

MAR 5 1956

Memorandum No. 3

Subject: Arrangement to have Stanford
furnish stenographic services
to commission.

Our current budget and the budget for 1956-57 each includes an item for a second full-time stenographer, in the Intermediate classification. So far, a need for such a person has not developed. Miss Pellicone, our regular stenographer, who is very efficient, is able to take care of almost all of our needs.

Occasionally, however, we do need extra stenographic help for short periods of time - for example, while preparing material for meetings. We have tried to provide for this by hiring an Intermediate stenographer under civil service on an "intermittent, part-time" basis. We have not been able to interest anyone in this job because there is not enough work involved. We did, after a good bit of trouble, manage to get one woman lined up who even took the civil service typing examination, but by the time we called her she had lost interest in the arrangement.

There are a number of people available around the University for part-time stenographic work on short notice who do not care to get tied down to an "intermittent part-time" arrangement with us. The problem is to work out an arrangement to make them available to us,

Perhaps under these special circumstances the State would be willing to enter into an agreement with Stanford (as a part of the Agenda contract or in a separate contract) whereby the University would agree to furnish limited stenographic services to the commission on an intermittent, part-time basis - subject to the understanding that the arrangement would be discontinued as soon

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as the work is of sufficient volume to make it possible to hire someone under civil service to do it.

I suggest we discuss this matter at the March meeting.

Respectfully submitted,

John R. McDonough, Jr.
Executive Secretary