its matriculants in view of changing economic and social forces. There is a possibility that the ideal in our program which we had visualized and proposed for the college level has taken place outside of the organized college area by the introduction of the specialized courses in vocation which I have made reference to in discussion above under the Graduate.

The Registrar's Office performs many other services which are not in the regular routine of the functions of this office, and we are very happy to know that the administration is willing to continue us with activities which do not follow within the natural province of our office and even though it may make us unable to render all the services in the field that we can, we are happy to make the contact because we believe that in the long run it will enable us to do better the things that are required. We would like to make an observation before we list the recommendations that we have in mind—in observation which we believe the administration will appreciate knowing. We feel that on the whole the caliber of students enrolling here is improving as reflected in the scholastic records of these students. It is true that we had a rather large probation list last year. We think this part of the weeding out process has given us a better student group. We know that students are adapting themselves better than they have done previously to the college atmosphere as shown by the smaller number who are disciplined each year. All in all, I think that we can recognize the strong sense of loyalty to the college and gratitude for the experiences that these students have had here.

We hesitate to call attention to some badly needed equipment but we feel that we are justified in doing so if we are to keep up the type of performance expected of this office by the administration. We are not complaining, but out of our last report only one of the recommendations was satisfied. We did get some filing cabinets, and so we just re-list the other items which we are still in need of:

1. Vault (fireproof) to safeguard records which are accumulating and for which we do not have space in the office.
2. Adding machine
3. Memorograph machine
4. Personnel

Lastly, we will must say that our limited personnel is handicapping us greatly.

We recognize that we could not function without the cooperation of other individuals and agencies here. We appreciate the cooperation that we have received from every factor, administrative or what-not, here, and we ask the continued support and goodwill of these

agencies to the end that we may be able to more efficiently and effectively serve all the interests that are intimately or remotely associated with the program of the Florida Agricultural and Mechanical College.

Respectfully submitted,

A. L. Knox, *Registrar*

REPORT OF THE BUSINESS MANAGER

*President J. R. E. Lee
Florida A. & M. College
Tallahassee, Florida*

MY DEAR PRESIDENT LEE:

I have the privilege to submit herewith the financial report of the Florida A. & M. College for the biennium beginning July 1, 1940, ending June 30, 1942.

This report will include State Appropriations, Incidental and Hospital Funds and Board of Control Funds listed as Auxiliary Enterprises which are used for educational purposes only and expended with the approval of the Board of Control.

An effort has been made to have this report follow the general plan of institutional accounting as recommended by the National Committee on Standard Reports for Institutions of Higher Learning.

Respectfully submitted,

J. R. E. LEE JR.
Business Manager

BALANCE SHEET AS OF JUNE 30, 1942

ASSETS

SCHEDULE A

I. CURRENT FUNDS

(a) General:

Cash held by College	\$ 43,740.82
Cash in Treasury Funds	9,438.55
Prty Cash	1,500.00

Total General Fund \$ 54,679.37

II. ENDOWMENT AND OTHER NON-EXPENDABLE FUNDS

(a) Endowment Fund ————— ————

III. INVESTMENT IN PLANT

(a) Land (Exhibit F-1)	\$ 95,000.00
(b) Buildings (Exhibit F-2)	1,146,700.00
(c) Equipment (Exhibit F-3)	194,350.00

Total Invested in Plant \$1,436,050.00

IV. AUXILIARY ENTERPRISES

(a) Temporary Investment \$ 4,000.00

Total Assets \$1,497,419.37

LIABILITIES

I. CURRENT FUND

(a) General:

Reserve Balance Auxiliary Funds	\$ 47,240.82
Reserve Balance Treasury Funds	9,438.55

Total General Fund \$ 56,679.37

II. ENDOWMENT AND OTHER NON-EXPENDABLE FUNDS

(a) Endowment Fund ————— ————

III. INVESTMENT IN PLANT

Bonds Payable	\$ 282,000.00
From Appropriations	1,514,700.00

Total Investment in Plant \$1,436,700.00

IV. AUXILIARY ENTERPRISES

(a) Temporary Investment \$ 4,000.00

Total Liabilities \$1,497,419.37

STATEMENT OF INCOME

SCHEDULE B

EDUCATIONAL AND GENERAL

State and Federal:	
State Appropriation	\$ 385,380.39
Federal Appropriation	89,805.14
County	5,240.00
Other Sources	14,980.46
Total Educational and General	\$ 515,407.99

STUDENT FEES

Tuition Fees	\$ 7,171.83
Laboratory Fees	4,184.81
Graduation Fees	2,764.55
Lectures, Art and Activity Fees	7,216.68
Library Fees	11,911.21
Physical Education Fees	11,837.09
Music Fees	1,704.62
Total Student Fees	\$ 46,770.61

OTHER SOURCES

Gifts	\$ —0—
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AUXILIARY ENTERPRISES

Residence Halls	\$ 85,541.87
Dining Hall	254,942.01
Laundry and Dry Cleaning	17,860.88
College Bookstore	22,142.61
Cafeteria	18,893.80
Movie and Entertainment	8,267.75
Athletic Association	29,845.41
Bus	1,118.11
Truck	2,247.88
Uniform	3,667.38
Extension Division	12,276.55
Chimes	226.98
Others	242.10
Total Auxiliary Enterprises	\$ 435,314.75

NON-EDUCATIONAL

Scholarships	\$ 400.00
GRAND TOTAL	\$1,017,693.53

STATEMENT OF EXPENSE

EDUCATIONAL AND GENERAL

General Administration	\$ 74,433.64
Instructional	333,673.11
Library	9,121.89
Operation and Maintenance of Physical Plant	129,931.54
Total Educational and General	<u>\$ 547,162.18</u>

AUXILIARY ENTERPRISES

Residence Halls	\$ 86,267.11
Dining Hall	228,342.10
Laundry and Dry Cleaning	16,498.44
College Bookstore	23,564.60
Cafeteria	19,787.11
Movie and Entertainment	16,931.67
Athletic Association	29,124.38
Bus	773.98
Truck	2,396.51
Uniform	3,314.59
Extension Division	10,391.52
Library Building Fund	2,030.75
Athletic Building Fund	100.83
Chimes	96.18
Others	233.91
Total Auxiliary Enterprises	<u>\$ 440,913.74</u>

NON-EDUCATIONAL

Scholarships	\$ 400.00
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GRAND TOTAL \$ 988,675.92

EXCESS OF RECEIPTS OVER DISBURSEMENTS

Educational and General	\$ —0—
Auxiliary Enterprises	29,217.41
Total	<u>\$ 29,217.41</u>

SUMMARY OF CURRENT SURPLUS FUND

Balance on Hand July 1, 1940	\$ 28,041.81
Excess of Receipts over Disbursements	29,217.41
	<u>\$ 57,259.26</u>
Transfers from other funds	\$ 1,372.98
Balance on hand June 30, 1942	<u>\$ 58,632.24</u>

COMPOSING OF:

Appropriation Surplus	\$ 9,439.15
Auxiliary Enterprises	47,240.82
Total	<u>\$ 56,680.00</u>

**CURRENT RECEIPTS BY SOURCE
FOR THE YEARS 1940-1941 AND 1941-1942**

SCHEDULE B-1

	<i>General Receipts</i>	<i>Restricted Receipts</i>	<i>Total Receipts</i>
I. EDUCATIONAL AND GENERAL			
A. Student Fees (Schedule B-2)	\$ 46,170.61	\$ —0—	\$ 46,170.61
B. Public Appropriation:			
1. State:			
11-12 Salaries	249,014.00	—0—	249,014.00
13 Necessary & Regular	91,443.00	—0—	91,443.00
14 Special Repairs	—0—	18,710.00	18,710.00
15 Special Repairs to Dairy Barn, Equip- ment & Laundry	—0—	12,366.66	12,366.66
17 Special Emergency	—0—	12,100.00	12,100.00
19 Special Installation of Radio Facilities	—0—	100.00	100.00
21 For Buildings	766.73	—0—	766.73
Others	—0—	—0—	—0—
TOTAL	\$ 387,314.34	\$ 44,116.66	\$ 431,431.00
C. Treasury Receipts:			
27 Incidental	\$ 16,344.83	\$ —0—	\$ 16,344.83
28 Hospital	23,877.63	—0—	23,877.63
TOTAL	\$ 40,222.46	\$ —0—	\$ 40,222.46
TOTAL	\$ 448,016.80	\$ 44,116.66	\$ 492,133.46
II. FEDERAL APPROPRIATION			
21 Morrill Fund	\$ —0—	\$ 10,000.00	\$ 10,000.00
22 Bankhead-Jones	—0—	18,801.14	18,801.14
TOTAL	\$ —0—	\$ 28,801.14	\$ 28,801.14
TOTAL (Gen'l & Educational)	\$ 448,016.80	\$ 72,917.80	\$ 520,934.60
III. AUXILIARY ENTERPRISES (B-2)			
1121-1125 Residence Halls	\$ 83,341.87	\$ —0—	\$ 83,341.87
111 Dining Hall	234,942.01	—0—	234,942.01
155 Laundry & Dry Cleaning	17,860.88	—0—	17,860.88
161 College Bookstore	22,142.61	—0—	22,142.61
162 Cafeteria	18,893.80	—0—	18,893.80
162-164 Movie and Entertainment	8,267.75	—0—	8,267.75
165 Athletic Association	29,846.41	—0—	29,846.41
166 Bus	1,118.11	—0—	1,118.11
167 Truck	2,247.88	—0—	2,247.88
168 Uniform	3,667.38	—0—	3,667.38
171 Extension Division	12,276.55	—0—	12,276.55
181 Chimes	226.99	—0—	226.99
Others	242.10	—0—	242.50
TOTAL (Auxiliary Enterprises)	\$ 431,314.73	\$ —0—	\$ 431,314.73
IV. NON-EDUCATIONAL			
Scholarships:			
The Mrs. Sarah Levy Scholarship	\$ —0—	\$ 300.00	\$ 300.00
The McMillan Memorial Scholarship	—0—	100.00	100.00
TOTAL	\$ —0—	\$ 400.00	\$ 400.00
COMBINED TOTALS	\$ 889,371.53	\$ 114,321.80	\$ 1,003,693.33

NOTE.—Schedule B-2 will be found on page 67.

SCHEDULE C-1

CURRENT DISBURSEMENTS FOR GENERAL
ADMINISTRATION DEPARTMENT AND
GENERAL COLLEGE EXPENSE

JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
General Administration:				
Office & Departments				
President's Office	\$ 10,440.00	\$ 10,400.00	\$ —0—	\$ —0—
Registrar's Office	9,040.00	9,040.00	—0—	—0—
Dean of Men	4,800.00	4,800.00	—0—	—0—
Personnel Office	9,119.10	9,119.10	—0—	—0—
Business Office	24,710.00	24,710.00	—0—	—0—
Supervising Auditor	310.00	310.00	—0—	—0—
TOTAL	\$ 60,879.10	\$ 60,879.10	\$ —0—	—0—
GENERAL EXPENSE:				
Travel	\$ 482.60	\$ —0—	\$ 482.60	\$ —0—
Telephone & Telegraph	1,462.66	—0—	1,462.66	—0—
Office Supplies	3,339.72	—0—	3,339.72	—0—
General Supplies	7,322.77	—0—	7,322.77	—0—
Educational Supplies	400.09	—0—	400.09	—0—
Repairs & Upkeep	411.81	—0—	411.81	—0—
New Equipment	296.41	—0—	—0—	296.41
TOTAL	\$ 13,116.14	\$ —0—	\$ 13,247.69	\$ 296.41
GRAND TOTAL	\$ 74,435.64	\$ 60,879.10	\$ 13,247.69	\$ 296.41

SCHEDULE C-2

CURRENT DISBURSEMENTS FOR COLLEGE OF
LIBERAL ARTS AND SCIENCES

JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Instructional & Deptal:				
Administration	\$ 6,300.00	\$ 6,300.00	\$ —0—	\$ —0—
Social Science	13,900.00	13,900.00	—0—	—0—
Mathematics	10,318.10	10,318.10	—0—	—0—
Science	20,002.10	20,002.10	—0—	—0—
Business	4,540.00	4,540.00	—0—	—0—
English	16,265.00	16,265.00	—0—	—0—
Physical Education	17,122.10	17,122.10	—0—	—0—
Art	3,968.10	3,968.10	—0—	—0—
Modern Language	5,710.00	5,710.00	—0—	—0—
Music	13,887.10	13,887.10	—0—	—0—
Education	40,848.10	40,848.10	—0—	—0—
TOTAL	\$152,763.00	\$152,763.00	\$ —0—	\$ —0—
GENERAL EXPENSE:				
Travel	\$ 348.26	—0—	\$ 348.26	\$ —0—
General Supplies	4,866.76	—0—	4,866.76	—0—
Educational Supplies	300.55	—0—	300.55	—0—
New Equipment	3,671.56	—0—	—0—	3,671.56
TOTAL	\$ 9,206.93	\$ —0—	\$ 3,555.57	\$5,671.56
GRAND TOTAL	\$161,969.93	\$152,763.00	\$ 3,555.57	\$5,671.56

SCHEDULE C-3

CURRENT DISBURSEMENTS FOR
MECHANIC ARTS DIVISION

JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Instructional & Dept.:				
Administration	\$ 3,340.00	\$ 3,340.00	\$ —	\$ —
Architectural Drawing	2,310.50	2,310.50	—	—
Industrial Education	6,210.00	6,210.00	—	—
Cabinet Making	4,000.00	4,000.00	—	—
Building Construction	3,600.00	3,600.00	—	—
Tailoring	2,648.50	2,648.50	—	—
Electrical Engineering	2,875.00	2,875.00	—	—
Masonry	2,382.50	2,382.50	—	—
Radio Engineering	2,875.00	2,875.00	—	—
Plumbing	3,600.00	3,600.00	—	—
Painting	2,912.50	2,912.50	—	—
Printing	6,498.50	6,498.50	—	—
Auto Mechanics	4,515.50	4,515.50	—	—
Dry Cleaning	1,987.50	1,987.50	—	—
TOTAL	\$ 48,815.50	\$ 48,815.50	\$ —	\$ —
GENERAL EXPENSE:				
Office Supplies	\$ 197.59	\$ —	\$ 197.59	\$ —
General Supplies	9,220.22	—	9,220.22	—
Educational Supplies	408.70	—	408.70	—
New Equipment	2,438.95	—	—	2,438.95
Permanent Equipment	2,266.92	—	—	2,266.92
TOTAL	\$ 14,533.38	\$ —	\$ 9,807.51	14,701.87
GRAND TOTAL	\$ 64,328.88	\$ 48,815.50	\$ 9,807.51	14,701.87

**SCHEDULE C-4—CURRENT DISBURSEMENTS FOR
AGRICULTURAL DIVISION
JULY 1, 1940 THROUGH JUNE 30, 1942**

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Instructional & Depts.:				
Administration	\$ 4,000.00	\$ 4,000.00	\$ —	\$ —
Animal Husbandry	4,000.00	4,000.00	—	—
Smith-Hughes Instructor	7,800.00	7,800.00	—	—
Agricultural Chemistry	4,000.00	4,000.00	—	—
Poultry Raising	3,800.00	3,800.00	—	—
Field Crops	3,600.00	3,600.00	—	—
Horticulture	3,480.00	3,480.00	—	—
TOTAL	\$ 32,680.00	\$ 32,680.00	\$ —	\$ —
GENERAL EXPENSE:				
Travel	\$ 15.00	\$ —	\$ 15.00	\$ —
General Supplies	2,313.51	—	2,313.51	—
Feed and Grain	11,594.11	—	11,594.11	—
New Equipment	3,418.04	—	—	3,418.04
Permanent Equipment	524.93	—	—	524.93
TOTAL	\$ 17,961.61	\$ —	\$ 13,762.62	\$ 3,742.99
GRAND TOTAL ..	\$ 50,641.61	\$ 32,680.00	\$ 13,762.62	\$ 3,742.99

**SCHEDULE C-5—CURRENT DISBURSEMENTS FOR
HOME ECONOMICS DIVISION
JULY 1, 1940 THROUGH JUNE 30, 1942**

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Instructional & Depts.:				
Administration	\$ 4,000.00	\$ 4,000.00	\$ —	\$ —
Foods	6,635.00	6,635.00	—	—
Clothing	2,382.00	2,382.00	—	—
Applied Arts & Design	1,308.00	1,308.00	—	—
Teacher Trainer	3,600.00	3,600.00	—	—
TOTAL	\$ 17,925.00	\$ 17,925.00	\$ —	\$ —
GENERAL EXPENSE:				
Office Supplies	\$ 7.43	\$ —	7.43	\$ —
General Supplies	2,313.53	—	2,313.53	—
Educational Supplies	68.22	—	68.22	—
New Equipment	521.27	—	—	521.27
TOTAL	\$ 2,918.45	\$ —	\$ 2,213.98	\$ 521.27
GRAND TOTAL ..	\$ 20,843.45	\$ 17,925.00	\$ 2,213.98	\$ 521.27

SCHEDULE C-6
CURRENT DISBURSEMENTS FOR
NURSE TRAINING AND HEALTH DIVISION
JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Administration & Staff:				
Administration	\$ 1,800.00	\$ 1,800.00	\$ —	\$ —
Registered Nurses	12,460.00	12,460.00	—	—
Interns	360.00	360.00	—	—
Lab & X-ray Tech. ..	1,200.00	1,200.00	—	—
TOTAL	\$ 15,820.00	\$ 15,820.00	\$ —	\$ —
GENERAL EXPENSE:				
Travel	\$ 29.50	\$ —	\$ 29.50	\$ —
General Supplies	17,693.11	—	17,693.11	—
Educational Supplies ..	10.92	—	10.92	—
Laundry	2,674.01	—	2,674.01	—
New Equipment	340.10	—	—	340.10
Permanent Equipment ..	49.00	—	—	49.00
TOTAL	\$ 20,796.64	\$ —	\$ 20,299.54	\$ 497.10
GRAND TOTAL	\$ 36,616.64	\$ 15,820.00	\$ 20,299.54	\$ 497.10

SCHEDULE C-7
CURRENT DISBURSEMENTS FOR LIBRARY
JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Administration & Staff:				
Administration	\$ 1,815.00	\$ 1,815.00	\$ —	\$ —
Staff	6,315.00	6,315.00	—	—
TOTAL	\$ 8,130.00	\$ 8,130.00	\$ —	\$ —
GENERAL EXPENSE:				
General Supplies	\$ 962.11	\$ —	\$ —	\$ —
Educational Supplies ..	29.74	—	962.11	—
TOTAL	\$ 991.85	\$ —	\$ 991.85	\$ —
GRAND TOTAL	\$ 9,121.85	\$ 8,130.00	\$ 991.85	\$ —

SCHEDULE C-8
CURRENT DISBURSEMENTS FOR
OPERATION AND MAINTENANCE OF PHYSICAL PLANT
JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	OBJECT CLASSIFICATION		
		Salaries and Wages	Other Current Expense	Equipment
Operation:				
Administration	\$ 21,119.41	\$ 11,101.79	\$ 9,610.52	\$ —0—
Liberal Arts & Sciences	1,048.43	884.19	162.24	—0—
Mechanic Arts	14,698.83	14,021.62	677.21	—0—
Agricultural	10,906.22	10,797.50	108.72	—0—
Home Economics	219.79	209.25	10.54	—0—
Health & Nurse Train'g	2,217.32	1,776.10	441.22	—0—
Library	102.00	111.92	170.88	—0—
TOTAL	\$ 70,832.20	\$ 39,511.87	\$ 11,300.13	\$ —0—
MAINTENANCE:				
Buildings	\$ 65,418.24	\$ —0—	\$ 65,418.24	\$ —0—
Grounds	5,090.10	—0—	5,090.10	—0—
General	10,591.00	—0—	10,591.00	—0—
TOTAL	\$ 79,099.34	\$ —0—	\$ 79,099.34	\$ —0—
GRAND TOTAL	\$ 129,931.54	\$ 39,511.87	\$ 90,599.67	\$ —0—

TABLE OF INSTRUCTIONAL COSTS
JULY 1, 1940 THROUGH JUNE 30, 1942

	Amount	Number of	Cost Per	Cost Per
		Full-Time Students Enrolled	Full-Time Student Enrolled	Full-Time Student Enrolled
		1940-1942	1940-1942	1 Year
Administration	\$ 74,457.64	2,672	\$ 30.11	\$ 15.01
Instructional	335,671.31	2,672	124.94	67.47
Library	9,121.89	2,672	3.69	1.81
Operation & Maintenance of Physical Plant	\$ 129,931.54	2,672	\$ 42.16	\$ 26.28
TOTAL	\$ 547,182.38	2,672	\$ 221.30	\$ 110.65

SCHEDULE D-1 OPERATION OF RESIDENCE HALLS
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on hand July 1, 1940	\$ 10,311.34
INCOME	
South Hall for Women	\$ 30,284.35
South Hall for Men	23,039.78
N. B. Young Hall	4,341.72
Jackson Davis Hall	8,980.37
Other Residence Halls	16,875.45
Total Income	\$ 83,541.87
	\$ 93,853.21
EXPENSE	
Salaries	\$ 11,730.50
Telephone and Telegraph	521.93
Fuel and Ice	1,790.37
Electricity, Water and Gas	11,343.94
Laundry	840.18
General Supplies	1,710.26
Repairs and Upkeep	1,020.95
New Equipment	719.93
Travel and Transportation	12.58
Transfers to PWA Dockets	51,842.00
Miscellaneous	5,434.11
Total Expense	\$ 86,287.13
Balance on hand June 30, 1942	\$ 7,606.06

SCHEDULE D-2 OPERATION OF COLLEGE DINING HALL
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$ 375.50
INCOME	
Receipts from Operation	\$ 234,942.01
Total	\$ 235,317.51
EXPENSE	
Salaries and Wages	\$ 28,597.70
Telephone and Telegraph	174.23
Groceries, Fats and Sugars	64,875.61
Meats, Eggs and Fish	92,041.94
Milk and Butter	32,812.69
Vegetables and Fruit	31,371.86
Fuel and Ice	3,370.62
Electricity, Water and Gas	1,323.90
Laundry	1,264.24
General Supplies	5,819.63
Repairs and Upkeep	570.59
New Equipment	1,672.95
Travel and Transportation	502.56
Miscellaneous	3,680.16
Total Expense	\$ 228,342.50
Balance on Hand June 30, 1942	\$ 6,975.01

SCHEDULE D-3

OPERATION OF LAUNDRY AND DRY CLEANING

JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	691.21
INCOME		
Receipts from Operation	\$	17,560.88
Total	\$	17,165.67
EXPENSE		
Salaries and Wages	\$	12,015.55
Electricity, Water and Gas		316.05
General Supplies		2,009.58
Repairs and Upkeep		66.56
New Equipment		1,110.00
Travel and Transportation		155.53
Miscellaneous		716.41
Total Expense	\$	16,499.44
Balance on Hand June 30, 1942	\$	667.21
* Deficit		

SCHEDULE D-4

OPERATION OF COLLEGE BOOKSTORE

JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	2,637.15
INCOME		
Receipts from Operation	\$	22,142.61
Total Income	\$	24,779.74
EXPENSE		
Salaries and Wages	\$	129.99
General Supplies		22,541.89
Electricity		51.84
New Equipment		249.00
Miscellaneous		571.81
Total Expense	\$	23,544.60
Balance on Hand June 30, 1942	\$	1,215.14

SCHEDULE D-5 OPERATION OF COLLEGE CAFETERIA
 JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	1,700.00
INCOME		
Receipts from Operation	\$	18,893.80
Total Income	\$	20,402.40
EXPENSE		
Salaries and Wages	\$	3,745.61
General Supplies		11,940.21
Electricity		64.80
Miscellaneous		194.40
Total Expense	\$	16,787.02
Balance on Hand June 30, 1942	\$	415.38

SCHEDULE D-6 OPERATION OF MOVIE & ENTERTAINMENT
 JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	2,447.85
INCOME		
Receipts from Operation	\$	11,454.42
Total Income	\$	17,910.07
EXPENSE		
Salaries and Wages	\$	131.70
General Supplies		2,352.37
Educational Supplies		30.00
Electricity		984.00
Programs, Contracts and Royalties		10,528.60
New Equipment		2,700.00
Miscellaneous		628.20
Total Expense	\$	16,955.67
Balance on Hand June 30, 1942	\$	1,014.40

SCHEDULE D-7 OPERATION OF ATHLETIC ASSOCIATION
 JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	174.03
INCOME		
Receipts from Operation	\$	29,846.81
Total Income	\$	30,020.84
EXPENSE		
Salaries and Wages	\$	8,676.86
General Supplies		4,074.87
Contracts		4,700.00
Travel		3,242.50
Equipment		3,000.00
Miscellaneous		628.09
Total Expense	\$	29,124.32
Balance on Hand June 30, 1942	\$	906.52

SCHEDULE D-8 : OPERATION OF BUS
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940		\$	1,460.46
INCOME			
Receipts from Operation			1,158.11
Total Income		\$	2,618.57
EXPENSE			
General Supplies	\$	291.79	
Repairs and Upkeep		478.19	
Total Expense		\$	773.98
Balance on Hand June 30, 1942		\$	1,844.59

SCHEDULE D-9 OPERATION OF TRUCKS
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940		\$	941.26
INCOME			
Receipts from Operation		\$	2,247.88
Total Income		\$	3,209.14
EXPENSE			
Salaries and Wages	\$	103.10	
General Supplies		180.94	
Repairs and Upkeep		1,993.77	
Miscellaneous		118.68	
Total Expense		\$	2,396.11
Balance on Hand June 30, 1942		\$	812.63

SCHEDULE D-10 . OPERATION OF UNIFORM FUND
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940		\$	243.36
INCOME			
Receipts from Operation		\$	3,447.18
Total Income		\$	3,690.74
EXPENSE			
Salaries and Wages	\$	248.60	
General Supplies		3,424.99	
Miscellaneous		41.00	
Total Expense		\$	3,714.59
Balance on Hand June 30, 1942		\$	*23.85

* Deficit.

SCHEDULE D-11
OPERATION OF EXTENSION DIVISION
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1942	\$ 2,114.34
INCOME	
Receipts from Operation	\$ 12,276.55
Total Income	\$ 14,690.95
EXPENSE	
Salaries and Wages	\$ 2,790.67
Tuition	8,215.60
General Supplies	17.70
Miscellaneous	82.71
Total Expense	\$ 11,106.72
Balance on Hand June 30, 1942	\$ 4,008.41

SCHEDULE D-12
OPERATION OF LIBRARY BUILDING FUND
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$ —0—
INCOME	
Receipts from Operation	\$ 11,911.21
Total Income	\$ 11,911.21
EXPENSE	
Miscellaneous	\$ 2,010.71
Balance on Hand June 30, 1942	\$ 9,900.50

SCHEDULE D-13
OPERATION OF ATHLETIC BUILDING FUND
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$ —0—
INCOME	
Receipts from Operation	\$ 11,817.68
Total Income	\$ 11,817.68
EXPENSE	
Miscellaneous	\$ 100.43
Balance on Hand June 30, 1942	\$ 11,717.25

SCHEDULE D-14
OPERATION OF CHIMES FUND
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	83.43
INCOME		
Receipts from Operation	\$	226.98
Total Income	\$	310.46
EXPENSE		
General Supplies	\$	41.54
Miscellaneous		14.62
Total Expense	\$	96.18
Balance on Hand June 30, 1942	\$	214.28

SCHEDULE D-15
OTHERS
JULY 1, 1940 THROUGH JUNE 30, 1942

Balance on Hand July 1, 1940	\$	192.43
INCOME		
Receipts from Operation	\$	242.81
Total Income	\$	435.28
EXPENSE		
Miscellaneous	\$	233.91
Balance on Hand June 30, 1942	\$	201.37

SCHEDULE E
CURRENT DISBURSEMENTS FOR NON-EDUCATIONAL FUND
JULY 1, 1940 THROUGH JUNE 30, 1942

	Total	Scholarship
The Mrs. Sarah Levy Scholarship Fund	\$300.00	\$300.00
The McMillan Memorial Scholarship Fund	100.00	100.00
Total	\$400.00	\$400.00

SUMMARY OF LAND
EXHIBIT F-1

	No. of Acres	Cost
College Campus	81.06	\$20,917.00
College Farm	312	74,893.00
Total	394.06	\$95,810.00

EXHIBIT F-2

BUILDINGS

No.	Building	Year Erected or Acquired	Cost July 1, 1940	Additions or Deductions 1940-1942	Cost to June 30, 1942
1.	Administration Building	1921	\$ 275,000.00	\$ —0—	\$ 275,000.00
2.	Jackson Davis Hall	1927	90,000.00	—0—	90,000.00
3.	Commons Building		50,000.00	—0—	50,000.00
4.	Agricultural Building		15,000.00	—0—	15,000.00
5.	N. B. Young Hall	1928	90,000.00	—0—	90,000.00
6.	Mechanic Arts Building		25,000.00	—0—	25,000.00
7.	Carnegie Library		15,000.00	—0—	15,000.00
8.	Teacher Training School		14,000.00	—0—	14,000.00
9.	Men's Union		12,000.00	—0—	12,000.00
10.	Poultry House		100.00	—0—	100.00
14.	Tucker Hall		10,000.00	—0—	10,000.00
15.	Library Annex		5,000.00	—0—	5,000.00
16.	Howard Cottage		2,000.00	—0—	2,000.00
17.	Gibbs Cottage		11,000.00	—0—	11,000.00
18.	Wicks Cottage		3,000.00	—0—	3,000.00
19.	Gymnasium		16,000.00	—0—	16,000.00
20.	Clark Hall		15,000.00	—0—	15,000.00
21.	Hospital		30,000.00	—0—	30,000.00
22.	Melvin Lodge		12,000.00	—0—	12,000.00
23.	Mebane Cottage		4,000.00	—0—	4,000.00
25.	Nurses' House		5,100.00	—0—	5,100.00
26.	Teachers Cottage		12,000.00	—0—	12,000.00
27.	Apartment House		5,000.00	—0—	5,000.00
28.	Dairy Barn		16,000.00	—0—	16,000.00
29.	Cow Shed		2,400.00	—0—	2,400.00
30.	Implement Shed		2,000.00	—0—	2,000.00
31.	Horse Barn		4,100.00	—0—	4,100.00
32.	(6) Poultry Houses		1,100.00	—0—	1,100.00
33.	New Science Building		26,100.00	—0—	26,100.00
34.	Laundry		8,000.00	—0—	8,000.00
35.	Home Economics Building		15,000.00	—0—	15,000.00
36.	Old Science Hall		3,600.00	—0—	3,600.00
39.	Gwynn Cottage		4,000.00	—0—	4,000.00
40.	Paddyfote Cottage		1,600.00	—0—	1,600.00
41.	Ashmore Cottage		5,000.00	—0—	5,000.00
42.	President's Dwelling		12,000.00	—0—	12,000.00
43.	Britt Cottage		3,000.00	—0—	3,000.00
44.	Dormitory		1,000.00	—0—	1,000.00
45.	Dormitory		1,000.00	—0—	1,000.00
46.	Dormitory		1,000.00	—0—	1,000.00
47.	South Hall for Women	1938	152,000.00	—0—	152,000.00
48.	South Hall for Men	1939	150,000.00	—0—	150,000.00
Total Value of Buildings			\$1,146,700.00	\$ —0—	\$1,146,700.00

EXHIBIT F-3

SUMMARY OF EQUIPMENT

	Value June 30, 1942
General Administration _____	\$ 32,000.00
College of Liberal Arts and Sciences _____	15,400.00
Mechanic Arts Division _____	20,100.00
Agricultural Division _____	17,200.00
Home Economics Division _____	2,000.00
College Hospital _____	10,000.00
Physical Plant _____	71,310.00
Library _____	21,000.00
Total _____	\$ 194,110.00

SCHEDULE B-2

CURRENT DISBURSEMENTS BY OBJECT

CURRENT DISBURSMENTS BY OBJECT

JULY 1, 1940 THROUGH JUNE 30, 1942

OTHER CURRENT EXPENSE

DEPARTMENTS AND FUNDS	See Sched.	Grand Total	Salaries and Wages	Total	Telephone and Telegraph	Travel	Office Supplies	General Supplies	Educational Supplies	Laundry	Feed	Programs, Contracts, and Royalties	Electricity, Water and Fuel	Repairs and Upkeep	New Equipment	Perma- Equipment	Miscellaneous
EDUCATIONAL AND GENERAL																	
1. General Administration and Expense	C-1	\$ 74,435.64	\$ 60,879.50	\$ 13,556.14	\$1,462.66	\$ 482.60	\$3,339.72	\$ 7,322.77	\$ 400.09	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ 451.85	\$ 296.45	\$ —0—	\$ —0—
2. Instructional:																	
College of Liberal Arts and Science	C-2	161,969.93	152,763.00	9,206.93	—0—	368.26	—0—	4,866.56	300.55	—0—	—0—	—0—	—0—	—0—	3,671.56	—0—	—0—
Mechanic Arts Division	C-3	64,328.88	49,815.50	14,513.38	—0—	—0—	97.59	9,200.22	409.70	—0—	—0—	—0—	—0—	—0—	2,438.95	2,266.90	—0—
Agricultural Division	C-4	50,185.61	32,680.00	17,505.61	—0—	15.00	—0—	2,353.51	—0—	—0—	11,394.11	—0—	—0—	—0—	3,418.06	324.93	—0—
Home Economics Division	C-5	20,660.25	17,925.00	2,735.25	—0—	—0—	7.43	2,138.33	68.22	—0—	—0—	—0—	—0—	—0—	521.27	—0—	—0—
Health and Nurse Training Division	C-6	36,528.44	15,820.00	20,708.44	—0—	29.30	—0—	17,603.11	10.92	2,656.01	—0—	—0—	—0—	—0—	360.10	49.00	—0—
Total College and Divisions		\$408,108.75	\$329,883.00	\$ 78,225.75	\$1,462.66	\$ 895.16	\$3,344.74	\$ 43,484.50	\$1,189.48	\$2,656.01	\$11,394.11	\$ —0—	\$ —0—	\$ 451.85	\$10,706.39	\$2,640.85	\$ —0—
3. Library	C-7	\$ 9,121.89	\$ 8,130.00	\$ 991.89	\$ —0—	\$ —0—	\$ —0—	\$ 962.15	\$ 29.74	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—
4. Operation and Maintenance of Physical Plant																	
Physical Plant	C-8	\$129,931.54	\$ 39,531.87	\$ 90,399.67	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	—0—	—0—	—0—	26,354.87	52,669.45	—0—	—0—	11,375.35
Total Educational and General		\$547,162.18	\$377,544.87	\$169,617.31	\$1,462.66	\$ 895.16	\$3,344.74	\$ 44,446.65	\$1,219.22	\$2,656.01	\$11,394.11	\$ —0—	\$26,354.87	\$53,121.30	\$10,706.39	\$2,640.85	\$11,375.35
AUXILIARY ENTERPRISES																	
1521-25 Residence Halls	D-1	\$ 86,287.15	\$ 11,730.50	\$ 74,556.65	\$ 521.93	\$ 12.58	\$ —0—	\$ 1,730.26	\$ —0—	\$ 140.58	\$ —0—	\$ —0—	\$13,134.31	\$ 1,020.95	\$ 719.93	\$ —0—	\$57,276.11
151 Dining Hall	D-2	228,342.10	28,597.70	199,744.40	156.25	502.34	—0—	187,001.73	—0—	1,266.24	—0—	—0—	\$ 4,894.32	\$ 570.39	\$ 1,672.95	—0—	3,680.16
153 Laundry and Dry Cleaning	D-3	16,498.46	12,055.55	4,442.91	—0—	153.53	—0—	2,009.58	—0—	—0—	—0—	—0—	316.03	66.56	1,110.80	—0—	786.41
161 College Bookstore	D-4	23,564.60	129.99	23,434.61	—0—	—0—	—0—	22,541.89	—0—	—0—	—0—	—0—	51.24	—0—	269.00	—0—	571.88
162 Cafeteria	D-5	19,787.11	3,565.65	16,221.46	—0—	—0—	—0—	15,960.25	—0—	—0—	—0—	—0—	64.80	—0—	—0—	—0—	196.41
163-164 Movie and Entertainment	D-6	16,931.67	135.50	16,796.17	—0—	—0—	—0—	2,132.57	30.80	—0—	—0—	10,520.60	984.00	—0—	2,500.00	—0—	628.20
165 Athletic Association	D-7	29,124.38	9,676.96	19,447.42	—0—	3,242.50	—0—	6,076.83	—0—	—0—	—0—	6,500.00	—0—	—0—	3,000.00	—0—	628.09
166 Bus	D-8	773.98	—0—	773.98	—0—	—0—	—0—	295.79	—0—	—0—	—0—	—0—	—0—	478.19	—0—	—0—	—0—
167 Truck	D-9	2,396.51	103.10	2,293.41	—0—	—0—	—0—	180.96	—0—	—0—	—0—	—0—	—0—	1,993.77	—0—	—0—	118.68
168 Uniform	D-10	3,954.59	268.60	3,685.99	—0—	—0—	—0—	3,624.99	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	61.00
171 Extension Division	D-11	10,391.52	2,180.67	8,210.85	—0—	8,110.60	—0—	17.50	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	82.75
172 Library Building Fund	D-12	2,030.75	—0—	2,030.75	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	2,030.75
184 Athletic Building Fund	D-13	500.83	—0—	500.83	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	500.83
185 Chimes	D-14	96.18	—0—	96.18	—0—	—0—	—0—	41.56	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	54.62
181-183 Others	D-15	233.91	—0—	233.91	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	—0—	233.91
Total Auxiliary Enterprises		\$440,913.74	\$ 68,444.22	\$372,469.52	\$ 678.18	\$12,021.57	\$ —0—	\$241,613.91	\$ 30.80	\$1,406.82	\$ —0—	\$ 17,020.60	\$18,445.30	\$ 4,129.86	\$ 9,272.68	\$ —0—	\$66,849.83
NON-EDUCATIONAL EXPENSE																	
1. Scholarships	E	\$ 400.00	\$ 400.00	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—	\$ —0—
GRAND TOTAL		\$988,475.92	\$446,389.09	\$542,086.83	\$2,140.84	\$12,916.73	\$3,344.74	\$286,060.56	\$1,250.02	\$4,062.83	\$11,394.11	\$ 17,020.60	\$45,800.17	\$57,251.16	\$19,979.07	\$2,640.85	\$78,225.18

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