

Irregularities

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, January 18, 1939.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University Wednesday, January 18, 1939, at 10:00 a.m. The members of the Committee present were Judge Richard C. Stoll, Chairman; James Park, H. S. Cleveland and D. D. Stewart. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present.

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of November 3, 1939, were approved as published.

2. Financial Report.

The Business Agent filed financial report for month of December, 1938. The report was examined and ordered recorded in the minutes. The report reads as follows:

Statement of Income and Expenditures
Month of December 1938

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Fed. Appro.-Morrill-Nelson	18,354.99	6,118.33	24,472.32
Vocational Ed. Board	12,354.60	3,378.85	15,733.45
State Appro.-Summer School.	8,000.00		8,000.00
Special Agr. Appropriation	10,000.00	2,000.00	12,000.00
State Appro.-General	295,381.84	57,780.43	353,162.27
Bldg. Revenue Bond & Op- eration Fund	38,090.90	2,167.50	40,258.40
State Appro.-Repairs to Buildings	8,905.38	769.66	9,675.04
Federal Appro.-Bankhead- Jones	11,770.48	3,867.49	15,637.97
Student Fees	98,586.64	162.80	98,749.44
Student Fees - Summer Sch.	63,617.59		63,617.59
Student Fees - U.H.S.	4,930.00	300.00	5,230.00
Student Fees - El.Tr.Sch.	3,820.00	100.00	3,920.00
Student Fees - U. Exten.	7,414.70	729.67	8,144.37

Miscellaneous Receipts	3,062.23	470.84	5,533.07
Rentals	713.65	235.00	948.65
Men's Dormitories	9,369.05	452.55	9,821.60
Library Equip.-Appro.	7,986.42	684.26	8,670.68
Scientific & Laboratory Equip. Appro.	13,354.87	3,980.64	17,335.51
Engineering Equipment-Appro.	10,583.95	9,117.79	19,701.74
Total	<u>626,297.29</u>	<u>92,315.81</u>	<u>718,613.10</u>
Expenditures			
Instruction	381,571.08	88,943.34	470,514.42
Adm., Exp. and Maint.	173,079.85	33,249.62	206,329.47
Additions and Better.	34,352.76	16,179.18	50,531.94
Total	<u>589,003.69</u>	<u>138,372.14</u>	<u>727,375.83</u>
Excess of Expenditures over Income	<u>37,293.60</u>	<u>(46,056.33)</u>	<u>(8,762.73)</u>
Patterson Hall Income			
Board	30,503.10	662.25	31,165.35
Miscellaneous Receipts	12.80	79.35	92.15
Room Rent-Summer School	1,839.50		1,839.50
Total	<u>32,355.40</u>	<u>741.60</u>	<u>33,097.00</u>
Expenditures			
Expense	12,319.47	4,009.19	16,328.66
Additions and Betterments	1,773.99	634.50	2,408.49
Total	<u>14,093.46</u>	<u>4,643.69</u>	<u>18,737.15</u>
Excess of Income over Expenditures	<u>18,261.94</u>	<u>(3,902.09)</u>	<u>14,359.85</u>
General Fund Income	658,652.69	93,057.41	751,710.10
General Fund Expenditures	<u>603,097.15</u>	<u>143,015.83</u>	<u>746,112.98</u>
Excess of General Fund Income over Expend.	55,555.54	(49,958.42)	5,597.12
Excess of Receipts over Expenditures for General Ledger accounts	(38,261.32)	62,663.78	24,402.46
Accounts Payable	<u>(9,302.96)</u>		<u>(9,302.96)</u>
Excess of Receipts over Expenditures for the fiscal year to date - General Fund	<u>7,991.26</u>	<u>12,705.36</u>	<u>20,696.62</u>
Excess of Receipts over Expenditures for the fiscal year to date-General Fund			20,696.62
Cash in Bank July 1, 1938 - General Fund			<u>84,428.52</u>
Cash in Bank December 31, 1938 - General Fund			<u>103,125.14</u>

Experiment Station Income

Hatch - Federal Appro.	7,500.00		7,500.00
Milk and Butter - Cash Rec.	4,993.85	878.83	5,872.68
Beef Cattle Sales	164.00	781.16	945.16
Dairy Cattle Sales	700.00	310.00	1,010.00
Sheep Sales	356.98	485.73	842.71
Swine Sales	1,311.06	78.99	1,390.05
Poultry Sales	703.69	228.88	932.57
Farm Produce Sales	414.04	195.74	609.78
Horticultural Sales	760.75	(20.00)	740.75
Seed Test	569.80	225.92	787.72
Seed Inspection	9,313.96	880.56	10,194.52
Rentals	673.35	2,139.05	2,812.40
Miscellaneous	297.54	36.80	334.34
Fertilizer - Fees	9,170.00	157.00	9,327.00
Public Service - State Appro.	8,227.23	1,796.29	10,023.52
Public Service - Misc. Rec.	188.30		188.30
Feeding Stuffs - Fees	21,434.72	4,185.75	25,620.47
Adams - Fed. Appro.	7,500.00		7,500.00
Serum - Sales	1,220.68	93.01	1,313.69
Serum - Virus Sales	42.90	5.40	48.30
Serum - Supply Sales	22.40	27.00	49.40
Horticultural Appropriation	3,330.94	395.00	3,725.94
State Appropriation	22,249.87	1,690.79	23,940.66
Creamery - License Fees	8,387.50	10.50	8,398.00
Creamery - Testers Licenses	2,163.66	22.50	2,186.16
Creamery - Glassware Tested	242.84	38.88	281.72
Robinson - State Appro.	5,760.22	637.05	6,457.27
Robinson - Misc. Receipts	1,638.93	526.92	2,165.85
West Ky.-State Appro.	6,736.41	213.55	6,949.96
West Ky.-Misc. Receipts	1,734.70	239.00	1,973.70
Purnell-Federal Appro.	30,000.00		30,000.00
Bankhead-Jones--Fed. Appro.	34,535.39		34,535.39
Nursery Inspection-State Ap.	861.64	138.36	1,000.00
Nursery Inspection-Fees	1,350.00		1,350.00
Total	<u>194,549.35</u>	<u>16,458.66</u>	<u>211,008.01</u>
Expenditures			
Expense	160,139.61	32,151.39	192,291.00
Additions & Betterments	2,426.50	2.14	2,428.64
Total	<u>162,566.11</u>	<u>32,153.53</u>	<u>194,719.64</u>
Excess of Income over Ex- penditures	31,983.24	(15,694.87)	16,288.37
Accounts Payable	(8,853.98)		(8,853.98)
Excess of Expenditures over Receipts for General Ledger accounts	2,356.27	(3,200.04)	(843.77)
Excess of Receipts over Ex- penditures	<u>25,485.53</u>	<u>(18,894.91)</u>	<u>6,590.62</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Experiment Station			6,590.62
Cash in Bank July 1, 1938 - Experiment Station			31,519.75
Cash in Bank December 31, 1938 - Experiment Station			<u>38,110.37</u>

Extension Division Income			
Federal Bankhead-Jones	202,585.34		202,585.34
Federal Smith-Lever	74,154.38		74,154.38
Federal Supplementary	6,636.39		6,636.39
Federal Capper-Ketcham	18,400.48		18,400.48
State Smith-Lever	50,445.40	9,514.46	59,961.86
County and Other	9,028.08	1,687.68	10,715.76
Total	<u>361,250.07</u>	<u>11,204.14</u>	<u>372,454.21</u>
Expenditures			
Expense	<u>283,468.21</u>	<u>62,568.47</u>	<u>346,036.68</u>
Excess of Income over Expenditures	<u>77,781.86</u>	<u>(51,364.33)</u>	<u>26,417.53</u>
Excess of Income over Expenditures for the fiscal year to date - Extension Division			
			26,417.53
Cash in Bank July 1, 1938 - Extension Division			<u>2,688.11</u>
Cash in Bank December 31, 1938 - Extension Division			<u>29,105.64</u>
Trust Fund Income			
Student Loan Fund	704.78	43.96	748.74
Student Notes Paid	<u>1,155.68</u>	<u>234.93</u>	<u>1,390.61</u>
Total Receipts	<u>1,860.46</u>	<u>278.89</u>	<u>2,139.35</u>
Expenditures			
General Ledger accounts	7,500.00		7,500.00
Student Notes	<u>175.00</u>		<u>175.00</u>
Total Expenditures	<u>7,675.00</u>		<u>7,675.00</u>
Excess of Expenditures over Receipts	<u>(5,814.54)</u>	<u>278.89</u>	<u>(5,535.65)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Trust Fund			
			(5,535.65)
Cash in Bank July 1, 1938 - Trust Fund			<u>9,578.17</u>
Cash in Bank December 31, 1938 - Trust Fund			<u>4,042.52</u>
Summary			
General Fund Income	658,652.69	93,057.41	751,710.10
Experiment Station Income	194,549.35	16,458.66	211,008.01
Extension Division Income	361,250.07	11,204.14	372,454.21
Trust Fund Income	704.78	43.96	748.74
Total	<u>1,215,156.89</u>	<u>120,764.17</u>	<u>1,335,921.06</u>
General Fund Expend.	603,097.15	143,015.83	746,112.98
Experiment Sta. Expend.	162,566.11	32,153.53	194,719.64
Extension Div. Expend.	283,468.21	62,568.47	346,036.68
Total	<u>1,049,131.47</u>	<u>237,737.83</u>	<u>1,286,869.30</u>

Excess of Income over Expenditures	166,025.42	(116,973.66)	49,051.76
Excess of Receipts over Expenditures for General Ledger accounts	(43,405.05)	59,463.74	16,058.69
Accounts Payable	(18,156.94)		(18,156.94)
Student Loan Fund Notes	<u>980.68</u>	<u>234.93</u>	<u>1,215.61</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund	<u>105,444.11</u>	<u>(57,274.99)</u>	<u>48,169.12</u>
Excess of Receipts over Expenditures for the Fiscal year to date - Combined Fund			48,169.12
Cash in Bank and on hand July 1, 1938- Combined Fund			<u>128,414.55</u>
Cash in Bank and on hand December 31, 1938- Combined Fund			<u>176,583.67</u>

Abstract of item shown on Statement of Income and Expenditures as "Excess of Receipts over Expenditures for General Ledger accounts \$16,058.69"

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	12,207.14	
Sundry accounts		<u>28,265.83</u>
	12,207.14	28,265.83
		<u>12,207.14</u>
		<u>16,058.69</u>

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from December 8, 1938, to January 4, 1939. The report showed orders made by the Business Office on authority of the Requisition Committee in the manner prescribed by the Board of Trustees and State Laws, running from No. 4509 to No. 5070. The report was examined and on motion and second, the orders named therein were ratified and approved and payments on said orders were authorized and approved. The following budget additions were approved: Publicity, \$327.02, \$24.25 and \$78.42, work on new Radio Station; McVey Hall, \$120.00; Memorial Hall, \$23.75.

4. Income and Expenditures.

The following statement of income and expenditures and estimated income and expenditures was presented by the Business Agent.

UNIVERSITY OF KENTUCKY

General Fund Income and Expenditures from July 1, 1938 to December 31, 1938, and estimated Income and Expenditures from January 1, 1939 to June 30, 1939. (Exclusive of Special Appropriations).

Income from July 1, 1938 to December 31, 1938 -----	\$672,905.17	
Estimated Income from January 1, 1939 to June 30, 1939 -----	<u>735,420.66</u>	\$1,408,325.83
Expenditures from July 1, 1938 to December 31, 1938 -----	681,667.40	
Estimated Expenditures from January 1, 1939 to June 30, 1939 ----- (Including Encumbrances)	<u>722,291.93</u>	<u>1,403,959.83</u>
Excess of Income over Expenditures		<u><u>4,366.00</u></u>

5. Report of Student Loan Fund.

The following report of Student Loan Fund was received and ordered inserted in the minutes:

a. REPORT STUDENT LOAN FUND

Investments

Postal Savings Bonds, ten \$1000.00 bonds, Nos. 17963111 to 17963120, Series _____ dated November 1938		\$7500.00
Postal Savings Bonds, ten \$1000.00 bonds, Nos. 86366 to 86375, Series D, dated January 1939		7500.00
United States Treasury 2½s ten \$1000.00 bonds	\$10385.07	
Less Premium \$290.63; Commission \$12.50; accrued interest \$81.94	<u>385.07</u>	10000.00
First Federal Savings and Loan Asso., Lexington, Ky., Certificate No. _____ Rate of 4 per cent		5000.00
Lexington Federal Saving and Loan Asso., Lexington, Ky., Certificate No. _____		5000.00
Savings Deposit, First National Bank and Trust Company, Lexington, Ky.		<u>3869.08</u>
		38869.08
Cash in Bank January 1, 1939 - Less obli- gations to University of Kentucky	1042.50	
Woman's Club	400.00	642.50
Student Notes		<u>13315.41</u>
		52826.99

All securities except student notes are in the hands of the Custodians of Securities. The student notes are on file in Business Office, except those in process of collection by attorney. I attach a statement of Dean T. T. Jones, estimating value of student notes, which I think is approximately correct.

D. H. Peak
Business Agent.

b. Letter from the Chairman, Student Loan Fund Committee.

January 18, 1939

Mr. D. H. Peak
Business Office
University of Kentucky

Dear Mr. Peak:

In the collection of student loan notes now in the sixth year we have found many that seem uncollectable.

We have turned over to Attorney Grover Thompson a number of the notes for collection and we shall continue to turn over others in cases where no response is made to our letters. At present we are sending out about 100 letters each month to debtors, making appeals for payment. I may say that practically all our collections have been in small monthly payments. This list of 100 constitutes about all from whom we have any prospect of receiving payment.

I should say that \$3500 would be the limit of our expectation in future collections on notes now held.

(Signed) T. T. Jones
Chairman.

6. Hospital Nurses' Student Fees.

President McVey submitted following correspondence:

a. Good Samaritan Hospital's Request.

At the present time the Nursing School students have -

Chemistry	2 credits
Anatomy and Physiology	4 credits
Bacteriology	2 credits

We get these for \$25.00. At the suggestion of Dr. Scherago, we are going to have Bacteriology follow Chemistry. Bacteriology will be given this year in the Second Summer Term, for which we expect to pay the regular fee. We would like to put Psychology in the first term, in the place of Bacteriology. This is a 3 credit course. We expect to pay the additional

\$4.00 for it. That would make our bill \$29.00 for each student for the first semester.

Is this satisfactory?

(Note from Miss L. Pottinger).

b. Registrar's Letter.

January 10, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

I am writing you with reference to the request from the Good Samaritan Hospital.

Under the original understanding, approved by the Board of Trustees, nurses from the hospital were given the privilege of taking the following three courses, totaling eight credits, for a flat fee of \$25.00: Anatomy and Physiology 6, 4 credits; Bacteriology R6, 2 credits; Chemistry 49a, 2 credits. In accordance with your recommendation, Bacteriology will be taken out of this grouping. This course will then be given in the summer term and the nurses will pay for it according to the regular summer term schedule of fees. Psychology 3 will replace Bacteriology in the group of courses given for the flat fee. However, since it is a three hour course and Bacteriology R6 gives only two hours' credit, it is understood that the flat fee will now be \$29.00.

It is my further understanding that all courses other than the three in Chemistry, Anatomy and Physiology, and Psychology, taken by the nurses, will be paid for at the same rate as that paid by all other students.

(Signed) Leo M. Chamberlain
Registrar

c. It was ordered on motion duly seconded and carried that a flat fee of \$29.00 per semester be charged Good Samaritan Hospital nurses and other hospital nurses for following courses: Anatomy and Physiology 6, 4 credits; Psychology 3, 3 credits; Chemistry 49a, 2 credits.

7. Men's Dormitory Rents - Deferred Payment Charge.

President McVey submitted a request of Dean Jones for deferred payment fee of \$3.00 on Men's Dormitory rents, and on motion and second duly carried, it was ordered that grants of deferred payment of room rent to residents of Men's Dormitories may be made, conditioned on payment on or before January 1, first semester, and May 1, second semester. Failure to pay in whole or in part within the time limits named shall incur a deferred charge of \$3.00, in addition to the regular charge.

8. Audit of Books of Fraternities.

President McVey presented the following request of Dean of Men, T. T. Jones:

We are asking permission to require an audit of the books of all fraternities represented here to be made June 1 and February 1. This will cause each group to tighten up on collections since their financial condition will be revealed twice a year. At Ohio State a monthly audit is required. We would like for the audit to be made under direction of the Business Office.

(Signed) T. T. Jones
Dean of Men.

On motion and second which carried, it was ordered that the Dean of Men and Dean of Women may require audits of the accounts of fraternities at least twice each year and more often if deemed advisable. The audit shall be made by and under the direction of the Business Office, and the expense of each audit shall be paid by the fraternity whose accounts are audited.

9. Bill of College Catering Company, Student Union Building Allowed.

a. President McVey presented report of Dean Graham.

January 16, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

I attach hereto an invoice rendered by the College Catering Company for work performed by that Company upon the Student Union Building. The surrounding circumstances are as follows:

You will remember that the architects expended some eight months upon the design of this building and that, when the semi-final plans were delivered to you for your study and approval, you discovered some major objections to the layout in general. As a result, this College took over and made the changes, especially in combining two main kitchens into one. Shortly afterwards, we entered into discussions with several catering companies which eventually was reduced to the Union News Company, who, however, restricted their proposed investment in kitchen and dining room equipment and furnishings to \$12,000, which we estimated would cost at least \$25,000. Because of these negotiations, the kitchen plans largely conformed to the desires and plans of that company and thus were incorporated in the building. Later, the College Catering Company entered into the picture and offered to advance or invest the sum of \$25,000 and this offer was accepted.

Except for a few minor changes the College Catering Company finally accepted the kitchen, etc., as built, but this occurred too late for the cost thereof to be included within the P. W. A. construction account. These items total \$282.95 and while the work was done under our supervision, the funds were advanced by the College Catering Company.

The largest item upon the invoice (\$747.08) was for soundproofing the plaster ceiling in the main cafeteria. You will remember that after the building was opened for service last May, some fault was found with the noise in the cafeteria. The best available time for performing this work was after the close of the Summer School Sessions in August. As we then had available a squad of engineering students trained in the work, this was done, with the College Catering Company paying for student labor and materials. Judge Stoll may remember that I discussed this matter with him, at the time, he being the only available consultant.

I therefore enclose this invoice for your consideration and can state that the costs are correct and fair.

(Signed) James H. Graham
Dean

b. Resolution

The report of Dean Graham was accepted and on motion and second, it was ordered that \$1030.03 be paid to the College Catering Company, as shown by bill rendered and copied herein. The payment shall be made from Building Revenue Fund set aside to Student Union Building.

November 30th
1938

INVOICE TO: The University of Kentucky
Lexington
Kentucky

For Building Bakery Shop (6-6-38):

Materials	\$77.70
Labor	<u>35.25</u>

Total	\$112.95
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Gas Line to Serving Room on
3rd Floor: (6-10-38)

Materials	\$35.00
Labor	<u>40.00</u>

Total	75.00
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Sound Proofing Cafeteria
(9-22-38):

Materials	\$ 698.78
Labor	<u>48.30</u>

Total	747.08
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Connect refrigerator room to
Exhaust System

374 lbs. Galv. Iron @ \$.254 lb.	<u>95.00</u>
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NET TOTAL

\$1,030.03

10. Taxation of Distilled Spirits and Wines in Kentucky - Proposed Study.

President McVey stated that through James W. Martin, Commissioner of Revenue, the Distillers' Association of Kentucky, anxious to have made a comprehensive study of the taxation of distilled spirits and wine in Kentucky, is prepared to give the University of Kentucky an amount sufficient to make possible the employment of a qualified assistant, the defraying of travel and other expenses, and possibly the publication of such a study. It is contemplated

that the assistant's tenure shall be twelve months, beginning with the second semester of the current year. In consequence of this and of the fact that the Executive Committee is meeting currently, I am submitting the matter for consideration without waiting to have all the details worked out with the Distillers' Association.

Discussion by members of the Committee resulted in deferring action on the request, pending investigation by President McVey of questions raised relative thereto.

11. Housing Men Students.

Report of Committee on Student Welfare submitted by President McVey:

January 17, 1939

Dr. Frank L. McVey
President
University of Kentucky

Dear President McVey:

The Senate Committee on Student Welfare, of which I am chairman for the present year, has made some investigation and given considerable time and thought to the matter of housing for men students at the University.

Briefly stated, there are something in the neighborhood of fifty men students who are living in attics or basements of private rooming houses under conditions which are not at all conducive to adequate living standards.

With the help of Mr. Crutcher, Superintendent of Buildings and Grounds, the committee has worked out a plan for providing additional rooms in the Men's Dormitories on the University campus. The suggested procedure is to make available living quarters in the basements of the present dormitories. It is possible to provide living accommodations for fifty students in these areas in rooms which will be adequate and desirable according to present standards for student rooms. The cost of such a procedure, including time and materials and also the furnishings for the new rooms will be approximately \$10,000.00. The income, based on \$20.00 per man per semester, will be \$2000.00 per year. This is a minimum figure, as some of the rooms will be rented for more than this amount.

The present plans provide for very satisfactory living quarters. The rooms will be comparable to present facilities in the Men's Dormitory, bathroom facilities will be adequate, light and ventilation suitable. In addition to the living quarters, there will be provided in Breckinridge Hall an adequate social and recreation room. This room will be of sufficient size and arrangement to serve the needs of all three dormitory units. The present recreation room in Breckinridge Hall will be converted into living quarters. This recreation room is so small that it has been of but little use, for its original purpose.

The committee on Student Welfare has investigated this matter from various angles and there seems to be no question as to the desirability of the procedure. The entire matter, of course, rests on the problem of finances. The question being where and how can we raise the \$10,000. It would seem that an investment of this amount which will give an annual return of \$2000.00 is a sound investment, especially when one considers that we will be providing for our men students more and better living quarters.

The committee is also of the opinion that if this project is to be realized, that action should be taken on it immediately, primarily for the purpose of taking advantage of certain Federal funds and materials which are now available, but which may not be available later on. Secondly, the University needs this additional housing space. It should be available by the beginning of school in September 1939.

Sincerely yours,

(Signed) M. E. Potter
Head
Department of Physical Education

The report received favorable comment, and the means of securing funds with which to make the improvements was discussed. Action was deferred, however, pending further information as to securing funds for payment of improvements.

12. The Margaret Voorhies Haggin Trust Fund Created in Memory of Her Husband, the Late James B. Haggin.

a. Trust Deed.

President McVey presented a deed of special trust and confidence, dated July 14, 1938, from Margaret Voorhies Haggin, of the City of New York, to William M. Haupt, James W. Gerard and the Bank of New York, trustees, by which she assigns, transfers,

conveys and sets over to the trustees certain shares of stock of the Haggin Estate. The rents, income and profits and the proceeds of sale of the stock or any part thereof after deducting expenses of management and commissions of the trustees are to be applied to charitable use as designated in the deed of trust. The University of Kentucky is named as one of the recipients of the income, in amount of 50 per cent thereof.

b. Comment of President McVey

Today the Executive Committee of the Board of Trustees had the great pleasure of receiving a report on the recent gift made to the University by Mrs. Margaret Voorhies Haggin thru the creation of the trust of her name in memory of her husband, the late James B. Haggin. Under the provisions of the trust, the University of Kentucky receives one-half of the income available to the trust. The Executive Committee in behalf of the Board of Trustees acknowledges the great possibilities that will come to the University.

In the life of the University gifts have been received from time to time, but these gifts have been for specific purposes, such as the grants of the General Education Board for the construction of the College of Education buildings, the enlargement of the teaching and research in the field of agriculture and rural life; the gifts of the Carnegie Corporation for art and music, and the subscriptions to build the stadium and Memorial Hall contributed by alumni and friends. The income from the Margaret Voorhies Haggin trust may be used for such purposes as the Board of Trustees may designate, outside of current expenses. This means that the University may found scholarships, lectureships, professorships, and subsidize publication of learned books and articles, or may accumulate thru the years a fund for a building. This gift can be of great benefit to the University, in that it will enable the institution to do many important things that a university ought to do. Thru the gift of Mrs. Haggin the University can look forward to a richer and more effective service. By the creation of this trust and making the University its beneficiary, Mrs. Haggin has not only done a fine thing for the State of Kentucky, but has established a memorial that will give pleasure to her, help to students and encourage the artistic and intellectual life of the University, as well as memorialize the life of a great man, the late James B. Haggin.

c. Expenditure of Income Received. Memorandum by President McVey.

MEMORANDUM

REGARDING THE MARGARET VOORHIES HAGGIN TRUST FUND CREATED IN MEMORY OF HER HUSBAND, THE LATE JAMES B. HAGGIN

The University has received one-half the income of this trust for the past year. The sum amounted to \$34,112.91. It is the

largest single gift that the University has received, and the largest gift it has ever received which was free from restrictions of any kind. The Executive Committee should, therefore, send to Mrs. Haggin its appreciation of the gift and the honor the University has in accepting it from her.

In thinking over the expenditure of this money, it seems to me that there should not be too many fixed charges made against it, so that a considerable amount may be used in the future for some larger purposes of the University. However, there are a number of things in the way of equipment, scholarships, lectureships, and publication procedure that are greatly needed by the University. I would recommend, therefore:

1. The Margaret Voorhies Haggin Trust Scholarships and Fellowships should be established in the Graduate School. I suggest ten fellowships at \$400 each, and twenty scholarships at \$200 each. \$8,000
2. It would be advisable and very desirable for the University to have a lecture fund, with which it could pay men and women of outstanding scholarship and ability to come to the University from time to time to give one or more lectures. The amount of this fund might be put at \$1500. 1,500
3. The University has been greatly handicapped by a lack of funds to finance the publication of books, monographs and the like, that come from the researches and scholarship of the staff. I would recommend a publication fund of \$2,000 annually. 2,000
4. Annotation of Kentucky Laws 1,000
5. For a number of years the University has been carrying on a broadcasting program thru the WHAS station of the COURIER-JOURNAL and LOUISVILLE TIMES. New equipment has been needed for some time, and more space could be utilized to the advantage, not only of the station, but of the Music Department as well. This need can be met by the utilization of the top floor of McVey Hall, formerly occupied by the University Commons. To provide the new radio equipment, repair and alter the area for occupation of this station, and to pay for an organ and pianos, so that the studios can be properly provided for, would cost \$6,500. A tablet could be placed in the room indicating that the studios were furnished by funds from the Margaret Voorhies Haggin Trust. 6,500

6. Two scholarships of \$600 each, for students in European countries to study in the University of Kentucky.

1,200

 \$20,200

The balance of the fund for this year might be held for other purposes, and as a reserve for a future building. Thru the years a sum could be accumulated that would provide a basis for a fair-sized building.

d. Resolution.

The following resolution was passed by unanimous vote of the Committee;

Resolved that the gift by Mrs. Margaret Voorhies Haggin of income from shares of stock in the Haggin Estate be accepted; that President McVey convey to Mrs. Haggin appreciation of the members of the Board of Trustees for the generous gift; that the income as received be set aside as a trust fund to be designated, The Margaret Voorhies Trust Fund, and that the income be used for the general welfare of the University of Kentucky, under direction of the President and approval of the Board of Trustees in accordance with the intention and purpose indicated in the Deed of Trust.

Resolved further that the expenditures suggested in President McVey's memorandum inserted in these minutes as Section 12-c, be approved and ordered and that the balance of the fund in hand be held for further orders of the Executive Committee or the Board of Trustees.

13. Injury to Boy by Experiment Station Wagon.

The following letter of Dean Cooper was presented for consideration by the Executive Committee, to which letter is attached statements of the two men in charge of the truck pulling the wagon:

January 5, 1939

President Frank L. McVey
University of Kentucky

Dear President McVey:

A boy named John Kersey, Jr., was injured by a wagon of the Kentucky Experiment Station while delivering tobacco at the New Burley Warehouse. The driver did not see anyone and apparently the injury was due to carelessness on the part of the boy. To

date no demands have been made on us.

(Signed) Thomas Cooper
Dean and Director

It was suggested that Dean Cooper get facts in regard to accident from witnesses thereto for use in event of necessity.

14. W. P. A. Sponsorship, Project Kentucky Fair.

a. Statement of Dean Cooper submitted by President McVey.

January 6, 1939

President Frank L. McVey
University of Kentucky

Dear President McVey:

Question has arisen relative to the sponsorship of a history of Kentucky fairs to be prepared by Mr. L. B. Shropshire. This seems to be a very worthy and worth while project. Mr. Bell, head of the Federal Writers' Project in Kentucky, has discussed with me the various aspects and informed me that no funds will be required from the College of Agriculture, University of Kentucky, in undertaking this sponsorship. Its responsibility will be limited to passing upon such questions as he may wish to raise in regard to the outline of the material, or to pass upon the content of the manuscript. No commitment is made as to any payment by the institution.

I have accepted for the College of Agriculture the co-sponsorship of such a project. I trust that it will meet with your approval.

(Signed) Thomas Cooper
Dean and Director

On motion and second, it was ordered that the co-sponsorship of the W. P. A. Kentucky Fair project accepted by Dean Cooper be approved and ratified.

15. W. P. A. - College Dockets.

a. Report of Building Revenue and Interest Redemption Fund.

Report of \$634,000.00 Bond AccountBuilding Revenue Bond and Interest Redemption
Bank Account

Balance July 1, 1938	\$3375.10
Deposits for six months at \$2916.67 to December 31, 1938	17500.02
Interest credit January 1	<u>89.86</u>
	\$20964.98
January 1 interest coupons paid to Mutual Benefit Life Insur- ance Company	<u>9060.00</u>
Balance	\$11904.98

This fund is carried as savings account in First National Bank and Trust Company, Lexington, Ky.

D. H. Peak
Business Agent

On motion and second, it was ordered that the report be approved, that it be inserted in the minutes and that a copy certified by the Secretary of the Board of Trustees be mailed to the holder of the Bonds, the Mutual Benefit Life Insurance Company of Newark, N. J.

b. Receipt of Bids and Awards of Contracts

I. Electrical work within the Biological Science Building

W. Report of Dean Graham

January 17, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

At 3:00 p.m. January 5, 1939, in your office, contract bids under Contract No. 2140 P. W.A. Docket No. KY-1305-F, for furnishing and installing the electrical work within the Biological Sciences Building were received, opened and publicly read as specified and advertised.

I herewith hand you all of these bids, together with a tabulation of them, as certified by the Resident Engineer P. W. A. You will note that a total of eight bids were filed and that the firm of Beltzhoover Electric Company, Inc., of Louisville, Kentucky, was the low bidder in the sum of \$19,989, the next lowest bidder being the Ginn Electric Company of Cincinnati, Ohio, in the sum of \$21,347.

We have examined both the low bid and the low bidder and find same satisfactory and in accord with the published specifications and recommend that the award of this contract be made in due form to the Beltzhoover Electric Company, Inc., of Louisville, Kentucky, in the sum of \$19,989. I attach hereto a draft of the necessary resolutions under the regulations of P. W. A.

(Signed) James H. Graham
Dean

X. Base Bids

Allen-Harper Elect. Eng. Corp., Lexington, Ky -----	\$23,695.00
Brock Electric Co., Lexington, Ky. -----	23,898.80
Beltzhoover Elect., Inc., Louisville, Ky. -----	19,989.00
The Fogarty Elect. Co., Cincinnati, Ohio -----	22,828.00

Ginn Electric Co., Cincinnati, Ohio -----	\$21,347.00
William Hepburn & Co., Miami, Florida -----	21,842.00
Link Electric Co., Louisville, Ky. -----	22,990.00
Thirlwell Electric Co., Inc., Louisville, Ky. -----	24,034.00

Y. Resolution Ordering Filing of Bids.

RESOLUTION ORDERING THE
FILING OF BIDS

WHEREAS, pursuant to advertisement, bids of the installation of the Electrical Work at the Biological Sciences Building have been filed by the following Bidders:

Allen-Harper Electrical Engineering Corp., Lexington, Kentucky
 Brock Electric Company, Lexington, Kentucky
 Beltzhoover Electric Company, Louisville, Kentucky
 The Fogarty Electric Company, Cincinnati, Ohio
 Ginn Electric Company, Cincinnati, Ohio
 William Hepburn Company, Miami, Florida
 Link Electric Company, Louisville, Kentucky
 Thirlwell Electric Company, Inc., Louisville, Kentucky

that said bids have been duly received, opened and publicly read:

NOW, THEREFORE, BE IT RESOLVED that the bids listed in the preamble hereof be filed and presented to Col. James H. Graham, Chief Engineer, University of Kentucky, and that the said Chief Engineer is hereby directed forthwith to tabulate said bids, and at the earliest practicable moment, report to this Executive Committee of the Board of Trustees of the University of Kentucky his findings as to the lowest and best bid.

Z. Resolution Awarding Contract

RESOLUTION AWARDING CONTRACT

WHEREAS, James H. Graham, Chief Engineer, University of Kentucky, pursuant to a Resolution heretofore adopted, has tabulated and considered all bids heretofore received for the installation of the Electrical Work at the Biological Sciences Building and has duly made his recommendation to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that the Beltzhoover Electric Company, Louisville, Kentucky, is the lowest and best Bidder for the Electrical Work at the Biological Sciences Building, in the sum of \$19,989.00; and that this Executive Committee of the Board of Trustees, University of Kentucky, after considering said report and recommendations and all bids heretofore filed, finds that the bid of Beltzhoover Electric Company, Louisville, Kentucky, is the lowest and best bid:

NOW, THEREFORE, BE IT RESOLVED BY THE Executive Committee, of the Board of Trustees, University of Kentucky, AS FOLLOWS:

Section 1: That the bid of Beltzhoover Electric Company for the Installation of the Electrical Work at the Biological Sciences Building in the sum of \$19,989.00; is hereby accepted, determined and declared to be the lowest and best bid; however, this award shall not be effective until the awardee shall have been notified in writing of such award by the Chief Engineer, the authorized representative of the Board of Trustees, University of Kentucky. That upon the awardee being so notified in writing a contract for the construction of said work, as heretofore prescribed by the plans, specifications and contract documents, shall be forthwith executed for said construction.

Section 2: That Richard C. Stoll, is hereby authorized and directed to execute said contract in the name of and for and on behalf of the Board of Trustees, University of Kentucky.

II. Heating and Ventilating Work at Biological Science Building.

W. Report of Dean Graham

January 17, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

At 3:00 p.m. January 5, 1939, in your office, contract bids under Contract No. 2130, P.W.A. Docket No. KY-1305-F for furnishing and installing the heating and ventilating equipment within the Biological Sciences Building were received, opened and read publicly as specified and advertised.

I herewith hand you all of these bids, together with a tabulation of them as certified by the Resident Engineer, P. W. A. You will note that a total of six bids were filed and that the firm of Charles Nicholas of Louisville, Kentucky, was the low bidder in the sum of \$17,350, the next lowest bidder being E. C. Wilcoxon in the sum of \$18,784.

We have investigated both the low bid and the bidder and find same satisfactory and in accord with the published specifications and recommend that the award of this contract be made in due form to Charles Nicholas of Louisville, Kentucky, in the sum as bid, \$17,350. I attach hereto a draft for the necessary resolutions under the Regulations of P. W. A.

(Signed) James H. Graham
Dean

X. Base Bids.

Krause-Weillage Company, Inc., Louisville, Ky. -----	\$ 23,895.00
Charles Nicholas, Louisville, Ky. -----	17,350.00
Reliance Engr. Co., Inc., Char- lotte, N. C. -----	18,969.00
D. G. Veach, Lexington, Ky. -----	19,237.00
Charles Whitehead, Frankfort, Ky.---	19,000.00
E. C. Wilcoxon, Lexington, Ky. ----	18,784.00

Y. Resolution Ordering Filing of Bids.

RESOLUTION ORDERING THE
FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for the installation of the Heating and Ventilating Work at the Biological Sciences Building have been filed by the following Bidders:

Krause-Weilage Company, Inc., Louisville, Kentucky
Charles Nicholas, Louisville, Kentucky
Reliance Engineering Company, Charlotte, North
Carolina
D. G. Veach, Lexington, Kentucky
Charles Whitehead, Frankfort, Kentucky
E. C. Wilcoxon Company, Lexington, Kentucky

that said bids have been duly received, opened and publicly read:

NOW, THEREFORE, BE IT RESOLVED THAT THE bids listed in the preamble hereof be filed and presented to Col. James H. Graham, Chief Engineer, University of Kentucky, and that the said Chief Engineer is hereby directed forthwith to tabulate said bids, and at the earliest practicable moment, report to this Executive Committee of the Board of Trustees of the University of Kentucky his findings as to the lowest and best bid.

Z. Resolution Awarding Contract.

RESOLUTION AWARDING CONTRACT

WHEREAS, James H. Graham, Chief Engineer, University of Kentucky, pursuant to a Resolution heretofore adopted, has tabulated and considered all bids heretofore received for the installation of the Heating and Ventilating Work at the Biological Sciences Building and has duly made his recommendation to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that Charles Nicholas, Louisville, Kentucky, is the lowest and best bidder for the Heating and Ventilating Work at the Biological Sciences Building, in the sum of \$17,350.00; and that this Executive Committee of the Board of Trustees, University of Kentucky, after considering said report and recommendations and all bids heretofore filed, finds that the bid of Charles Nicholas, Louisville, Kentucky, is the lowest and best bid;

NOW, THEREFORE, BE IT RESOLVED BY THE Executive Committee, of the Board of Trustees, University of Kentucky, AS FOLLOWS:

Section 1: That the bid of Charles Nicholas for the installation of the Heating and Ventilating Work at the Biological Sciences Building in the sum of \$17,350.00, is hereby accepted, determined and declared to be the lowest and best bid; however, this award shall not be effective until the awardee shall have been notified in writing of such award by the Chief Engineer, the authorized representative of the Board of Trustees, University of Kentucky. That upon the awardee being so notified in writing a contract for the construction of said work, as heretofore prescribed by the plans, specifications and contract documents, shall be forthwith executed for said construction.

Section 2: That Richard C. Stoll, is hereby authorized and directed to execute said contract in the name of and for and on behalf of the Board of Trustees, University of Kentucky.

III. Installation of Elevators - Women's Dormitory and Biological Sciences Building.

W. Report of Dean Graham.

January 17, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

Contract bids were received, opened and publicly read for Contract No. 2150, P. W. A. Docket No. KY-1305-F, covering furnishing and installing elevators in the Women's Dormitory and in the Biological Sciences Building. I am attaching a summary of these bids, certified by the Resident Engineer, P. W. A.

You will note there were five bids filed for this work and also there was considerable discrepancy in the offerings under the alternates, which we included in order to establish prices. Under recent regulations of the P. W. A. alternates must be accepted in the order named. As these are not satisfactory and after consultation with the Resident Engineer, P. W. A., and with the Regional Office, P. W. A., we recommend that no award be made on these bids and that the two elevators for the aforesaid buildings be readvertised at a later date.

I can state that no loss of time in the completion of the aforesaid buildings will be sustained by this action.

(Signed) James H. Graham
Dean

X. Resolution ordering Filing of Bids.

RESOLUTION ORDERING THE
FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for the furnishing and installation of the Elevators for the Women's Dormitory and Biological Sciences Building have been filed by the following Bidders:

American Elevator & Machine Company, Inc.,
Louisville, Kentucky
Otis Elevator Company, Louisville, Kentucky
The Shepard Elevator Company, Cincinnati, Ohio
Westinghouse Electric Elevator Company, Jersey
City, N. J.
The Warner Elevator Manufacturing Company, Cin-
cinnati, Ohio

that said bids have been duly received, opened and publicly read:

NOW, THEREFORE, BE IT RESOLVED that the bids listed in the preamble hereof be filed and presented to Col. James H. Graham, Chief Engineer, University of Kentucky, and that the said Chief Engineer is hereby directed forthwith to tabulate said bids, and at the earliest practicable moment, report to this Executive Committee of the Board of Trustees of the University of Kentucky his findings as to the lowest and best bid.

Passed this 18th day of January, 1939.

Y. Base Bids

American Elevator & Machine Company, Inc., Louisville, Ky. -----	\$16,835
Otis Elevator Co., Lexington, Ky. -----	18,940
The Shepard Elevator Co., Cin- cinnati, Ohio -----	18,100
Westinghouse Electric Elevator Company, Jersey City, N.J. -----	17,800

The Warner Elevator Manu-
facturing Co., Cincin-
nati, Ohio ----- \$18,495

Z. Resolution Rejecting Bids.

RESOLUTION REJECTING BIDS

WHEREAS, James H. Graham, Chief Engineer, University of Kentucky, pursuant to a Resolution heretofore adopted, has tabulated and considered all bids heretofore received for the furnishing of materials and installation of the Elevators at the Women's Dormitory and Biological Sciences Building and has duly made his recommendation to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that it is advisable to reject all bids on Contract No. 2150, P. W. A. Docket No. Ky-1305-F and that this Executive Committee of the Board of Trustees, University of Kentucky, after considering said report and recommendations and all bids heretofore filed that all bids on Contract No. 2150, P. W.A. Docket No. Ky-1305-F be hereby rejected.

NOW, THEREFORE, BE IT RESOLVED BY THE Executive Committee, of the Board of Trustees, University of Kentucky, AS FOLLOWS:

Section 1: That all bids for Contract No. 2150, Docket No. Ky-1305-F for the furnishing of materials and installation of Elevators at the Women's Dormitory and Biological Sciences Building be rejected.

16. Salary of Staff Member Discontinued after Date of Death - Ruling of Attorney General in Case of Professor A. C. Zembrod.

a. Statement of Case.

As statement of the case following action of the Board of Trustees at meeting of December 13, 1938, is copied:

President McVey stated that Professor A. C. Zembrod died December 3, 1938, and that following the procedure heretofore approved by the Board of Trustees, his salary for the entire month of December 1938 was submitted to the State Division of Personnel for approval and certification for payment. At the date of this meeting, notice of action by the Division of Personnel has been received. However, as the payment of salaries for the entire month in which the member of the staff died has been questioned heretofore by the Head of the Division of Personnel,

President McVey stated that he felt the question should be submitted to the Board of Trustees for action.

On motion duly seconded the following resolution was passed:

Whereas the members of the University of Kentucky staff are employed on the basis of service, the element of time of service is not the determining factor in payment of salaries, even though actual service is terminated by death; therefore, be it resolved that in event of death of a member of the University staff, his salary shall be paid for the entire month in which he died and the Business Office is hereby authorized to report his name and salary on the payroll for such month to the State Division of Personnel for approval and payment thereof.

The Business Agent shall send a copy of this resolution to the Head of the State Division of Personnel.

b. Request of Payment of Balance of Professor Zembrod's salary for December 1938.

The Business Agent stated that on December 23, 1938, he submitted to the State Division of Personnel request for payment of balance of salary for Professor Zembrod for December 1938, in compliance with the above stated resolution.

c. Response of Director of Personnel.

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF FINANCE
Frankfort

January 10, 1939

Mr. D. H. Peak, Business Manager
University of Kentucky
Lexington, Kentucky

My dear Mr. Peak:

I have the payroll which you submitted on Professor A. C. Zembrod in the amount of \$70.00 and you stated Professor Zembrod died December 3, 1939.

As this had been discussed once before, I felt that we should be set straight on the matter, therefore,

I had an opinion from the Attorney General, copy of which is attached, in regard to these salaries. It seems to me that this opinion is clear and any money paid or certified to by your department after an employee's death would place us in an embarrassing position.

Please discuss this with the Board next time they meet and I feel that we should be guided by the opinion of the Attorney General. I shall be glad to discuss this with you at any time.

(Signed) H. B. Henderson
Director.

d. Opinion of Attorney General.

COMMONWEALTH OF KENTUCKY
ATTORNEY GENERAL'S OFFICE
Frankfort, Kentucky

January 7, 1939

Mr. H. B. Henderson, Director
Division of Personnel Efficiency
Department of Finance
Frankfort, Kentucky

Dear Mr. Henderson:

Your letter of the 4th to Attorney General Meredith has been referred to me for answer.

In this you inquire as to the right of the Board of Trustees of the University of Kentucky to pay a teacher or professor his salary or any part thereof after his death, and whether the salary should stop at the day of his death, and whether you are authorized to approve a payment of salary after the death of the incumbent teacher or professor.

There is nothing better settled in the law that employment or offices cease at the death of the incumbent. A school teacher or professor in the employment of the State is in fact and in effect a State officer and is so held by the Court of Appeals in the Case of Trustees v. Renfro, 259 Ky. 644, 83 S. W. (2d) 27, where the question came up as to the incompatibility of office, the Court holding that a school teacher was a State officer.

Now under Section 1521 of the Statutes a vacancy occurs in office on the death of the incumbent as well as his resignation or removal. So it is very clear that the office or employment of Professor A.C. Zembrod ceased at the date of his death. There is no authority for paying

an employee or officer except for services rendered and during his incumbency.

For the above reasons, under the cold letter of the law, there is no authority for paying this teacher after his death. The Board of Trustees were doubtless prompted by generosity rather than the legal authority, as these funds are State funds and this payment after his death is purely a gratuity. If this were permitted for a month, it could be permitted for two months, etc., and there could be a drain on the treasury, even though the past incumbent was dead and rendered no service. While this may be a small matter, it is a bad precedent. If he was employed for a term then it could be as plausibly argued that he could be paid to the end of the term instead of the end of the month. I may add further that if his successor was appointed and the term of his successor begins immediately after the death of the present incumbent, then the State would be paying the incumbent as well as the estate of the past incumbent, or double payment for one service.

We are in this opinion following the cold letter of the law, and that is what you want in this matter, as your feelings cannot interfere with your duties to the State.

For the above reasons, we are of the opinion that the Board of Trustees were without authority to pay the estate of this deceased professor beyond the time of his death and any payment beyond that time is unauthorized.

Very truly yours,

Hubert Meredith,
Attorney General

By: Guy H. Herdman,
Assistant Attorney General.

e. On motion and second it was ordered that the opinion of the Attorney General be copied in the minutes. It was further ordered that in the case involving salary of Professor Zembrod, pay roll voucher for payment for December, 1938, be corrected to include period of December 1 to date of Professor Zembrod's death. It was further ordered that the ruling of Attorney General above set out be complied with in the submission of pay roll vouchers to the State Division of Personnel.

17. Appointments and Other Staff Changes.

President McVey presented staff appointments and other staff changes requested by deans and heads of departments, and, on his recommendation, by motion and second, the following were approved and record ordered made in the minutes:

Appointments

Dr. Howard W. Beers, professor of Rural Sociology and Rural Sociologist in the Experiment Station, salary \$4740.00 a year, twelve months basis, payable from Experiment Station funds, \$2490.00 and from General Education Board Grant, \$2250.00. Appointment is effective February 1, 1939, or thereafter when he reports for duty. He comes here from Rutgers University.

Mrs. Mary Allen Webb, as instructor in Home Economics Education, for a period of five months during leave of absence of Miss Ronella Spickard, salary \$175.00 per month, the salary to be provided by budget adjustments. She comes to the University from the Mason County schools.

Wendell Binkley, Graduate Assistant in Department of Markets and Rural Finance from February 1 to June 30, 1939, salary \$60.00 a month, payable from General Education Board Grant.

Clifford C. Rader and Thornton Anderson, continuation of appointments for second semester as Graduate Assistants in the Department of Political Science, salary \$20.00 a month.

Miss Carolyn Sigler, clerk in Department of Political Science for three months, effective January 12 through April 11, 1939, at 50¢ per hour until January 31, 1939; thereafter at rate of \$75.00 a month.

Miss Vera Wood Gillespie, part-time secretary in Department of Journalism, for four months, effective at beginning of second semester, 1938-39, salary \$25.00 a month.

Herbert L. Duncan and William J. Boyd, Graduate Assistants in Psychology, in place of Mary Asher, resigned, effective at beginning of second semester, 1938-39, salary of each \$20.00 a month, for five months.

Leaves of Absence

Professor T. C. Sherwood, Department of Anatomy and Physiology, sabbatical leave of absence for year 1939-40, on half pay, his employment by the University to terminate at the end of the leave of absence.

Miss Ronella Spickard, leave of absence from February 1 to May 24, 1939, on half pay. She is to return after that date on account of work to be done under the State Supervisor of Home Economics Education.

Miss Edith Lacy, Field Agent in Home Economics, Extension Division, sabbatical leave of absence for one year, beginning September 1, 1939, on half pay. She plans to study at Columbia University.

R. E. Proctor, Field Agent in Farm Economics, Extension Division, who was granted leave of absence in March, 1938, was prevented taking the leave granted due to unforeseen changes in the staff of the Department. The grant was changed to be in effect from July 15, 1939 to June 15, 1940, on half pay. He expects to study at the University of Minnesota.

Miss Lillian Homes, clerk in Department of Political Science, leave of absence without pay from January 12 to April 11, 1939.

Resignations

Carl C. Sartain, Graduate Assistant in Department of Physics, effective January 31, 1939.

William G. Survant, Graduate Assistant, General Education Grant, effective January 31, 1939. He resigns to accept a position with the Soils Conservation Service.

Miss Mary Asher, Graduate Assistant, Department of Psychology, effective January 31, 1939.

Agricultural Agents

Resignations

Mrs. Alice Leachman, Home Demonstration Agent, Simpson County, effective December 31, 1938.

Jesse L. Collins, Mason County, effective January 31, 1939. Mr. Collins has accepted a position as cashier in the bank at Maysville, Kentucky

H. H. Dickerson, Greene County, effective December 31, 1938.

J. B. Flege, Adair County, effective December 31, 1938.

Hubbard K. Gayle, Union County, effective January 16, 1939. Mr. Gayle has accepted a position with the Soil Conservation Service.

J. W. Simmons, Assistant County Agent, Mason County, effective January 15, 1939.

Agricultural ExtensionAppointments and Changes.

LaRue Nance, Assistant Home Demonstration Agent, Union County, effective January 16, 1939 to June 30, 1939, salary \$100 a month, payable from Bankhead Jones Funds. Original Appointment.

Marshall H. Sageser, County Agent, Casey County, effective January 1, 1939 to June 30, 1939, salary \$166.66-2/3 a month, payable from Bankhead-Jones Funds.

Priscilla L. Lytle, Assistant Home Demonstration Agent, Graves County, effective February 1, 1939, to June 30, 1939, salary \$100.00 a month, payable from Bankhead Funds. Original Appointment.

Cornelia Crafton, Assistant Home Demonstration Agent, Christian County, effective February 6, 1939 to June 30, 1939, salary \$100 a month, payable from Bankhead-Jones Funds. Original Appointment.

Bertha Frances Brock, Assistant Home Demonstration Agent, Warren County, effective February 1, 1939 to June 30, 1939, salary \$100.00 a month, payable from Bankhead-Jones Funds. Original Appointment.

John H. Ewing, Jr., County Agent, Green County, effective January 1, 1939 to June 30, 1939, salary \$158.33-1/3 a month, payable from Bankhead Funds.

John R. Watlington, County Agent, Logan County, effective January 1, 1939 to December 31, 1939, salary \$183.33/a month, payable from Bankhead Funds. $\frac{1}{3}$

Albert Bruce Poundstone, Assistant in Land Use Planning and Field Agent in Farm Management, Kentucky, effective January 16, 1939, to March 31, 1939, salary \$250.00 a month, payable from Offset to Federal Funds. Continuation.

Beach Craigmyle, County Agent, Oldham County, effective January 1, 1939 to June 30, 1939, salary \$191.66-2/3 a month, payable from Bankhead and Offset to Federal Funds. Changed from Trimble to Oldham County.

William B. Howell, County Agent, Henry County, effective January 1, 1939 to June 30, 1939, salary \$216.66-2/3 a month, payable from Bankhead-Jones and Offset to Federal Funds. Changed from Oldham to Henry County.

Raymond O. Johnson, County Agent, salary \$150 a month, payable from Bankhead Funds. Changed from Assistant to Regular

Robert B. Rankin, County Agent, Adair County, effective January 1, 1939 to June 30, 1939, salary \$183.33-1/3 a month, payable from Bankhead and Offset to Federal Funds. Changed from Metcalfe to Adair County.

Pearl J. Steele, Home Demonstration Agent, Simpson County, effective January 1, 1939, to June 30, 1939, salary \$150.00 a month, payable from Bankhead and Offset to Federal Funds. Changed from Assistant to Regular.

Wallace L. Campbell, County Agent, Trimble County, effective from January 1, 1939 to June 30, 1939, salary \$141.66-2/3 a month, payable from Bankhead and Offset to Federal Funds. Changed from Assistant to Regular.

Mamie E. Hart, Home Demonstration Agent, Scott County, effective December 15, 1938 to June 30, 1939, salary \$150.00 a month, payable from Bankhead and Offset to Federal Funds. Changed from Assistant to Regular.

On motion, duly seconded, the Committee adjourned.

D. H. Peak
Secretary, Board of Trustees