

Irregularities

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, November 15, 1946.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:30 a.m., Friday, November 15, 1946. The following members were present: Judge Richard C. Stoll, Chairman; H. D. Palmore, J. C. Everett, and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board of Trustees, were also present.

A. Approval of Minutes.

Upon motion duly made, seconded and carried, the minutes of the meeting of the Executive Committee of August 23, 1946, and of the called meeting of the Executive Committee of October 5 were approved as published.

B. Commendation of Horace Cleveland and Harry Walters.

The terms of Mr. Horace Cleveland and Judge Harry F. Walters having expired, and their successors having been appointed, the Executive Committee went on record as commending them for their services. Mr. Cleveland has been a Board member since January 1, 1936, and a member of the Executive Committee since April 5, 1938. Judge Walters has been a member of the Board since April 1, 1941. They were commended for the regularity with which they attended the meetings of the Board and the Executive Committee, and for the enthusiasm and interest which they have maintained in the University.

C. T. H. Cutler Appointed Member of the Executive Committee.

The term of Mr. Horace Cleveland having expired, and his successor having been appointed, the Committee took note of a vacancy on the Executive Committee. A discussion followed, and upon motion duly made, seconded and carried, T. H. Cutler, Frankfort, Ky., was appointed to fill the vacancy on the Executive Committee.

D. Report of the Comptroller.

The Comptroller made the usual monthly financial report, which was examined in detail by members of the Committee. Each section was reported on and explained. The amount realized to date on income was reported in total and as to percentage of the budget estimate. The expenditures for each college and division were reported as to totals and percentages of departmental appropriations, and upon motion duly made, seconded and carried, the report of the month of October, 1946, was ordered received and filed.

E. President's Report.

Creation of Office of Vice President of the University and Employment of Vice President of the University

"Before my appointment as President of the University in April, 1941, the Board of Trustees made a number of changes in the administrative organization of this institution. The office of Dean of the University was created at that time for the purpose of affording some relief to the president in meeting his manifold responsibilities in the administration of the University. I have been told by trustees that there was some discussion at that time relative to whether this new office should be that of a vice president of the University or a dean of the University. The latter title was finally chosen.

"The first incumbent of this office was Dr. Henry H. Hill, who served as Dean of the University for only one year before accepting the superintendency of the Pittsburgh City Schools. At the time Dr. Hill left us, the Second World War had already begun, and both the faculty and student body had decreased in size. In order to save the salary of an administrative office at that time, I recommended that Dr. Leo M. Chamberlain, who had been Registrar of the University for a number of years, be assigned the additional duties of Dean of the University, with the understanding that when the war was over it would be necessary for us to appoint a new Registrar.

"For more than a year we have been considering filling this position because the administrative work of the University has now just about doubled. After considerable deliberation, we have come to the conclusion that we should recommend to the Trustees that the office of Vice President of the University should be created and that, instead of appointing a Registrar, we continue to have one person serve as Dean of the University and Registrar, as Dean Chamberlain has been doing for the last four years. This would mean no increase in the number of administrative officers over the number we had after your reorganization of the administrative set-up of the University in 1941.

A great many of the larger universities have had a vice president, and in some cases two or three vice presidents. This officer shares much of the work that falls upon the president, as well as a considerable amount of the responsibility of this office. Permit me to list a few of the functions we would expect a vice president to perform.

1. Act for the president whenever he is absent from the campus, which necessarily has to be rather frequently.

2. Study and report to the president on problems relating to instruction carried on at the University. Assist in integrating the instructional work of the various colleges with the view of

eliminating unnecessary duplication of courses. Examine carefully all proposed new courses that are recommended for consideration of the faculty.

"3. Establish personnel records for all instructional and research employees of the University and be charged especially with the responsibility of helping to select new personnel employed by the University in the future. (In these times when there is such great competition for instructors and research workers, it is highly essential that these new staff members should be selected with great care). The combined judgment of the head of the department, the dean of the college, the vice president, and the president of the University should be sought before important positions are filled. Also, that the records of those who are selected temporarily should be carefully scrutinized when considered for permanent appointment.

"4. Now that the University is about to launch upon an extensive building program, it is essential that all plans and specifications for new buildings be carefully checked by an administrative official who understands the educational function that a building is to serve, and to hold many conferences with departmental heads and others who use these buildings, to see that the plans are so drawn as to serve the needs of the department. Careful planning of this character saves many thousands of dollars and later alteration of buildings.

"5. To plan and preside at convocations.

"6. To serve as ex-officio member of all committees for the purpose of integrating the total administrative and instructional program of the University.

"7. To study problems that affect the morale of the University, especially those problems that arise out of the irritation of certain students or groups when they believe that there are conditions about which they have complaints.

"8. To keep going a continuous survey of the University and its problems. This will require statistical studies of many of our internal problems that we may know what the facts are and attempt to find a solution of these problems.

"9. Serve as President of the Kentucky Research Foundation.

"10. Keep constant record on utilization of space of classrooms, laboratories, lecture halls, and be responsible for assigning space to colleges and departments.

"I am recommending that Dr. Leo M. Chamberlain be appointed to serve as Vice President of the University, effective December 1, 1946. He has already been performing a number of the duties which I have outlined above in his capacity as Dean of the University. However, he has been very much overloaded with work for the past year or more, and some of the work which I would like for him to undertake has not been performed heretofore as a result of the heavy load he has been carrying."

The members of the Executive Committee discussed the recommendation of President Donovan to create the office of Vice President of the University, and considered his recommendation of Dean Leo M. Chamberlain, and upon motion duly made, seconded and carried, Dr. Leo M. Chamberlain was appointed Vice President of the University, effective December 1, 1946.

Appointment of Dr. Maurice F. Seay Dean of the
University and Registrar

"I recommend that Dr. Maurice F. Seay, who has been Director of the Bureau of School Service and Professor of Educational Administration, be appointed as Dean of the University and Registrar, effective December 1, 1946. As Dean of the University Dr. Seay would have a number of the auxiliary agencies reporting directly to him, and he would also be responsible for the administration of the office of Registrar, which in a modern university is a position of great responsibility.

"Dr. Seay received his A. B. degree from Transylvania College in 1924, his M. A. degree from Transylvania in 1926, and his Ph.D. degree from the University of Chicago in 1942. He was Superintendent of Schools at Crab Orchard (1924-26), Principal of the Danville High School (1926-29), Dean at Union College, Barbourville (1929-34), Director of Educational and Training Division, Tennessee Valley Authority (1934-37). He came to the University of Kentucky in 1937 and he has been a member of the faculty since that time.

"Dr. Seay has gained a national reputation for his work here at the University. As Director of the Bureau of School Service he has had charge of the Sloan Experiment which has attracted nationwide attention in the field of education. Dr. Seay has made a number of school surveys in other states, the most recent being a survey of education in Alabama where he served as director of the survey of public education in that state. His experience as a school administrator has been demonstrated in other positions and he is extremely well qualified for this position."

The Committee considered the recommendation of President Donovan for Dean of the University and Registrar, and upon motion duly made, seconded and carried, Dr. Maurice F. Seay was appointed Dean of the University and Registrar, effective December 1, 1946.

Appointment of Dean of Men

"At the end of the present school year, Dr. T. T. Jones, who has been Dean of Men for a number of years, will reach the age at which time he will be given a change of work in accordance with the rules and regulations of the Board of Trustees adopted a number of years ago. Acknowledgment should be made here of the outstanding service which Dean Jones has rendered the University as its Dean of Men.

"For some time we have been studying the personnel of the University with the view of selecting from our staff a man to succeed Dr. Jones in this position, and have concluded that Professor A. D. Kirwan is well qualified for this position. Professor Kirwan has had a rich experience in dealing with young men. He is able to gain their respect and affection and it is our judgment that he possesses those attributes and qualities that we want in a man who is to serve in this important position.

"Professor Kirwan graduated from the University, receiving his A. B. degree from this institution. He received his M. A. degree from the University of Louisville. For the last two years he has been working on his Ph. D. degree at Duke University where he has majored in the field of history. Professor Kirwan not only possesses a splendid personality but he also has the attributes of a scholar and he is an excellent public speaker. I am recommending the appointment of Professor Kirwan as Dean of Men and Associate Professor of History, effective July 1, 1947."

The recommendation of President Donovan of the appointment of Dean of Men to succeed Dr. Theodore T. Jones was considered, and upon motion, duly made, seconded and carried, Professor A. D. Kirwan was appointed Dean of Men and Associate Professor of History, effective July 1, 1947.

F. Revised Annual Internal Budget for Income and Appropriations.

President Donovan stated that it was necessary to recommend a number of increases in departmental appropriations, due to increased enrollment which had not been fully anticipated. He submitted a revised summary and detailed statement of estimated income for the current year, and recommended an increase in the estimate of income from student fees and Federal receipts, aggregating \$220,511.27. He also recommended increases for some of the departments. These were read in detail to the members of the Committee. The total budget increases recommended for various departments aggregated \$140,120.66. The revised statement of income and departmental appropriations was discussed by members of the Committee and, upon motion duly made, seconded and carried, the revised annual internal budget estimate of income and summary of departmental appropriations, and the detailed increases in departmental appropriations were approved and ordered filed with the Secretary.

G. Haggin-Keeneland Budget Amended.

President Donovan stated that he felt it necessary to revise the Haggin-Keeneland budget as adopted June 4, 1946. He submitted an amendment to the Haggin-Keeneland budget which was read and discussed by members of the Executive Committee, and upon motion duly made, seconded and carried, the amended budget was approved and the Comptroller ordered to accept same; a copy to be filed with the Secretary of the Board.

H. Salary Adjustments for Experiment Station Research Workers.

President Donovan stated that he and Dean Cooper had conferred at length concerning the competition among experiment stations in procuring trained research men, and that they were of the opinion that the competition would become more acute at such time as Congress appropriates the necessary funds for operation of the Flannagan-Hope Act. It was stated that, among other projects, this Act stresses particularly the work in marketing and economics, and that any institutions permitted to receive these funds would undoubtedly make offers to trained research men considerably above our present salary schedule.

He stated that it was their opinion that it was not advisable for the Kentucky Agricultural Experiment Station to permit itself to be placed in a position where its staff would be raided by other institutions, and recommended that the Executive Committee approve the request of Dean Cooper to make salary adjustments for two well-trained research men now employed in the Experiment Station. It was stated that both of these men were paid entirely from Federal funds appropriated for the exclusive use of the functions of the Experiment Station, and that, in accordance with decisions of the Solicitor General, United States Agricultural Department, they are in no way affected by any act of the Legislature of the State.

It was also recalled that the University had a letter from the Acting Solicitor General of the Department of Agriculture, which holds that Federal funds are not the property of the State, or even of the appointed officer to whom they are paid, but only in custody for proper disbursement as authorized by the governing board of the Experiment Station, same in Kentucky being the Board of Trustees.

The members of the Executive Committee and President Donovan discussed at length the salary adjustment for research personnel of the Experiment Station, and upon motion duly made, seconded and carried, salary adjustments for Dr. Philip R. Edwards, bacteriologist, and Dr. D. W. Bruner, virologist, of the Department of Animal Pathology, were authorized made, effective January 1, 1947. The recommendation of President Donovan and Dean Cooper is ordered filed with the Secretary of the Board.

I. Report on Plans and Specifications for Memorial Auditorium-Field House, and Change of Meeting Date of the Board of Trustees.

President Donovan reported that some changes had been recommended in the plans and specifications of the Memorial Auditorium-Field House. He stated that all of these changes had not yet been made by the architects and the University had not yet received approval from the Civilian Production Administration, permitting the letting of a contract for work on the foundation and the structural steel. It was stated that the application had been filed with the Louisville office, which, in turn, had forwarded same to the Washington authorities. To date no report had been received as to the action of the Civilian Production Administration upon the application.

It was suggested that, due to the delays encountered, it would not be possible for the Comptroller to advertise for bids on the foundation excavation and the erection of the structural steel, and receive quotations in time for the Board meeting of "January 6, 1947". After some discussion, motion was made, seconded and passed to proceed with the regular quarterly meeting of the Board of Trustees, which would normally fall on December 10, 1946, and the Secretary was ordered to so notify the members.

J. Advertisement for Bids on Installation of Telephone Conduit and Manholes.

President Donovan reported that he was recommending that we proceed with the plans to modernize the campus telephone system, and read the following communication from the Comptroller.

November 12, 1946

Dr. H. L. Donovan, President
University of Kentucky

My dear Dr. Donovan:

The Executive Committee, at the meeting February 15, 1946, entered into a contract with the Lexington Telephone Company for the installation of a dial private branch service at the University of Kentucky. Under the contract, the University is to furnish and install all conduit and manholes. The plans and specifications for this work have been completed, and with your approval, advertisement for bids was inserted in the two Lexington papers to run for five from November 12th; bids to be opened December 7th, 10:00 a.m. C.S.T., 1946. I believe this should be brought to the attention of the Executive Committee for ratification and direction for handling of bids when received.

Respectfully submitted.

(Signed) Frank D. Peterson
Comptroller

PART ONE

ADVERTISEMENT FOR BIDS

Sealed proposals for the following work will be received by the Board of Trustees of the University of Kentucky at the office of H. L. Donovan, President, University of Kentucky, Lexington, Kentucky, until 10:00 a.m., Central Standard Time, December 7, 1946, for furnishing labor and/or materials and performing all work as set forth by this Advertisement, Instructions to Bidders, the General Conditions, the Special Conditions, the Specifications and/or the Drawings prepared by Lexington Telephone Company, Lexington, Kentucky. Immediately following the scheduled closing time for reception of bids, all proposals which have been submitted in accordance with the above conditions will be publicly opened and read aloud.

The work to be bid upon is described as follows:

All branches of the work required for the furnishing of all tools, equipment, labor, materials, transportation, etc., necessary to the proper and complete installation of telephone conduit and manholes on the property of the University of Kentucky, Lexington, Kentucky.

Specifications and/or Plans, and Contract Documents may be examined at the following places:

1. Comptroller's Office, Administrative Building, University of Kentucky, Lexington, Kentucky.
2. Board of Commerce, 112 South Upper Street, Lexington, Ky.
3. Builders' Exchange, 633 South Fifth Street, Louisville, Ky.
4. F. W. Dodge Corporation, 708 American Building, Cincinnati, Ohio.
5. Building Witness Publishing Company, 622 Broadway, Cincinnati, Ohio.
6. F. W. Dodge Corporation, 229 Heyburn Building, Louisville, Kentucky.
7. Allied Construction Industries, 903 Times-Star Building, 800 Broadway, Cincinnati, Ohio.
8. Lexington Telephone Company, 151 N. Upper Street, Lexington, Kentucky,

or may be obtained from Frank D. Peterson, Secretary, Board of Trustees, University of Kentucky, Lexington, Kentucky, upon receipt of a deposit of Fifty Dollars (\$50). The

deposits of contractors making legal bids will be returned upon receipt of plans and contract documents in good condition within one week after bids are opened. No other deposits will be refunded. No bidder may withdraw his bid for a period of thirty (30) days after the date set for the opening of bids.

Bids shall be accompanied by a certified check or bid bond payable to Frank D. Peterson, Comptroller of the University of Kentucky, in an amount not less than five per cent (5%) of the base bid.

Bids received after the scheduled closing time for the reception of bids will be returned unopened to the bidders.

The Board of Trustees of the University of Kentucky reserves the right to reject any and all bids and to waive informalities.

Board of Trustees
University of Kentucky

By (Signed) Frank D. Peterson
Secretary

The members of the Executive Committee discussed the matter and, upon motion duly made, seconded and carried, authorized the Comptroller to take bids as outlined in his communication quoted above, and to report to the Board of Trustees at its meeting on December 10, 1946.

X. Construction of Proposed Men's Dormitory East of Rose Street.

President Donovan reported that Mr. John F. Wilson, architect employed to design plans and specifications for a second new men's dormitory, was available to present and discuss preliminary plans. Mr. J. F. Wilson and Mr. F. G. Hagan were asked to enter the meeting and present preliminary plans for the proposed dormitory. The site plan, elevation plan, floor plans, etcetera, were examined in some detail by members of the Committee, and explained by Mr. Wilson.

A general discussion followed, and upon motion duly made, seconded and carried, the preliminary drawings presented were ordered approved and accepted. The architect was ordered to proceed with the final plans and specifications. The Comptroller was ordered to make partial payment of fees in accordance with the contract agreement between the University and John F. Wilson, architect.

L. Report of Preliminary Survey for Underground Steam and Electric Distribution Systems.

President Donovan recalled the Board had authorized a contract with Proctor-Ingels, Engineers Associated, Lexington, Kentucky, for a survey for the underground steam and electric systems on the campus. He presented the survey report of the engineers. The report included a detailed statement as to procedure of the work and recommendation of the engineers, and blue print drawings. An itemized statement of the work done in accordance with the contract was also presented to the members of the Committee. A discussion followed, and upon motion duly made, seconded and carried, the survey report and blue print drawings were ordered received, accepted and filed. The Comptroller was ordered to pay the engineers the sum of \$5,000 for work done, same being in accordance with contract previously authorized.

M. Plans and Specifications for Air Conditioning of Lafferty Hall.

President Donovan stated that we had made an effort to air-condition the library room of the Law College, but so far had been unable to do so because of lack of materials, and high prices. He stated that it was the plan of the University to go ahead with this work as soon as conditions would permit, and submitted a letter from the Comptroller concerning fees of the engineers for preparing plans and specifications for the work.

November 9, 1946

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

During the summer of 1946, you requested the College of Engineering to assign some one to prepare plans and specifications for air-conditioning Lafferty Hall. We deferred action for some four or five weeks and later learned that Professor Walton did not have the time to do the work. I then employed Proctor-Ingels, Engineers Associated, Lexington, to prepare plans and specifications. Those plans and specifications were submitted to us and in turn, were sent to Frankfort, Department of Finance. Bids for the work were invited by Frankfort and all bids were rejected because the prices were out of line with what we thought the job was worth.

We are at this time again advertising for bids on this work. I am submitting to you invoice for the services of the engineers in the preparation of the plans and specifications for the air-conditioning of Lafferty Hall,

plus twenty extra sets of the specifications. I think that this should be submitted to the Board of Trustees for approval. The bill hereto attached represents 5% of the low bid, according to specifications, as received by the State Department of Finance, Frankfort, Kentucky.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

The members discussed the possibility of having the work done in the near future, and, upon motion duly made, seconded and carried, ordered the engineering fee of Proctor-Ingels, Engineers Associated, in the amount of \$146.50, paid.

N. Transfer of Contracts from the University of Kentucky to Kentucky Research Foundation.

President Donovan reviewed the question of transferring of research contracts now held by the University of Kentucky to the Kentucky Research Foundation. He read a communication from Dean Leo M. Chamberlain, and submitted an agreement of assignment of the contract with the Steel Founders' Society of America. He also presented a second letter from Dean Leo M. Chamberlain concerning a like agreement of assignment of contract with Joseph E. Seagram and Sons, Inc.

October
Twenty-ninth
1946

President H. L. Donovan
University of Kentucky
Lexington, Kentucky

Dear President Donovan:

With reference to the attached letter from the Steel Founders' Society of America I am suggesting that the accompanying contract of assignment be signed in triplicate by the proper person to represent the Board of Trustees at the University. Mr. Fergus and I shall sign for the Kentucky Research Foundation. One copy of the contract will be retained by the Board of Trustees for the University, one copy will be kept in the Foundation files, and the third will be sent to the Steel Founders' Society, in accordance with Mr. Briggs' request.

Sincerely

(Signed) Leo M. Chamberlain
Dean of the University
and Registrar.

Contract of Assignment

BY THIS AGREEMENT entered into in duplicate this day of July, 1946, by and between THE BOARD OF TRUSTEES OF THE UNIVERSITY OF KENTUCKY, a body corporate, hereinafter designated as the University, and THE KENTUCKY RESEARCH FOUNDATION, a Kentucky corporation, hereinafter designated as the Research Foundation, it is mutually understood and agreed:

That the University agrees to, and does hereby, delegate to the Research Foundation its duties and obligations under and in connection with the following research contract:

Contract with the Steel Founders Society of America, dated April 6, 1946.

The University further agrees to and does hereby transfer and assign to the Research Foundation all of its rights under and in connection with the above listed contract, including the right to receive payments thereunder, and agrees to transfer to the Research Foundation any payments hereafter received by the University on account of said contract, and to cooperate fully with the Research Foundation in the performance of said contract, by furnishing office and laboratory facilities where this can be done without interference with the regular work of the University. Providing, however, that the University shall not incur any new or additional obligation or liability in respect to the future performance of said contract, and shall not be bound by any changes in or additions thereto unless it shall expressly consent to the same.

In consideration of the above, the Research Foundation agrees to and does hereby assume the duties and obligations of the University in respect to the performance of the above assigned contract and agrees to protect the University and save it harmless from all obligations and liabilities arising in the future performance of said contract, or from any breach thereof.

It is the mutual understanding and agreement of the parties hereto that in respect to any of the above contract which has been partly performed on the date of this assignment, and in respect to which the University has incurred obligations or paid out funds or has received payments thereon, this assignment is to have the same effect as if it were made before such part performance, and all payments so received shall be credited to the Research Foundation and paid over to it; all such obligations incurred by the University shall be charged to and assumed by the Research Foundation; and the University shall be reimbursed

by the Research Foundation for all moneys paid out by it on account of said contract.

BOARD OF TRUSTEES OF THE UNIVERSITY OF KENTUCKY

Attest:

By: _____
Chairman, Executive Committee

Secretary

THE KENTUCKY RESEARCH FOUNDATION

Attest:

By: _____
President

Secretary

- - - - -

November
Seventh
1946

President H. L. Donovan
University of Kentucky
Lexington, Kentucky

Dear President Donovan:

The attached letter from Mr. Martersteck of Joseph E. Seagram and Sons, Incorporated, gives approval to the transfer of that company's contract to the Kentucky Research Foundation. This transfer has been approved on the basis of the patent agreement outlined in your letter of October 30 to Mr. Martersteck.

Attached are three copies of the Contract of Assignment. I recommend that these be executed by the Board of Trustees. Subsequently they will be signed by officials of the Kentucky Research Foundation and then copies will be furnished the three parties concerned. This is the same procedure that we followed in handling the transfer of the contract with the Steel Founders Society of America.

Sincerely,

(Signed) Leo M. Chamberlain, President
The Kentucky Research Foundation.

Contract of Assignment

BY THIS AGREEMENT entered into in duplicate this day of July, 1946, by and between THE BOARD OF TRUSTEES OF THE UNIVERSITY OF KENTUCKY, a body corporate, hereinafter designated as the University, and THE KENTUCKY RESEARCH FOUNDATION, a Kentucky corporation, hereinafter designated as the Research Foundation, it is mutually understood and agreed:

That the University agrees to, and does hereby, delegate to the Research Foundation its duties and obligations under and in connection with the following research contract:

Contract with Joseph E. Seagram and Sons dated May 16, 1946, and amended by correspondence of October 30 and November 2.

The University further agrees to and does hereby transfer and assign to the Research Foundation all of its rights under and in connection with the above listed contract, including the right to receive payments thereunder, and agrees to transfer to the Research Foundation any payments hereinafter received by the University on account of said contract, and to cooperate fully with the Research Foundation in the performance of said contract, by furnishing office and laboratory facilities where this can be done without interference with the regular work of the University. Providing, however, that the University shall not incur any new or additional obligation or liability in respect to the future performance of said contract, and shall not be bound by any changes in or additions thereto unless it shall expressly consent to the same.

In consideration of the above, the Research Foundation agrees to and does hereby assume the duties and obligations of the University in respect to the performance of the above assigned contract and agrees to protect the University and save it harmless from all obligations and liabilities arising in the future performance of said contract, or from any breach thereof.

It is the mutual understanding and agreement of the parties hereto that in respect to any part of the above contract which has been performed on the date of this assignment, and in respect to which the University has incurred obligations or paid out funds or has received payments thereon, this assignment is to have the same effect as if it were made before such part performance, and all payments so received shall be credited to the Research Foundation and paid over to it; all such obligations incurred by the University shall be charged to and assumed by the Research

Foundation; and the University shall be reimbursed by the Research Foundation for all moneys paid out by it on account of said contract.

BOARD OF TRUSTEES OF THE UNIVERSITY OF KENTUCKY

Attest:

By _____
Chairman, Executive Committee

Secretary

THE KENTUCKY RESEARCH FOUNDATION

Attest:

By _____
President

Secretary

A general discussion followed, and upon motion duly made, seconded and carried, the contract of assignment for the Steel Founders' Society of America, and the contract of assignment for Joseph E. Seagram and Sons, Inc., referred to above, were ordered approved, and the Chairman of the Executive Committee was directed to sign same on behalf of the University of Kentucky.

O. Revocable Permit to Use and Occupy Existing Federal Public Housing Approved.

President Donovan reported that six dormitory barracks and one two-story barrack were made ready for sleeping purposes before they were finished by the FPHA contractor. The University needed these buildings to house students who enrolled in the University at the beginning of the current fall quarter, September, 1946. The Federal authorities did not desire to have these buildings occupied by University students before the contractor was relieved of certain liabilities during the period of temporary occupancy.

It was stated that the Comptroller had signed a revocable permit required by the Federal Public Housing Authority which relieved the contractor of any liability during the period of temporary occupancy, and that he had secured fire and tornado coverage on the buildings to protect the University.

President Donovan recommended that the action of the Comptroller in signing the revocable permit for occupancy be ratified and made of record. The permit was examined, and a general discussion followed, and upon motion duly made, seconded and carried, the action of the Comptroller in signing the revocable permit and securing insurance coverage was ratified and approved, and a copy of the contract was ordered filed with the Secretary.

P. Deed to Miller Park Executed.

The Chairman of the Executive Committee reported that the deed to Miller Park, sometimes known as "Maxwelton Court property" was ready to be executed, and upon motion duly made, seconded and carried the Chairman of the Executive Committee and the Secretary of the Executive Committee were authorized to execute a deed of Miller Park to The College of the Bible.

Q. Purchases Made by Comptroller Approved.

President Donovan submitted a letter from the Comptroller listing document numbers used in making purchases for the University for the period July 1, 1946, to and including October 31, 1946.

November 6, 1946

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

I submit a list of state requisitions, advices of emergency purchases, special purchase orders, food contracts and departmental purchase orders which have been made by the Comptroller's Office between July 1, 1946, and October 31, 1946, inclusive. These purchases have not been approved by the Executive Committee of the Board of Trustees. The listing below gives the numbers of the documents requesting the purchases or actually issued as purchase orders, which documents are made a part of this record and are held in the Office of the Comptroller subject to inspection. These purchases have been made on properly drawn documents at the requests of the various departments and have been charged against available funds. The list follows:

State Requisitions	#1 to #462 inclusive
Emergency Purchase Orders	#1 to #1667 "
Special Orders	#1 to #1749 "
University Departmental Orders	#5801 to #6039 "
Library Departmental Orders	#5001 to #5386 "
(No contract requests)	

The record of the above purchases is respectfully submitted with the request that they be approved by the Executive Committee, thereby ratifying the action of the Comptroller in making such purchases.

Very truly yours,
(Signed) Frank D. Peterson
Comptroller

After due consideration, upon motion made, seconded and carried, the purchases made by the Comptroller's Office, as listed above, were authorized, ratified and approved.

R. Budget Increase for Out-of-State Travel.

President Donovan recalled that, upon recommendation of the University Faculty, the total appropriation carried in the 1946-47 budget for out-of-state travel, had been allotted by the Board of Trustees for faculty out-of-state travel, to be prorated to the colleges according to the members of the active teaching staff with the rank of instructor or above. He stated that, at the present time, there was no appropriation for administrative travel, and recommended an appropriation in the amount of \$2,000. A discussion followed, and upon motion duly made, seconded and carried, the recommendation was approved, and the Comptroller was authorized to transfer \$2,000 from University unappropriated surplus for this purpose.

S. Report on Inspection of Condition of Buildings on the Campus.

The Executive Committee had previously directed that all buildings on the campus be inspected for safety of occupancy, and a report made to the Committee.

President Donovan submitted the following report of the Chief Engineer, who made the inspection.

October 17, 1946

Dr. H. L. Donovan, President
University of Kentucky
Lexington, Kentucky

My dear Dr. Donovan:

I have at hand your letter of September 30th requesting that we make an inspection of the various buildings on the campus and a report as to their structural condition in the light of the increased loads due to the heavy enrollment. Please excuse the delay in reporting to you, but I preferred to handle this matter personally and the delay was occasioned by my recent illness.

I have visited each of the buildings referred to below at the period between changing of classes in order to check for any excessive vibration or indication of over-stress. I have also made careful examination of the plaster which is the first and best indication of structural failure.

As mentioned above, I have checked the following buildings: Frazee Hall, Barker Hall, Administration Building, White Hall, Neville Hall, Miller Hall, Norwood Hall, Health Building, and Agriculture Building. I find no cause for alarm in the structural condition of any of the buildings referred to as there is no indication of any recent movement of the structures.

I feel that there is no cause for alarm in the condition found in Neville Hall as long as our present policy of not using the top floor is continued. You will recall that we spent considerable money in recent years on Frazee Hall, Barker Hall, and Miller Hall, and I believe that these buildings are in as good condition as might be expected of buildings of their advanced age and type of construction. Although there is no evidence of recent movement in Miller Hall, I do have some slight concern due to the fact that the building walls are out of plumb. I believe that our future building plan should include the demolition of Neville Hall and Miller Hall as soon as the conditions will permit.

There is a very bad masonry crack at the rear of Patterson Hall, but inasmuch as the wall in question will be removed when the new women's dormitory is erected I do not believe it is necessary to remove and rebuild this wall. We will, in the near future, point up the brick work and keep this wall under observation to see if any further cracking develops.

You have probably noted that the stair treads in many of our buildings need replacement. They are badly worn in the Administration Building, Miller Hall, Frazee Hall, and the Agriculture Building. I had hoped to get some of this work done during the past summer, but the pressure of work on the housing projects was entirely too great for us to attempt this. I do not believe that any of them are structurally unsafe, but the worn condition does contribute a hazard in tripping and falling. I would like to replace several of these stairs with modern fire-proof type stairs if this becomes feasible.

Very truly yours,

(Signed) E. B. Farris
Chief Engineer

Members of the Committee expressed appreciation for the report, and, upon motion duly made, seconded and carried, the report was ordered received and made a part of the minutes.

T. Policy on Charges for Material Testing in College of Engineering Laboratories.

President Donovan read a letter from Dean D. V. Terrell of the College of Engineering, recommending a policy on charges for testing of materials in the College of Engineering laboratories.

October
One
1946

President H. L. Donovan
University of Kentucky

My dear President Donovan:

Our Materials Testing Laboratory is often called upon to make various tests on concrete and other building materials such as concrete blocks, concrete cylinders, sand, stone, etc. In order to protect the laboratory against too many seeking free service it is necessary that a reasonable fee be charged for these tests, the usual fee being \$2.00 to \$3.00 for each determination. This service cannot otherwise be obtained in the State except at the University of Louisville.

Since this is additional work for the members of our staff and is a service much needed by those interested in having materials tested, I wish to recommend that authority be granted to make such tests and that a fair and reasonable fee be charged for the service, with 50% of the fee going to the staff member or members making the test and 50% to the Engineering Research account.

Our staff members look upon this service as an accommodation and, except for the fact that good will is created for the University, such work would not in any case be performed. The fees collected do not in many cases justify the effort and much time is spent advising some of those who wish tests made that the facts presented do not justify our undertaking the investigation.

Yours very truly

(Signed) D. V. Terrell
Dean of Engineering

Upon recommendation of President Donovan, the policy as set forth in the above letter was discussed, and upon motion duly made, seconded and carried, the policy was adopted, the detailed procedure for handling same to be worked out by President Donovan and Dean Terrell, and report made to the Board.

U. Rates for Part-Time Student Workers Established.

President Donovan stated that there was no uniformity in the rate of pay for part-time student help at the University. He stated that he had requested Dean Chamberlain to study the question and suggest a policy. He submitted a letter from Dean Chamberlain and a suggested policy on part-time pay rate, with recommendation that same be adopted.

October
Twenty-ninth
1946

President H. L. Donovan
University of Kentucky
Lexington, Kentucky

Dear President Donovan:

Attached is a copy of our suggested policy with respect to pay rates for part-time workers at the University. After conferences with several people, I believe the policy as stated will be workable and that it will, at the same time, prevent some of the discrepancies that have recently made their appearance on our payrolls.

In accordance with your suggestion, I am submitting this in order that you may present it at the next meeting of the Board of Trustees or its Executive Committee.

Sincerely,

(Signed) Leo M. Chamberlain
Dean of the University
and Registrar

SUGGESTED POLICY ON PART-TIME PAY RATE

Recently unjustifiable discrepancies have appeared among University departments in the hourly rate paid for student and other part-time work. During the orientation and registration period, for example, students were paid all the way from 35 cents to 65 cents for work of essentially the same character. Beginning immediately the following policies will prevail in this respect.

1. The hourly rate for routine clerical assignments involving no specialized skills will be 40, 45 or 50 cents per hour. This classification will cover most assignments in the University.
2. For more specialized work involving a reasonable degree of skill in typing or shorthand, in machine operation, or in comparable work the rate shall be 55, 60 or 65 cents.
3. While the employing officer may pay either of the three rates within a bracket, it is advocated that new employees be paid the lowest rate in order that there may be some opportunity to reward experience and efficient service.
4. For temporary assignments in orientation week, for registration, et cetera, the rate shall not exceed the middle figure in the bracket, (45 or 60 cents). In most cases it will be preferable to pay the lowest (40 cents or 55 cents).
5. In the case of each assignment in the second or higher bracket, the employing officer shall indicate on the payroll advice the special skill which the student or other worker possesses and upon which the higher rate of pay is based.
6. No part-time worker shall in any case be paid in excess of 65 cents an hour except after special request from the dean and approval by the President of the University.
7. The hourly wage rate of any person now employed shall be made to conform with the above policies, except that a rate lower than 40 cents may be continued when the nature of the work justifies and when approval has been given by the dean concerned.
8. The above policies shall apply to all persons employed at the University on an hourly basis except those in the Department of Business Management and Control.

A discussion followed and, after due consideration, upon motion duly made, seconded and carried, the suggested policy on part-time pay rate for student work at the University, as recorded above, was adopted.

V. Adjustment for Recording Voices in English Courses.

President Donovan read a letter from Dr. L. L. Dantzler, relative to a change in fees in two English courses.

October 14, 1946

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Please let me recommend that the fee of \$1.50 for recording voices in courses English 6 and English 38 be changed from \$1.50 to \$2.50. We have for the past year been recording upon our own machine at the rate of \$1.50. What with the necessary purchase of needles and replacements from time to time upon a very delicate machine, \$1.50 is not sufficient to pay even expenses. Professor Sulzer concurs in the thought that \$2.50 is a correct fee. He himself charges \$2.50 for some of the recording in the radio studio. He himself would record all our work for that fee. I think he knows more about the expense in such business than I do. We certainly cannot do it for \$1.50. May I ask, if you please, that the Administration present this to the Board of Trustees and the Veterans Administration.

Yours very sincerely,

(Signed) L. L. Dantzler

Upon motion duly made, seconded and carried, the fee for recording voices in English 6 and English 38 was changed from \$1.50 to \$2.50 per course.

W. Gifts:

From Ashland Oil and Refining Company.

President Donovan reported a gift, through the Putnam Agency, by the Ashland Oil and Refining Company to the Ashland Oil and Refining Company Scholarship Fund, ~~and recommended that same be~~ accepted, and upon motion duly made, seconded and carried, it was ordered that the gift be received and accepted, and President Donovan was requested to write a letter of appreciation to the donor.

Wilson Scholarship Cup.

President Donovan reported an offer from Mr. Ralph W. Wilson to donate each year a scholarship cup to be presented to the fraternity standing highest in scholarship. He read Mr. Wilson's letter:

Sigma Chi Foundation

169 Louisiana Avenue
Lexington 18, Kentucky
1 October 1946

Dr. H. L. Donovan
President, University of Kentucky
Lexington, Kentucky

Dear Dr. Donovan:

I am willing to give a scholarship cup to the University of Kentucky, to be known as the Wilson Scholarship Cup, and to be presented each year to the fraternity standing highest in scholarship. It is my idea that an appropriate cup can be purchased for around \$50; and, if the proposition meets with your approval, I will have Mr. L.G. Balfour of the L. G. Balfour Company put his best designers to work to design something meeting the traditions of Kentucky. Since Kentucky is the home state of Mr. Balfour, I am sure he will take more than passing interest,

As Scholarship Commissioner of the Sigma Chi Fraternity and Director of Education of the Sigma Chi Foundation, the University of Kentucky Sigma Chi Chapter is just one of 104 to me, but I can not help but take a personal interest in this Chapter.

There is no question in my mind that young college students want cups, so let's give them cups for scholastic endeavor. I visit various Chapters and I am immediately led to great Trophy Cases filled with elaborate cups and trophies, but I note that entirely too few are for excellence

Missing page(s)

The safe is now in the basement of the Agriculture Building and is being used for the protection of valuable materials relating to the teaching program of Agriculture and Home Economics.

Cordially yours,

(Signed) L. J. Horlacher
Assistant Dean

The matter was considered, and upon motion duly made, seconded and carried, the gift of one iron safe was accepted, and the President was requested to write a letter of appreciation to Mr. Miller.

X. La Compagnie du Telephone, Saguenay, Quebec, Bonds Called.

President Donovan read the following letter and asked that same be made part of the minutes for the records:

November 15, 1946

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

You are advised that two five hundred dollars La Compagnie du Telephone, Saguenay, Quebec, bonds were called for payment at \$102.00. The proceeds have been deposited to the credit of the Kocourek Law Library fund. The bonds are no longer held by the Custodian of Securities.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

The communication was received, and upon motion duly made, seconded and carried, the action of the Comptroller was approved.

Y. Injury to Mr. Everett Cartwright.

President Donovan reported that on September 11, 1946, Mr. Everett Cartwright, of the Grounds staff, while assisting in the loading of some logs into a truck on the Memorial Auditorium-Field House site, strained his back. He was treated by a University

physician and by a private physician. Both doctors recommended that a brace be obtained for Mr. Cartwright. It was stated that the Chief Engineer and the Comptroller of the University recommended that a brace costing \$35.00 be purchased.

The Executive Committee discussed the injury to Mr. Cartwright, and upon motion duly made, seconded and carried, the Comptroller was authorized to purchase a brace costing not more than \$35.00 and charge same to the College Collection Fund.

It was further stated that it was the expressed understanding that the action on this request was without commitment as to further action of the Executive Committee on requests for payment of medical and other expenses incurred in connection with injuries to employees, and that the Committee did not establish a precedent and did not admit negligence or liability in paying for this brace.

Z. G. I. Service Fund Appropriated.

President Donovan read a letter from Frank D. Peterson, Comptroller of the University, requesting permission to use funds received by the University from the Veterans Administration, to pay for additional help in the Comptroller's Office.

November 15, 1946

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

Under regulations of the Veterans Administration, various colleges and universities are allowed ten per cent of the cost of books and supplies furnished by the institution to veteran enrollees under Public Laws 346 and 16.

The budget adopted by the Board for the current year 1946-47 made flat appropriations out of this fund, known as "G. I. Service Charges". Since the adoption of the budget, the number of veteran enrollees in the University has exceeded our estimate both as to number and the amount that would be derived by the University from this source. Likewise, the work incident to keeping the records required by the Veterans Administration with ~~reference~~ to veteran enrollees in the University increased. The payment of this fund to the University by the Veterans Administration is for the purpose of partially compensating the University for extra work of the business office incident to furnishing the Veterans Administration information required.

I would like to request authorization for using all of the funds received for the employment of personnel required in connection with the Comptroller's Office.

If you think that blanket authority can be given by the Executive Committee, I would appreciate the matter's being submitted to them for consideration.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller

President Donovan recommended that the request be granted, and upon motion duly made, seconded and carried, it was ordered that all receipts from the Federal Government under Public Laws 16 and 346 for "service charges" in connection with books and supplies, be used by the Comptroller's Office in connection with work done for the Veterans Administration.

Appointments and Other Staff Changes.

President Donovan submitted staff appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes requested by deans and heads of departments.

College of Arts and Sciences

Appointments

Fred E. Sheibley, Assistant Professor of Chemistry, for eight and a half months, effective October 15, 1946.

Dr. Erwin W. Straus, Lecturer in Psychology, for ten months, effective September 1, 1946.

Cloyd N. McAllister, Instructor in Hygiene, part-time, effective September 16, 1946. Mr. McAllister's time is to be divided between the Department of Hygiene and Public Health and the University Health Service, for twelve months.

Mrs. Aida Greenwood, Instructor in Romance Languages for the fall quarter, effective October 1, 1946.

Clarence Sullivan, graduate assistant in Anatomy and Physiology, for ten months, effective September 1, 1946.

David H. Orr, graduate assistant in Psychology, for ten months, effective September 1, 1946.

Mrs. Phyllis Bell, graduate assistant in English, for ten months, effective September 1, 1946.

Ann Van Meter, graduate assistant in Chemistry for three months, October, 1946.

William P. Wharton, graduate assistant in Bacteriology, for ten months, effective September 1, 1946.

Eleanor D. Allender, secretary, Department of History, for twelve months, effective October 7, 1946.

Thomas Foster Rogers, graduate assistant in Romance Languages, for ten months, effective September 1, 1946.

Charles Povlovich, Instructor in Political Science, for ten months, effective September 1, 1946 .

Fabrizio, Angelina, graduate assistant, Department of Romance Languages, for ten months, effective September 1, 1946.

John M. Stewart, graduate assistant, Department of Bacteriology, for ten months, effective September 1, 1946.

Clifton A. Basye, graduate assistant, Department of Physics, for October, November and December, 1946.

Jesse B. Huff, Jr., graduate assistant, Department of Physics, effective for October, November and December, 1946.

Clinton S. Adams, graduate assistant, Department of History, for ten months, effective September 1, 1946.

Charles Kolb, graduate assistant, Department of History, for ten months, effective September 1, 1946.

Mrs. Katheryn Robins, art librarian, for the period, October 1, 1946, through June, 1947

Edward O. Linville, student assistant, Department of Art, for the period October, November and December, 1946.

Taylor L. Davidson, student assistant, Department of Art, for the period October, 1946, through June, 1947.

Dorothy Lincicome, Instructor, Department of German Language and Literature, for ten months, effective September 1, 1946.

W. C. Gibbs, temporary Professor, Department of History, for October, November and December, 1946.

Milford Estill, graduate assistant, Department of Political Science, for nine months, effective October 1, 1946.

James P. Gregory, graduate assistant, Department of History, for nine months, effective September 1, 1946.

Dorothy Crowds, graduate assistant, Department of Zoology, for ten months, effective September 1, 1946.

Avery G. Chandley, graduate assistant, Department of Zoology, for ten months, effective September 1, 1946.

Martha Yates, student assistant, Department of Journalism, for October, November and December, 1946.

James Wood, student assistant, Department of Journalism, for October, November and December, 1946.

Mrs. Lillian Terrell, student assistant, Department of Sociology for nine months, effective October 1, 1946.

Juanita L. Phillips, graduate assistant, Department of Zoology, for ten months, effective September 1, 1946.

Clinton S. Adams, instructor, Department of Geography, for October, November, and December, 1946.

Sarah Haddix, graduate assistant, Department of Psychology, for ten months, effective September 1, 1946.

Mabel Warnecke, graduate assistant, Department of Psychology, for ten months, effective September 1, 1946.

Juliette Jones, clerk-stenographer, Office of the Dean, effective October 1, 1946.

Nell Davis Lowry, student assistant, Department of Philosophy, for October, 1946, through June, 1947.

Robert W. Miles, part-time Professor of History, for the Fall Quarter, 1946.

Allie Louis Whitt, graduate assistant, Department of Zoology, for ten months, effective September 1, 1946.

Roy N. VanArsdall, student assistant, Department of Zoology, for ten months, effective September 1, 1946.

Mary Martina, student assistant, Department of Zoology, for ten months, effective September 1, 1946.

Marjean Wenstrup, student assistant, Department of Zoology, for ten months, effective September 1, 1946.

John B. Owen, graduate assistant, Department of Zoology, for ten months, effective September 1, 1946.

George W. Freas, student assistant, Department of Zoology, for ten months, effective September 1, 1946.

Alice Dean, graduate assistant, Department of English, for October, November and December, 1946.

Marilyn Dayton, graduate assistant, for October, November and December, 1946.

Mary Curtis, graduate assistant, for October, November and December, 1946.

Mrs. Jacqueline W. Clark, Instructor in English, for the Fall Quarter, 1946.

Frances Bogle, graduate assistant, Department of English, for the Fall Quarter, 1946.

Mrs. Ragnhild Lunde, part-time Instructor in English, for the Fall Quarter, 1946.

Howard K. Trammell, student assistant, Department of Zoology, for nine months, effective October 1, 1946.

Mrs. Edna Woodhead, student assistant, Department of English, for the Fall Quarter, 1946.

Mrs. Adalin Wichman, graduate assistant, Department of English, for the Fall Quarter, 1946.

Mrs. Faye Wetzel, part-time Instructor in English, for the Fall Quarter, 1946.

Earl Thane Tyler, Instructor in English, effective September 1, 1946.

Roger Stephens, graduate assistant, Department of English, for the Fall Quarter, 1946.

Mrs. Georgia Myers, part-time Instructor in English, for the Fall Quarter, 1946.

J. W. Christopher, graduate assistant, Department of Psychology, for nine months, effective October 1, 1946.

John C. Goodlet, student assistant in Botany, for October, 1946, through June, 1947.

Virginia S. Baskett, graduate assistant, for September, and as Instructor part-time for the months of October, November and December, 1946. Miss Baskett's appointment was for ten months as graduate assistant.

Beckham Newkirk, assistant storekeeper, Department of Chemistry, for twelve months, effective October 7, 1946.

Theodore K. Dyer, part-time instructor, Department of Mathematics, appointed for ten months, is to be placed on full time for the months September, October, November and December.

Paul Hayes, graduate assistant, Department of Mathematics, for the fall quarter, effective October 1, 1946.

Donald Rose, graduate assistant, Department of Mathematics, for the Fall Quarter, effective October 1, 1946.

Leon Porter, graduate assistant, Department of Mathematics, for the fall quarter, effective October 1, 1946.

Louise Knifley, graduate assistant, Department of Mathematics, for the Fall Quarter, effective October 1, 1946.

Eleanor V. Warren (Mrs.), student assistant, Department of Mathematics, for the Fall Quarter, effective October 1, 1946.

Nadie Lee Walker, part-time Instructor in Mathematics, for the Fall Quarter, effective October 1, 1946.

Sara L. Ripy, Instructor in Mathematics, for nine months, effective October 1, 1946.

W. H. Breeze, graduate assistant, Department of Mathematics, for the Fall Quarter, effective October 1, 1946.

Mary P. Wiedeman, Instructor, Department of Anatomy and Physiology, for nine months, effective October 1, 1946.

Reginald Bowen, graduate assistant, Department of Anatomy and Physiology, for nine months, effective October 1, 1946.

Richard F. Greathouse, student assistant, Department of Anatomy and Physiology, for nine months, effective October 1, 1946.

Henry Batsel, graduate assistant, Department of Anatomy and Physiology, for nine months, effective October 1, 1946.

Kenneth Kuhn, part-time Instructor, Department of Journalism, for the Winter Quarter, effective January 1, 1946.

Arnold C. Richardson, assistant storekeeper, Department of Chemistry, effective October 21, 1946, through June 30, 1947.

Florence W. Thurston, secretary, Department of History, effective October 28, 1946, through June 30, 1947.

Ruth Kelley, graduate assistant, Department of History, effective October 1, 1946, through December, 1946.

Jean Howard, graduate assistant, Department of History, effective October 1 through December, 1946.

Esther Bailey, graduate assistant, Department of History, effective October 1 through December, 1946.

Mary Hartley, part-time secretary, Department of German, effective November 1, 1946, through June 30, 1947.

Gordon H. Leader, Assistant Professor of Chemistry, for twelve months, effective January 1, 1947.

Mrs. Norris Conrad Golben, assistant secretary, Department of Chemistry, effective November 4, 1946, through June, 1947.

Eustace J. York, graduate assistant, Department of Chemistry, half-time, January 1 through June 30, 1947.

Vance C. Johns, student assistant, Department of Botany, for two months, effective November 1, 1946.

Margaret Roser, part-time instructor in Library Science, for April, May and June, 1947. Miss Roser is to fill the vacancy caused by the resignation of Miss Gallaway.

Ann Van Meter, graduate assistant, Department of Chemistry, half-time, January through June, 1947.

S. A. Rector, graduate assistant, Department of Mathematics and Astronomy, for the months of November and December, 1946.

Salary Adjustments

Raymond Fields, part-time Instructor, Department of Mathematics and Astronomy, made full time Instructor, with adjustment in salary, for ten months, effective September 1, 1946.

Joseph T. Meers, graduate assistant, Department of Physics, made Instructor in Physics, with adjustment in salary, effective September 15 through December 15, 1946.

Esther Nevitt, graduate assistant, Department of German Language and Literature, made Instructor, with adjustment in salary, for nine months, effective October 1, 1946.

George Herndon, graduate assistant, Department of English, made Instructor, effective September 1, 1946, for ten months.

Robert Miles, Jr., graduate assistant, Department of English, adjustment in salary for the Fall Quarter, October through December, 1946.

Charles R. Trumbo, graduate assistant, Department of English, adjustment in salary for the Fall Quarter, October through December, 1946.

James Woodall, graduate assistant, Department of English, adjustment in salary for the Fall Quarter, October through December, 1946.

Dorothy McKercher, graduate assistant, Department of Mathematics, adjustment in salary, for the Fall Quarter, effective October 1, 1946.

Dorothy Spragens, graduate assistant, Department of Mathematics, adjustment in salary, for the Fall Quarter, effective October 1, 1946.

Wimberly Royster, graduate assistant, Department of Mathematics, adjustment in salary, for the Fall Quarter, effective October 1, 1946.

Layton Thompson, graduate assistant, Department of Mathematics, adjustment in salary, for the Fall Quarter, effective October 1, 1946.

Mary C. Heath, graduate assistant, Department of Mathematics for ten months, adjustment in salary for the Fall Quarter, effective October 1, 1946.

Charles R. Trumbo, graduate assistant, Department of English, made Instructor, with adjustment in salary, effective October 15, 1946, through June, 1947.

Theodore A. White, graduate assistant, Department of Chemistry, half-time, with adjustment in salary. Mr. White has been a graduate assistant, quarter-time, for the Fall Quarter. Adjustment effective January through June.

William H. Moore, graduate assistant, Department of Chemistry, half-time, January through June, 1947. Mr. Moore has been a graduate assistant, quarter-time, for the Fall Quarter.

William J. McCreary, graduate assistant, Department of Chemistry, half-time, January through June, 1947. Mr. McCreary has been a graduate assistant, quarter-time, for the Fall Quarter.

Dennis A. Ayres, graduate assistant, Department of Chemistry, half-time, January through June, 1947. Mr. Ayres has been a graduate assistant, quarter-time, for the Fall Quarter.

Edward J. Griffith, graduate assistant, Department of Chemistry, half-time, January through June, 1947. Mr. Griffith has been a graduate assistant, quarter-time, for the Fall Quarter.

Leaves of Absence

Ernest G. Trimble, Associate Professor of Political Science, leave without salary extended to January 1, 1947.

Henry Beaumont, Professor of Psychology, leave extended through the Fall Quarter, 1946.

Laura K. Martin, Associate Professor of Library Science, granted sabbatical leave for the Spring, Fall and Winter Quarters of 1947.

Margaret Horsfield, Assistant Professor of Romance Languages, granted sabbatical leave from September, 1946, through June, 1947, is returning at the end of the Fall Quarter, and will resume her teaching duties January 1, 1947.

Resignations

Henry Birnbaun, Instructor in English, effective September 1, 1946.

Cordelia C. Alexander, graduate assistant, Department of Bacteriology, effective September 1, 1946.

Charles E. Hayes, graduate assistant, Department of Physical Education, effective September 1, 1946.

Mrs. Ellen Jane Lewis, librarian-secretary, Department of Library Science, effective August 31, 1946. Mrs. Lewis was later reappointed for September but found it was impossible for her to serve.

Anne Wallace Shropshire, Instructor in English, effective September 1, 1946.

Robert C. George, assistant storekeeper, Department of Chemistry, effective October 1, 1946.

Ashley St. Julian Mixson, graduate assistant in Psychology, effective October 1, 1946.

Marilyn Dayton, graduate assistant, Department of English, effective October 14, 1946.

Mrs. Edith Fleming, part-time secretary, Department of German, effective November 1, 1946.

W. H. Breeze, graduate assistant, Department of Mathematics and Astronomy, effective November 1, 1946.

Donald Rose, graduate assistant, Department of Mathematics and Astronomy, effective November 1, 1946.

✓ Louise Galloway, part-time Instructor in Library Science, effective, Spring Quarter, 1947. Miss Galloway was employed in this department for the Spring Quarter only.

Corrections in the Minutes

The following names were given incorrectly for insertion in the minutes indicated below:

James Paul Stoakes was incorrectly listed as John Paul Stoakes, Associate Professor of English, in the minutes of July 19, 1946.

William O. Shropshire was incorrectly listed as Walter O. Shropshire, Instructor in Physics, in the minutes of August 23, 1946.

Joseph A. Saly, graduate assistant in English, was incorrectly listed as Joseph A. Suly, in the minutes of September 21, 1946.

Merton England's salary in History, after his appointment as Editor of the University Press, was given as on a twelve months basis, when it should have been given on a ten months basis.

Appointments College of Agriculture and Home Economics

Paul M. Phillippe, Associate Professor of Farm Crops, effective November 1, 1946.

Anne R. Frye, Assistant Home Demonstration Agent, Boone County, effective September 23, 1946.

Nell Cherry, Assistant Home Demonstration Agent, Graves County, effective September 23, 1946.

Amelia B. Mason, Assistant Home Demonstration Agent, Christian County, effective September 23, 1946.

Robert E. Friedly, Assistant County Agent, Kenton and adjoining counties, effective September 9, 1946.

Janet Collins, clerk, Extension, effective October 1, 1946.

William H. Troxell, field assistant in agronomy, effective October 1, 1946.

Marian Bartlett, assistant home demonstration agent, Bourbon County, effective October 16, 1946.

Lucille B. Warren, home demonstration agent, Hopkins County, effective September 3, 1946.

E. L. Taylor, Assistant Veterinarian, effective November 1, 1946.

Sadie Wilgus Pulliam, home demonstration agent, McCracken County, effective September 23, 1946.

Ruth Jones, laboratory assistant, effective November 1, 1946.

James S. Brown, Assistant in Rural Sociology, effective October 21, 1946.

Calvin M. Austin, assistant chemist, effective November 15, 1946.

Ednabelle Byron, stenographer, Department of Farm Labor, effective November 1, 1946.

Robert Thaxton, Instructor in Farm Crops, for twelve months, effective November 1, 1946.

Paul Keen, senior assistant County Agent, Pike County, effective November 1, 1946.

Dallas Richard Siler, assistant County Agent, Nicholas County, effective November 1, 1946.

Thelma Banks House, (Negro) Home Demonstration Agent, Henderson and Daviess counties, effective November 1, 1946.

Mary H. Versaw, clerk, Experiment Station, effective November 1, 1946.

John S. Harrison, Assistant Analyst, Department of Agronomy, for twelve months, effective January 1, 1947.

Resignations

Alice Walters, analyst in agronomy, effective October 18, 1946.

Alice Glenn Keaton, home demonstration agent, Bourbon County, effective September 30, 1946.

Doreas Kiser, clerk, Extension Division, effective September 14, 1946.

Mary Lawton Thornton, assistant Home Demonstration Agent, Henry County, effective September 30, 1946.

Eddie C. Pasco, assistant Inspector, Department of Feed and Fertilizer Control, effective October 12, 1946.

Elmer L. Hixson, Field Agent in Dairying, effective September 30, 1946.

John Fraser, Beef Cattle Herdsman, effective September 30, 1946.

Euell Fralick, laborer, W. Kentucky Substation, effective September 23, 1946.

Marietta Smith, Home Demonstration Agent, McCracken County, effective October 15, 1946.

Laura Wiedo, laboratory assistant, effective October 12, 1946.

Ann G. Farris, clerk, effective September 21, 1946.

William C. Templeton, Jr., Assistant Professor of Farm Crops, effective November 13, 1946.

Maurice K. Williams, Junior County Agent, Covington, effective October 31, 1946.

Edgar Montgomery, Field Agent in Farm Labor, effective October 31, 1946.

Mrs. Lizzie C. Stivers, Farm Labor Assistant, effective October 31, 1946.

William L. Costel, Field Agent in Farm Labor, effective October 31, 1946.

Lynn Phelps, Clerk, Department of Feed and Fertilizer, effective November 21, 1946.

Alex H. Taylor, Farm Labor Assistant, employment terminated October 31, 1946, work completed.

Hoye Miller, Fire Warden, Robinson Substation, October 31, 1946.

Death

Mrs. Nettie Van Hook, laboratory helper, October 2, 1946.

Leaves of Absence

Carl M. Clark, Assistant Professor and Assistant in Markets, granted sabbatical leave, effective October 1, 1946. Mr. Clark is to do graduate study toward the Ph.D. degree at the University of Wisconsin. His leave is to extend to August 31, 1947.

L. J. Horlacher, Assistant Dean in Resident Teaching, granted sabbatical leave, for nine months, January to August inclusive, 1947.

Salary Adjustments

Harry M. Young, Jr., Assistant in Farm Management, transferred to position of Field Agent in Farm Management, with adjustment in salary effective November 1, 1946.

Charles M. Stagner, County Soils Assistant, Trigg County, adjustment in salary, effective October 1, 1946.

Evelyn Lake Sinclair, Home Demonstration Agent, Rowan County, adjustment in salary, effective October 1, 1946.

Frances G. White, Home Demonstration Agent, Lyon County, adjustment in salary, effective October 1, 1946.

Wilma Vandiver, Home Demonstration Agent, Caldwell County, adjustment in salary, effective October 1, 1946.

Judith Rowland, Home Demonstration Agent, Hancock County, adjustment in salary, effective October 1, 1946.

Frank W. McCoy, Assistant County Agent, Washington-Mercer counties, adjustment in salary, effective October 1, 1946.

Virginia Hill, Home Demonstration Agent, Clark County, adjustment in salary, effective September 1, 1946.

Mildred Dunn, Home Demonstration Agent, Barren County, salary adjustment, effective October 1, 1946.

Thelma Gudgeon, Home Demonstration Agent, Bracken County, adjustment in salary, effective October 1, 1946.

Sidney W. DeLong, Assistant County Agent, Simpson County, salary adjustment, effective October 1, 1946.

William Edward Davis, Assistant County Agent, Hardin County, adjustment in salary, effective October 1, 1946.

Louise Cosby, Home Demonstration Agent, Anderson County, adjustment in salary, effective October 1, 1946.

Pruda Mae Caudill, Home Demonstration Agent, Carter County, adjustment in salary, effective October 1, 1946.

Mrs. Ada G. Carter, Home Demonstration Agent, Marion County, adjustment in salary, effective October 1, 1946.

Benjamin J. Butler, Assistant County Agent in Club Work, Fayette County, adjustment in salary, effective October 1, 1946.

Zora Ball, Home Demonstration Agent, Perry County, adjustment in salary, effective October 16, 1946.

Mrs. Rosemary C. Stephenson, secretary-clerk, adjustment in salary, effective November 1, 1946.

Mrs. Ruby E. Morrow, Clerk, adjustment in salary, effective November 1, 1946. Mrs. Morrow is employed in the Director's Office, Experiment Station

Change in Status

H. B. Price, relieved of headship of Department of Markets and Rural Finance, in the divisions of teaching, research and extension. Dr. Price's new title is to be Professor of Agricultural Economics and in the Experiment Station, Economist in Markets and Rural Finance. This change in position is to become effective November 16, 1946. This recommendation is made by Dean Cooper upon the urgent request of Dr. Price.

A. J. Brown to become head of the Department of Markets and Rural Finance, effective November 16, 1946. Dr. Brown is to retain his title as Associate Professor of Markets, and, in addition, be given the title of Head of the Department of Markets and Rural Finance. Dr. Brown's salary is to be adjusted, effective January 1, 1947.

Dana G. Card, Assistant in Markets in the Experiment Station, promoted to Professor of Agricultural Economics, effective November 16, 1946. Dr. Card is also to retain his title as Assistant in Markets, Experiment Station.

College of Engineering

Appointments

Clinton K. Hoffman, Instructor, Engineering Drawing, for twelve months, effective October 1, 1946. Mr. Hoffman is to fill the position left vacant by the resignation of Herbert H. Davies.

William F. Savage, Instructor, Aeronautical Engineering, for twelve months, effective October 1, 1946.

Willie G. Neal, graduate assistant, Civil Engineering, for eight months, effective October 1, 1946.

Chester F. Robards, graduate assistant, Mining and Metallurgical Engineering, for three months, effective October 1, 1946.

Staley F. Adams, student assistant, General Engineering, for three months, effective October 1, 1946.

Fred M. Wells, student assistant, Mechanical Engineering, for eight months, effective October 1, 1946.

William C. Caywood, student assistant, Engineering Drawing, for eight months, effective October 1, 1946.

Augustus E. Green, student assistant, Civil Engineering, for eight months, effective October 1, 1946.

Barbara S. Warren, clerk-stenographer, Engineering Experiment Station, part-time, for nine months, effective October 1, 1946.

Clay D. Vallandingham, student laboratory assistant, Electrical Engineering, for eight months, effective October 1, 1946.

John A. Dearing, graduate assistant, Department of Civil Engineering, effective October 1, 1946, for eight months.

Clement A. Zoellers, student assistant, Department of Electrical Engineering, for eight months, effective October 1, 1946.

Milton J. Evans, Jr., student assistant, General Engineering, for eight months, effective October 1, 1946.

Carroll Sparks Carter, Instructor, Mining Engineering, for twelve months, effective November 1, 1946.

Earl T. Noble, Instructor, Electrical Engineering, for twelve months, effective January 1, 1947.

Promotion

R. E. Shaver, Professor of Geodesy, promoted to the position of Professor of Civil Engineering and Head of the Department, with adjustment in salary, effective October 1, 1946.

Salary Adjustment

Arthur S. Coffinberry, director, foundry research, part-time, adjustment in salary, effective October 1, 1946.

Resignations

Herbert H. Davies, Instructor, Engineering Drawing, effective September 17, 1946.

Oscar L. Shultz, graduate assistant, Electrical Engineering, effective September 1, 1946.

College of Law

Appointments

Frank Warnock, Law Library assistant, effective October 1, 1946.

Bertel Sparks, Law Library assistant, effective October 1, 1946.

William O. Gilbreath, Law Library assistant, effective October 1, 1946.

William Coldiron, Law Library assistant, effective October 1, 1946.

Paul Kelley, Law Library assistant, effective November 1, 1946.

Salary Adjustments

Frank Warnock, Law Library assistant, adjustment in salary, effective November 1, 1946, due to increased volume of work.

Berthel Sparks, Law Library assistant, adjustment in salary, effective November 1, 1946, due to increased volume of work.

William Coldiron, Law Library assistant, adjustment in salary, effective November 1, 1946, due to increased volume of work.

Resignation

William O. Gilbreath, Law Library assistant, effective November 1, 1946.

College of Education

Appointments

Harry M. Sparks, Junior Instructor, for twelve months, effective September 25, 1946.

Joseph T. Conforti, part-time Instructor in Physical Education, for nine months, effective September 9, 1946, to June 1, 1947. Mr. Conforti will fill the vacancy left by the resignation of Mr. Blanton Collier.

Maurice I. Gould, part-time Instructor in Biology, for nine months, effective September 25, 1946, to June 1, 1947.

Agnes Shreve Spence, secretary, for twelve months, effective September 16, 1946.

Harold Dotson, part-time Instructor, University School, for eight months, effective October 1, 1946.

Mrs. Fannie Miller, temporary appointment as sixth grade teacher, effective October 1, 1946.

Rachel Reed, kindergarten assistant, for the month of October.

Mrs. Evelyn Pharr Eleazer, Jr., temporary appointment as critic teacher, seventh grade, effective October 17 to December 1, 1946.

Josephine G. King, secretary, effective October 28, 1946.

Leaves of Absence

Kitty Conroy, critic, sixth grade, leave for the year 1946-47. Miss Conroy returned to her duties November 1 before expiration of leave.

Carolyn Schoeffler, critic, seventh grade, leave of absence for one month, effective November 1, 1946.

Termination of Temporary Appointment

Mrs. Fannie Miller, temporary appointment as sixth grade teacher terminated November 1, 1946.

Resignation

Maurice I. Gould, part-time instructor, effective October 1, 1946.

College of Commerce

Appointments

L. C. Fowler, Instructor in Commerce, for ten months, effective September 1, 1946. Mr. Fowler will take the place vacated by Professor Guy.

Alva Matherly, research assistant, for ten months, effective September 1, 1946.

Mrs. T. Reitman, secretary, Bureau of Business Research, for twelve months, effective October 4, 1946.

The following persons were appointed as reading assistants, for the period October 1, 1946, through May, 1947:

Robert Landrum
Sue Ann Bradford
George Burnett
Lyman Everly
Byram Faris
George J. Riley

Daniel VanSant
William A. Toombs, Jr.
Robert W. Smith
Harry M. Palmer
John Conrad Meyerholz
Thomas Gregory

John William Cox, laboratory assistant, for the period October 1, 1946, through May, 1947.

Bonny Jackson, part-time secretarial assistant, for eight months, effective October 1, 1946.

Powers Jones, student assistant, for the period October 1, 1946, through June, 1947.

Arthur E. Vogelmann, part-time instructor, for the period October 1 through December, 1946.

Julia Lee Horne, secretarial assistant, for eight months, effective October 1, 1946.

Josephine G. King (Mrs.), part-time secretarial assistant, College of Commerce, effective October 28, 1946.

Elizabeth Helvestine, part-time instructor in Secretarial Practice, effective October 20 through December, 1946.

D. C. McMurtry, Jr., instructor in Commerce, November 6 through December, 1946. Mr. McMurtry is to take the place vacated by Mr. L. C. Fowler, resigned.

Resignations

L. C. Fowler, Instructor in Commerce, effective October 5, 1946.

Mrs. Vivian Vickery Todd, secretary, Bureau of Business Research, effective October 4, 1946.

Graduate School

Appointment

James Harvey Leech, scholar, for ten months, effective September 1, 1946.

Resignations

John H. Bailey, scholar, effective September 1, 1946.

William K. Blue, scholar, effective September 1, 1946.

Dale Melugin, scholar, effective October 1, 1946.

General Library

Appointments

Mrs. Ruth Allender, gift and exchange assistant, for twelve months, effective September 23, 1946.

Margie Clegg, half-time secretary, for twelve months, effective October 1, 1946.

Registrar's Office

Resignation

Wylie Willson, Senior Clerk, effective November 15, 1946.

Department of University Extension

Payment for Grading Correspondence Work

Final payment to men no longer members of the University, as follows:

W. H. Stephenson
John E. Reeves

A. B. Warren
Edgar Z. Palmer

Appointment

Gordon C. Godbey, Assistant in University Extension, for twelve months, effective December 1, 1946. Mr. Godbey succeeds W. Gayle Starnes, resigned.

Office of the Dean of Men

Appointments

Mrs. Grace Pride, housemother, Phi Kappa Tau fraternity, effective October 1, 1946.

Mrs. Bertah Jones Leslie, housemother, Pi Kappa Alpha fraternity, effective October 1, 1946.

Mrs. L. M. Pryor Hancock, housemother, Phi Delta Theta fraternity, effective October 1, 1946.

Mrs. Vera M. Lyon, housemother, Alpha Tau Omega fraternity, effective October 6, 1946.

Resignation

Miss I. R. Wheeler, housemother, effective October 5, 1946.

Office of the Dean of Women

Resignation

Mrs. Richard E. Williams, housemother, effective September 1, 1946.

Residence Halls for Women

Mrs. Mildred Turner, leave for September and October because of illness.

University Health Service

Appointments

Cloyd N. McAllister, assistant in Health Service, part-time, for twelve months, effective September 16, 1946. Mr. McAllister's time is to be divided between the Health Service and the Department of Hygiene and Public Health.

Helen Crews, registered nurse for Women's Residence Halls, for twelve months, effective September 16, 1946.

Salary Adjustment

A. Ed Crowe, Laboratory Technician, adjustment in salary, effective November 1, 1946.

Personnel Office

Mrs. Renee Gordon, secretary, for twelve months, effective September 18, 1946.

Anne A. Lewis, clerk, for twelve months, effective October 1, 1946.

Mrs. Marjorie Louise Orr, clerk, for twelve months, effective November 1, 1946. Mrs. Orr has previously worked on hourly basis.

Resignation

Joseph A. Larkin, half-time assistant, effective September 15, 1946.

Department of Public Relations

Appointments:

James R. Dance, sports editor, part-time, effective October 15, 1946. Mr. Dance is part-time replacement for Carl Combs, resigned.

Department of Business Management and Control

Division of Purchases

Resignation

Frances Deaver, Clerk-Stenographer, effective November 15, 1946.

University Post Office

Appointment

Mrs. Marylene S. Williams, Clerk, for twelve months, to fill vacancy caused by resignation of Mrs. Lindon, effective November 1, 1946.

University Commons

Salary Adjustments

Georgia Booher, assistant manager, adjustment in salary, effective September 1, 1946.

Elizabeth Gault, supervisor, adjustment in salary, effective September 1, 1946.

Appointment

Lucy Kennedy, storeroom clerk, effective September 1, 1946. Miss Kennedy has been on the bi-monthly payroll and is transferred to the monthly payroll. There is no change in salary.

G. I. Enrollees Overhead

Appointment

Mary Louise Ransdell, clerk-typist, for twelve months, effective September 16, 1946.

Supervision of Service Units

Appointment

Fleming B. Griffith, auditor, effective October 17, 1946.

Housing Project

Appointment

John T. Adair, Jr., supervisor of Men's Barracks, for twelve months, effective September 16, 1946.

Aeronautical Research Laboratory

Salary Adjustment

Fritz Mangelson, Supervisor, Machine Shop, adjustment in salary. Mr. Mangelson has been working on the hourly basis.

Maintenance and Operations

Appointments

Seth E. Taylor, Supervisor of Janitors, returned from military service and resumed his duties, effective September 16, 1946. His salary was provided for in the budget.

Jonathan B. Rieman, Assistant Engineer, for twelve months, effective October 16, 1946.

Student Union Building

Appointments

Delbert Levi McLaughlin, bookkeeper, effective October 16, 1946.

Allie F. Evans, hostess-clerk, effective October 16, 1946.

Resignation

Earl K. Turner, bookkeeper, effective October 15, 1946.

* * * * *

It is moved, seconded and carried, that on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes be concurred in and record made in the minutes.

* * * * *

B-1. Adjournment.

* * * * *

Upon motion duly made, seconded and carried, the Executive Committee adjourned at 2:30 p.m.

* * * * *

Frank D. Peterson, Secretary
Board of Trustees & Executive
Committee.