

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, Thursday, February 24, 1938.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University, Thursday, February 24, 1938, at 10:30 a.m. The members of the Committee present were Robert G. Gordon, R. Miller Holland and James Park. Judge Gordon was made acting Chairman. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present.

The Secretary of the Board stated that he had written Mr. J. B. Andrews, expressing best wishes of the Committee members for his welfare and speedy recovery from illness. He presented a letter received from Mr. Andrews tendering resignation as a member of the Board of Trustees. President McVey was asked to forward the letter of Mr. Andrews to Governor Chandler. The Secretary was directed to acknowledge Mr. Andrews' letter, to inform him of its transmittal to the Governor, and to express to Mr. Andrews the regrets of the Committee that he deemed it necessary to resign.

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of January 19, 1938, were approved as published.

2. Financial Report.

The financial report for January, 1938, was filed by the Business Agent. The report was examined by the Committee and was ordered inserted in the Minutes.

Statement of Income and Expenditures
Month of January 1938

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Federal Appr.-Morrill-Nelson	17,139.99	5,713.33	22,853.32
Vocational Education Bd.	13,438.09	3,097.60	16,535.69
State Appr.-Summer Sch.	8,000.00		8,000.00
Special Agr. Appr.	12,000.00	2,000.00	14,000.00
State Appr.-General	318,104.56	75,194.34	393,298.90
Int. on Peabody Endow.	400.00	600.00	1,000.00
State Appr.-Repairs to Buildings	5,000.00	1,933.87	6,933.87
Federal Appr.-Bankhead-Jones	11,774.97	3,924.99	15,699.96

Student Fees	128,948.35	4,244.85	133,193.20
Student Fees - Sum. Sch.	62,382.65	42.25	62,424.90
Student Fees - U.H.S.	5,000.00	220.00	5,220.00
Student Fees - El.Tr.Sch.	4,000.00	20.00	4,020.00
Student Fees - El.Exten.	8,816.66	913.13	9,729.79
Miscellaneous Receipts	5,747.29	1,304.00	7,051.29
Rentals	848.00	325.00	1,173.00
Men's Dormitories	9,396.12	1,119.20	10,515.32
Total	<u>610,996.68</u>	<u>100,652.56</u>	<u>711,649.24</u>
Expenditures			
Instruction	417,375.26	80,455.12	497,830.38
Adm., Expense & Maint.	154,868.32	28,635.16	183,503.48
Additions and Betterments	12,151.59	2,178.44	14,330.03
Total	<u>584,395.17</u>	<u>111,268.72</u>	<u>695,663.89</u>
Excess of Income over Expenditures	<u>26,601.51</u>	<u>(10,616.16)</u>	<u>15,985.35</u>
Patterson Hall Income			
Board	30,422.80	375.80	30,798.60
Miscellaneous Receipts	14.77		14.77
Room Rent - Summer School	1,932.56		1,932.56
Total	<u>32,370.13</u>	<u>375.80</u>	<u>32,745.93</u>
Expenditures			
Expense	<u>16,081.08</u>	<u>4,507.78</u>	<u>20,588.86</u>
Excess of Income over Expenditures	<u>16,289.05</u>	<u>(4,131.98)</u>	<u>12,157.07</u>
General Fund Income	643,366.81	101,028.36	744,395.17
General Fund Expenditures	<u>600,476.25</u>	<u>115,776.50</u>	<u>716,252.75</u>
Excess of General Fund Income over Expenditures	42,890.56	(14,748.14)	28,142.42
Excess of Expenditures over Receipts for General Ledger Accounts	(45,622.88)	22,469.01	(23,153.87)
Accounts Payable	<u>(19,802.19)</u>		<u>(19,802.19)</u>
Excess of Expenditures over Receipts for the fiscal year to date - General Fund	<u>(22,534.51)</u>	<u>7,720.87</u>	<u>(14,813.64)</u>
Excess of Expenditures over Receipts for fiscal year to date - General Fund			(14,813.64)
Cash in Bank July 1, 1937 - General Fund			<u>89,788.13</u>
Cash in Bank January 31, 1938 - General Fund			<u>74,974.49</u>

Experiment Station Income

Hatch - Federal Appro.	7,500.00	3,750.00	11,250.00
Milk & Butter - Cash Rec.	5,216.95	977.09	6,194.04
Beef Cattle Sales	88.00	362.95	450.95
Dairy Cattle Sales	864.72		864.72
Sheep Sales	806.50	83.10	889.60
Swine Sales	371.20	128.35	499.55
Poultry Sales	766.97	313.52	1,080.49
Farm Produce Sales	945.63	1,228.08	2,173.71
Horticultural Sales	1,041.02		1,041.02
Seed Test	678.92	150.63	829.55
Seed Inspection	10,715.91	709.02	11,424.93
Rentals	2,718.02	119.67	2,837.69
Miscellaneous	204.87	14.85	219.72
Fertilizer - Fees	18,622.50	7,070.00	25,692.50
Public Service - St.Appro.	10,342.49	1,995.97	12,338.46
Public Service - Misc.Rec.	55.00	20.00	75.00
Feeding Stuffs - Fees	29,882.66	5,492.02	35,374.68
Adams - Federal Appro.	7,500.00	3,750.00	11,250.00
Serum - Sales	1,630.12	241.61	1,871.73
Serum - Virus Sales	149.53	13.49	163.02
Serum - Supply Sales	90.82	22.08	112.90
Serum - Misc. Sales	25.51		25.51
State Appro.	22,256.99	6,168.13	28,425.12
Creamery - License Fees	9,515.46	31.50	9,546.96
Creamery - Testers Lic.	2,170.89	60.00	2,230.89
Creamery - Glassware Test.	343.29	110.40	453.69
Robinson - State Appro.	7,002.08	789.30	7,791.38
Robinson - Misc.Receipts	1,835.73	424.30	2,260.03
West Ky. - State Appro.	7,070.84	1,693.57	8,764.41
West Ky. - Misc. Receipts	7,024.46	415.83	7,440.29
Purnell - Fed. Appro.	30,000.00	15,000.00	45,000.00
Bankhead-Jones - Federal Appro.	29,601.76	14,800.89	44,402.65
Nursery Inspection - State Appro.	1,080.00	180.00	1,260.00
Nursery Inspection - Fees	1,570.00	60.00	1,630.00
Total	<u>219,688.84</u>	<u>66,176.35</u>	<u>285,865.19</u>

Expenditures

Expense	192,156.78	32,427.57	224,584.35
Additions and Betterments	8,265.30	670.06	8,935.36
Total	<u>200,422.08</u>	<u>33,097.63</u>	<u>233,519.71</u>
Excess of Income over Ex- penditures	19,266.76	33,078.72	52,345.48
Excess of Receipts over Ex- penditures for General Ledger accounts	5,789.45	(1,631.29)	4,158.16
Accounts Payable	<u>(11,535.25)</u>		<u>(11,535.25)</u>
Excess of Receipts over Expenditures	<u>13,520.96</u>	<u>31,447.43</u>	<u>44,968.39</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Experiment Station			44,968.39

Cash in Bank July 1, 1937 - Experiment Station			<u>26,472.45</u>
Cash in Bank January 31, 1938 - Experiment Station			<u><u>71,440.84</u></u>
Extension Division Income			
Federal Bankhead-Jones	183,365.25		183,365.25
Federal Smith-Lever	74,154.38		74,154.38
Federal Supplementary	13,272.76		13,272.76
Federal Capper-Ketcham	18,400.49		18,400.49
State Smith-Lever	58,488.05	10,033.76	68,521.81
County and Other	9,774.42	1,900.95	11,675.37
Total	<u>357,455.35</u>	<u>11,934.71</u>	<u><u>369,390.06</u></u>
Expenditures			
Expense	<u>345,160.83</u>	<u>55,547.21</u>	<u>400,708.04</u>
Excess of Income over Ex- penditures	<u>12,294.52</u>	<u>(43,612.50)</u>	<u>(31,317.98)</u>
Excess of Income over Expendi- tures for the fiscal year to date - Extension Division			
Cash in Bank July 1, 1937 - Extension Division			<u>2,672.00</u>
Cash in Bank January 31, 1938 - Extension Division			<u><u>(28,645.98)</u></u>
Trust Fund Income			
Student Loan Fund	1,369.65	396.15	1,765.80
Student Notes Paid	<u>1,214.90</u>	<u>470.20</u>	<u>1,685.10</u>
Total Receipts	<u>2,584.55</u>	<u>866.35</u>	<u>3,450.90</u>
Expenditures			
Expense	9.00	9.00	18.00
Student Notes	125.00	150.00	275.00
General Ledger accounts		<u>5,000.00</u>	<u>5,000.00</u>
Total Expenditures	<u>134.00</u>	<u>5,159.00</u>	<u>5,293.00</u>
Excess of Receipts over Expenditures	<u>2,450.55</u>	<u>(4,292.65)</u>	<u>(1,842.10)</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Trust Fund			
Cash in Bank July 1, 1937 - Trust Fund			<u>4,267.53</u>
Cash in Bank January 31, 1938 - Trust Fund			<u><u>2,425.43</u></u>

4a.

Summary

General Fund Income	643,366.81	101,028.36	744,395.17
Experiment Station Income	219,688.84	66,176.35	285,865.19
Extension Division Income	357,455.35	11,934.71	369,390.06
Trust Fund Income	1,369.65	396.15	1,765.80
Total	<u>1,221,880.65</u>	<u>179,535.57</u>	<u>1,401,416.22</u>
General Fund Expenditures	600,476.25	115,776.50	716,252.75
Experiment Station Expend.	200,422.08	33,097.63	233,519.71
Extension Division Expend.	345,160.83	55,547.21	400,708.04
Trust Fund Expend.	9.00	9.00	18.00
Total	<u>1,146,068.16</u>	<u>204,430.34</u>	<u>1,350,498.50</u>
Excess of Income over Expenditures	75,812.49	(24,894.77)	50,917.72
Accounts Payable	(31,337.44)		(31,337.44)
Excess of Expenditures over Receipts for General Ledger accounts	(39,833.43)	15,837.72	(23,995.71)
Student Loan Fund Notes	<u>1,089.90</u>	<u>320.20</u>	<u>1,410.10</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund	<u>5,731.52</u>	<u>(8,736.85)</u>	<u>(3,005.33)</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund			(3,005.33)
Cash in Bank and on hand July 1, 1937 - Combined Fund			<u>125,400.11</u>
Cash in Bank and on hand January 31, 1938 - Combined Fund			<u>122,394.78</u>

Abstract of item shown on Statement of Income and Expenditures as "Excess of Expenditures over Receipts for General Ledger accounts \$23,995.71".

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	\$ 19,125.78	
Sundry Accounts	<u>4,869.93</u>	
	\$ 23,995.71	

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from January 13, 1938, to February 16, 1938. The report showed orders made by the Business Office on the authority of the Requisition Committee in the manner prescribed by the Board of Trustees and State laws, running from No. 4587 to No. 5609. 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 additional budget appropriations noted on the report were approved and allowed: Lamp bulbs, Student Union Building, \$140.16; hall trees for Lafferty Hall, \$26.25; toilet seats, \$90.00; painting West Unit Mechanical Hall, \$507.50; steam heating system Old Unit Mechanical Hall, \$196.00; orifices in radiators, \$174.40; Barker Hall reconstruction heretofore approved, \$4000.00.

4. Collection of Fees.

The Business Agent filed a statement showing balance of \$1713.50 due on student fees for first semester, 1938-39, exclusive of activities. The statement showed an estimate of student fees for second semester of \$132,489.75.

5. Contract for Military Uniforms for 1939-1940.

Letter from Colonel Brewer:

February 15, 1938

My dear Mr. Peak:

Enclosed herewith four copies of contract with the Fechheimer Bros. Company covering the manufacture of Advanced Course uniforms next year.

We are getting a slightly better grade of cloth next year but the price is the same as this year.

Please sign all copies and return them to this office. I will then forward them to the firm for their signature and will furnish you a completed copy.

(Signed) B. E. Brewer
Lt. Col., Infantry
P. M. S. & T.

Prices noted in contract are: coat, \$19.05; trousers, \$8.65; cap, \$2.75; collar ornaments, .40 and .30; belt \$4.30; tie, .65; shirt \$1.15; clothing to be made to measure.

Colonel Brewer's recommendation was duly approved and the Business Agent was authorized to sign the contract.

6. Remittances to State Finance Board.

Letter from Division of Accounts and Control examined and ordered inserted in the Minutes:

February 9, 1938

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

Dear Mr. Peak:

In the future, all Pay-in-Vouchers must be accompanied by duplicate schedules (one attached to the Department of Finance copy and one attached to the Auditor's copy), showing the source from whom and for what the money is paid.

See Section #4687 of Baldwin's Kentucky Statutes.

Division of Accounts & Control

(Signed) S. S. Smith

By S. S. Smith

7. Salaries - State Division of Personnel.

The Business Agent presented correspondence with H. B. Henderson, director of the State Division of Personnel Efficiency, relative to salary lists of University Extension department, and other certification of salaries to that department. The correspondence was examined; the answers of the Business Agent to Mr. Henderson's letters being deemed sufficient, were approved. The correspondence was ordered filed with the records of the Board of Trustees.

8. Purchase of Accounting Machine.

Statement of Business Agent:

February 24, 1938

President Frank L. McVey
University of Kentucky

Dear President McVey:

I am making request to purchase a tabulating machine for use in accounting in the Business Office. The Burroughs machine is the type used in the office of Accounts and Control at Frankfort. That will cost about \$1,600.00. Mr. McCain and I have made investigation and we believe that this machine is best adapted to the purpose for which it is desired; that is, to keep a daily balance of funds and budgets. The machine is approved by the Chief Accountant in the office of the Division of Accounts and Control. The Assistant Purchasing Agent has assured me of approval of the purchase. Dean Cooper has agreed to assume part payment, about half, from Experiment Station funds.

Request is made to purchase the type of machine referred to above or other type if one more desirable is found.

(Signed) D. H. Peak
Business Agent.

The purchase of an accounting machine was approved, the selection and details being referred to the President and Business Agent.

9. Postage Meter.

The President stated that he had permitted a postage meter to be installed on trial in the University Post Office by the Postage Meter Company, of Stamford, Connecticut, under direction of the Company's representative, Mr. W. L. Planitz. It was operated first on February 20, 1938. It is claimed that the meter will save much in postage, especially in classifying mail matter according to rates, and that for the first few days that saving averaged almost \$3.00 per day.

The proposed contract with the Company is copied as follows:

MAILER'S CONTRACT with THE POSTAGE METER COMPANY
for the lease of ONE MODEL J D POSTAGE METER

The Postage Meter Company will lease to the undersigned Mailer, one model J D Postage Meter 999½ denomination, under the following terms and conditions.

RENTAL 10.00 dollars per month, payable in advance at regular quarterly periods as established by the Company. The Mailer agrees to keep on file available to the Company, for one year, copies of all statements of mailings rendered to the Post Office and including the reading of the operations counter, if any.

RESTRICTIONS AS TO USE. The Postage Meter furnished under this contract has been approved by the Post Office Department for the printing and recording of postage. By requirement of the Post Office Department, it remains the property of the Company. It is licensed under this contract for use only by the Mailer on Pitney-Bowes Mailing Machines upon the issuance of a permit by the Post Office Department and in accordance with the Postal Laws and Regulations. Tampering with or misuse of Postage Meters is punishable under the Postal Laws and Regulations.

INSPECTION AND MAINTENANCE. The Company shall have the right to inspect this meter any time during business hours, and will maintain it in proper mechanical condition without expense to the Mailer. The Mailer agrees to exercise reasonable care in the handling and operation of the meter, to run it only at its normal rate of speed, to employ no special attachments or devices unless approved by the Company, and to use only the standard supplies sold by the Company. Parts, supplies and service requested for the mailing machine operating this meter, excluding inspection and operating adjustments made coincident with meter inspections, shall be paid for by the Mailer.

TERMINATION OF CONTRACT. This contract shall remain in force for one year from date of installation of this meter, and from year to year thereafter unless terminated by written notice by either party at least thirty days prior to the end of any contract year.

In the event of failure by the Mailer to pay meter rental when due, or the issuance of any writ or process in any proceeding against the Mailer, whereby the meter may be levied or attached, the Company may terminate this contract forthwith and shall have the right to enter upon any premises where the meter may be and repossess it, without legal process, and in such event, the Mailer shall pay accrued rental up to such date of removal, and in addition an amount equal to the rental of the unexpired term of the contract, as liquidated damages. Upon the termination of this contract, the Mailer will deliver the meter to the Company in good condition except for normal wear and tear.

ACCEPTANCE. In respect to the meter specified herein, this contract supersedes any contract or agreement of prior date between the undersigned Mailer and The Postage Meter Company, and is subject to final acceptance by the Postage Meter Company at its Home Office,

Stamford, Connecticut.

ACCEPTED BY THE POSTER METER
COMPANY

ACCEPTED BY THE MAILER

Dated _____

CITY Lexington, Ky. DATE 2/21/38

By _____

FIRM NAME University of Kentucky

TITLE _____
(For Home Office use only)By D. H. Peak, Business Agent
(Mailer's Signature and
Title)OFFICE Cincinnati

ADDRESS _____

SALESMAN W. L. Planitz

CLASS OF BUSINESS _____

METER TO BE INSTALLED AT _____

Order:City Lexington State Ky. Date 2-21-38

THE POSTAGE METER COMPANY, STAMFORD, CONN.

Please enter our order for the following items to be delivered subject to the terms and conditions printed on the reverse side hereof:

1	Model J A Pitney Bowes Postage Meter Machine and Cabinet	\$640.00
1	Section 562 PL & R Slug	3.50
1	#900 Mail Table complete with x-ray 36 Divisions - stamp pads	260.00
6	Extra cell tops with card holders 40¢	2.40
6	Extra Tray Bottoms	<u>2.40</u>
		908.30

Quoted prices - fob Stamford

Terms 1% 10 days - net 30 days

Mail table fob, Corry, Penn.

10. Women's Residence Hall.

The President presented a proposal to finance the erection of an addition to the Women's Residence Hall. The proposed plan will provide for \$150,000 for such construction. The present debt on Men's Hall and the new indebtedness created would be secured by lien on income and would be retired in a 20-year period at approximately the same yearly payment as is now paid on amortization on Men's Dormitories.

The proposal was referred to the President and Business Agent and they were directed to make investigation of this and other proposals or plans, if such may be available, and to report to the Executive Committee.

11. Food Service at Union Building.

President McVey stated that the problem of equipping, furnishing and operating the kitchen, cafeteria and dining rooms within the new Student Union Building had been studied for several months; that according to the best estimates the equipment and furnishings to provide for an adequate catering service would cost approximately \$25,000, and that, therefore, the problem resolved itself into two methods of procedure, to-wit: (a) for the University to find and furnish these funds and to operate the catering service, or (b) to lease or rent the space and rooms, necessary for this service, to a catering company, who would undertake to provide the necessary equipment and furnishings and to render a satisfactory service for the University.

The President stated further that the matter of the proposed lease of the space and rooms had been discussed with several interested parties, and that some of these had offered to pay a fairly high rental for the space concession; but as any and all such rentals must be reflected eventually in the prices charged for food and service and as it was deemed desirable that all food prices should be held as low as possible in relation to good quality; the ability of the lessee to render the best service at low costs outweighed any offers as to rent, provided such rent as might be paid would be adequate to carry the necessary fixed charges upon the proportional part of the building thus occupied. Therefore, after several interviews and an investigation of performance and banking references he had chosen and recommended a party, represented by Mr. J. D. Wolken of Chicago, Illinois, as being the best qualified to render the necessary services, especially as Mr. Wolken agreed to finance the purchase and installation of all the necessary equipment and furnishings involved, estimated at \$25,000.

Mr. Wolken was then called into the meeting and introduced to the members of the Committee and a draft of the proposed lease for the premises in question, as drawn under the President's direction, was also presented.

The Committee then read and discussed this proposed lease,

item by item, with Mr. Wolken present, and questioned him at length as to his proposals and plans.

After due discussion and consideration and upon motion duly made and seconded, it was resolved:

1. That, in order to equip and to furnish adequately the kitchen, cafeteria and dining-rooms of the Student Union Building without cost to the University, the plan for leasing the space and rooms provided for these purposes is approved.

2. That the draft of the lease presented by President McVey and amended by this Committee, wherein the space and rooms involved are designated by number in accord with the official plans of the building, is approved.

3. That the award and grant of the aforesaid lease, in the terms and conditions thereof, to Mr. J. D. Wolken of Chicago, Illinois, and his associates or to a corporation to be organized promptly by him and his associates under the laws of the Commonwealth of Kentucky and subject to the final approval of President McVey, is approved.

4. That the Chairman of the Executive Committee of this Board, Judge Richard C. Stoll, is hereby authorized and directed to execute the aforesaid lease on behalf of the University in accord with the aforestated approvals.

12. Commons - Sale of Equipment.

On motion, seconded and carried, President McVey was authorized to sell such of the equipment now in use at the University Commons in McVey Hall as may not be desired to be retained for University use.

The capital account of the University Commons is \$15,066.14, representing purchase price, without depreciation and replacement being taken into consideration. It may be noted that the capital account of the Training School Cafeteria is \$3928.47.

13. Furnishing Student Union Building.

a. Report of Committee:

February 7, 1938

President Frank L. McVey
University of Kentucky Campus

Dear Mr. President:

Your Committee appointed to make recommendations for the Student Union furnishings respectfully submits the following requests:

For furniture from W. and J. Sloane	\$10,200.90
For lamps	300.00
For tables and benches (from Dean Graham)..	200.00
For Smokadores	250.00
For chrome tables	200.00
For game room equipment	1,000.00
For desks and chairs from Transylvania Printing Company.....	500.00
Total	\$12,650.90

This is in addition to chrome furniture purchased by Dean Graham from the Lloyd Company.

The Committee in submitting this request believes that with the cash now on hand and money from several sources that might be diverted for this use this sum could be met. We trust that we may have a favorable decision from you in the immediate future.

Respectfully submitted,

STUDENT UNION FURNISHINGS COMMITTEE

James S. Shropshire
Chairman

b. Purchase Ordered. On motion, seconded and carried, President McVey was authorized to cause purchase of furnishings to be made. The Student Union Building Fund raised by the O.D.K. and now in the hands of its treasurer amounts to \$7412.67. This will be made available for use in payment of cost of furnishings. The President was authorized to supplement this from other student activity funds that may be available.

14. Rental of Additional Home Management House.

a. Proposal of Dean Cooper.

January 24, 1938

President Frank L. McVey
University of Kentucky

Dear President McVey:

There are 23 seniors in the Home Economics class to be graduated in June who must complete their work in home management the coming semester. This represents a larger number than can be carried in the home management house which we are now renting. It will be necessary, therefore, to arrange for an additional house. Previously, Dr. Erikson attempted an arrangement whereby

the seniors would live in the home management house for a shorter period during this emergency. The Vocational Supervisor will not certify their work if it is less than now provided for, namely 8 weeks.

There seems to be no other alternative except to secure additional space for the semester, and then determine our procedure for next year when approximately 48 girls will have to take this work.

Dr. Eriksoh has found a duplex on Columbia Avenue which will meet the needs. The rent is \$35.00 a month. We have in mind employing a graduate student in home economics to have charge of the house under the direction of Miss Deephouse. Payment for her services will be \$50 a month. Provision will have to be made for the furniture. It is my thought that its purchase may be financed by the students. Of the payment required from them, at least \$40 a month could be used in paying the installments on the limited furnishings that will be required. This proposal will entail a monthly outlay upon the part of the University of \$85.00 to cover rental and services of the graduate student. I propose that it shall be obtained from the following sources of the home economics teaching budget:

Balance salary of Dr. Melcher after deducting payment for psychological tests (estimated \$225).

Part of the unexpended item of \$500 Family Living Course (for miscellaneous supplies, equipment, etc., \$225).

This will be sufficient to meet the present situation. We shall bring before you in the budget for next year the requirements for the larger group of students.

Since the second semester begins within a week, it is necessary that action shall be taken at an early date. Will you approve the arrangement for the rental of the property for home management purposes, and authorize us to submit the name of a prospective graduate student employee.

(Signed) Thomas Cooper
Dean and Director.

b. Authority to Act by President McVey.

January 26, 1938

Dean Thomas P. Cooper
University of Kentucky

My dear Dean Cooper:

I have your letter setting forth the difficulties confronting the Department of Home Economics in the matter of providing instruction in a home management house. It is essential that we meet the requirements that have been set up, so I am authorizing the procedure set up in your letter of January 24. It is in effect that the house be rented at \$35.00 a month, with services at \$50.00 a month, and furniture to be secured by payments from students for room and board. It is understood that this expenditure is to be covered in the coming semester from:

Balance from Dr. Melcher's salary
Unexpended amount from Family Living Course
(for miscellaneous supplies, equipment, etc.)

(Signed) Frank L. McVey
President of the University.

15. Reorganization of Control of Athletics.

a. Statement by President McVey:

President McVey made the following statement regarding the situation in the management of intercollegiate athletics at the University of Kentucky:

Dissatisfaction has been expressed a number of times in the past three years regarding the success of teams and the management of athletics at the University of Kentucky. The criticisms regarding the management have been:

1. Outside influences exerted upon the conduct of athletics.
2. Failure to recruit the better type of students for athletic teams.
3. The heavy costs of operation.
4. Declining of revenues.

Other criticisms were made of a personal character into which we need not go in this situation. The matter was brought to a head in petitions by students asking for a reorganization of the Council. After giving serious consideration to the matter, the Council concluded that, in

view of the whole problem involved - coaches, teams, and financing, a study should be made of the situation. A committee was appointed. This committee visited alumni groups in Louisville, Paducah, Covington, Ashland, Pineville and Lexington. The committee made a report of its findings, and thereupon a sub-committee was appointed to work out a plan of organization. That plan was then submitted to the Council. The Council adopted it with some modifications and asked that it be given to the Executive Committee for their consideration.

The President showed that the net receipts of football in 1935 were \$31,000, in 1936 were \$35,000, and in 1937 were \$14,000. As a result of the decline in receipts, the financing of athletics has been placed in a difficult situation. So, the whole matter is brought to the attention of the Board.

b. Report of Committee:

The committee made the following recommendations:

1. That the control and conduct of inter-collegiate athletics be placed fully in the hands of University authorities, and that the Director of Inter-collegiate Athletics, the coaches and other athletics employees be recommended through their superior officers to the President and Board of Trustees.
2. That a Department of Athletics, in the College of Arts and Sciences be established, and that the Director of Inter-collegiate Athletics and the coaches be members of the faculty of this department and college.
3. That there be appointed by the President an Advisory Council on Inter-collegiate Athletics consisting of the President, ex officio, a vice-chairman to be appointed from the faculty by the President, 3 members of the University faculty, 2 students and the President of the Alumni Association, ex officio. This Council will meet on call of the Chairman or Director. The President should be chairman of the Council, and the Director should be secretary. The vice-chairman shall be the faculty representative to the Southeastern Conference.
4. That all money for the support of inter-collegiate athletics, including contributions, be paid into the Business Office and be paid out on requisitions issued by the Director and approved by the President. An annual budget should be set up and approved as are other University budgets and an annual audit should be made and published.

5. That scholarship holders be required to render a fair amount of service to the University when and if the University can find employment for them. In needed instances the University should endeavor to furnish employment for holders of scholarships.
6. That grants and aids consist of 2 classes: (1) Fees. (2) Fees, Board, Lodging and Books. The Director, with the advice of the Advisory Council, shall allot the numbers of scholarships allowed to candidates in the different sports. Grants and aids will not be given in summer school.
7. Powers and Duties of the Director

The Director, if not the Head of the Department of Athletics, shall send his recommendations through the Dean and President. He is charged with the direct supervision and control of all intercollegiate athletics and will be held responsible for their proper conduct and for the enforcement of University rules. He will be advised by the Advisory Council but the responsibility for decisions and the recommendations will rest upon him. He shall have direct supervision of the business affairs of inter-collegiate athletics and shall supervise coaches, arrange schedules, make contracts for games, supervise handling of funds, management of games, etc. He shall award athletics scholarships and is empowered to withdraw such scholarships at any time from holders who do not comply with regulations set up. He shall, in cooperation with the coaches, keep informed as to the scholastic performance of players and advise with them. He shall be responsible for the enforcement of eligibility rules. He shall on the recommendation of the Advisory Council and the Head Coach award letters, numerals and other honors. He shall, in cooperation with the Council, devise plans for contacting prospective athletes and securing cooperation of the alumni.

8. Selection of Members of the Council

The President will appoint one of the 3 faculty members of the Council for the remainder of 1937-38, one member through 1938-39, and one member through 1939-40. Thereafter, appointments will be for 3 years. He will appoint one senior student for the rest of 1937-38 and a junior the rest of 1937-38 and 1938-39. Thereafter, appointments are to be for 2 years. The President of the Alumni Association will take office upon his election by the Alumni Association and serve until his successor is elected.

Appointments by the President shall be made from persons nominated to him in the following way:

One representative from the faculty of each college of the University shall be nominated to the President by the Senate, from which number he will make his appointment.

Double the number of student members to be appointed will be nominated to the President by the Student Council, from which number he will make his selection.

9. That, after recommendations are accepted by the Athletics Council and University Executive Committee, the President to be asked to appoint the new Advisory Council for the remainder of 1937-38 and proceed at once with the advice of the Advisory Council, to appoint a Director and with help of the Council and Director set up a budget and employ coaches and other employees for 1938-39.

16. Statistics

a. Statistics compiled by Publicity Bureau show the student enrollment as follows:

First term 1936-1937	--	3,457
Second term 1936-1937	--	3,282
First term 1937-1938	--	3,535
Second term 1937-1938	--	3,470

County gains outweighed county losses, with registration showing an increase in 66 of the 120 counties, and 117 of the 120 counties represented in the enrollment. Thirty-six of the 48 states are also represented in U.K. registration, exclusive of Kentucky.

b. Library

The President called the attention of the Executive Committee to a list of the libraries in the South prepared by James A. McMillan of Louisiana State University. In this list there are 37 institutions. It showed that the University is sixth in the number of volumes in the library. It was seventh in the number of books added during the year. It was ninth in the amount expended for books and eighth in the amount expended for library services. It was fifth in the amount paid for salaries. These figures are very interesting from many points of view.

17. Increased Cost of Power and Light.

President McVey presented report of Superintendent of Buildings and Grounds which was ordered noted in the Minutes.

a. Superintendent's Report

January 10, 1938

Memo:--President F. L. McVey
Campus

Re: Electric Power and Light.

The cost of this service has increased so much over last year that I am compelled to bring it to your attention. The table shows total consumption for all buildings including Experiment Station.

1936		Rate	1937	Rate
July	\$1163.05	2.100¢	\$1240.26	1.864¢
August	1065.80	2.173	1275.02	2.180
Septem- ber	1203.85	2.187	1240.90	1.755
October	1666.65	1.764	2133.28	1.874
Novem- ber	1581.05	1.689	2137.18	1.832
Decem- ber	1826.47	1.954	2102.09	2.0274
		Avg.		
TOTAL	8506.87	1.97¢	\$10092.73	Avg. 1.92

Excess \$1585.86.

A portion of the increase can be attributed to enlarged connected load at Central Heating Plant, Mechanical Hall and Experiment Station. Also the present method of billing us on two separate meters instead of lumping the two together as was formerly done, increases the cost. The New Law Building is now in operation with a tremendous load for the amount of space and will show up for the first time in January meter reading.

I have taken last December's bill of \$2102.09 and figured it on basis of one meter charge and find a difference of \$185.57 in their favor, shown on last page.

I am convinced that we should make immediate provisions to tie both sides of campus together so as to take full advantage of saving accruing from combined load, or induce Lexington Utilities Company to revert to the former practice of combining both meter readings. I also feel that lighting intensities in the new buildings are too great in many instances. We have foot candle meters and tables showing intensities recommended for various types of rooms and when studies of actual conditions are completed savings can be effected by reducing lamp sizes. Smaller lamps are less costly and use less current. The monthly demand charge is calculated from a dial which has to be read and the position of the hand or pointer is estimated. The misreading of this pointer to the extent of .1 means \$80.00. A recording demand meter should be installed by the Utilities

so that a complete record for the month would be available. With an instrument of this kind on hand we would have ample opportunity to study our load and thereby make schedules to reduce peak demand. These things can be done for the present.

The future, when Student Union and Biological Science buildings are finished, is something else. A complete new system of power and light distribution will have to be built to handle the new set-up. The design will have to include provisions for future expansion. I have been told indirectly that the College of Engineering is now working on the layout of a new system but I have not seen or heard anything official. In this connection, I wish to say that we have data and facilities to materially assist in this work and would like to have some part in it.

I will be glad to furnish additional information if you so desire.

(Signed) M. J. Crutcher
Supt.

December 1937

Combined Energy

Total K.W.H.	103,680	
1st 1000 @ 3¢ per K.W.H.	-----	\$ 30.00
2nd 2000 @ 2¢ per K.W.H.	-----	40.00
3rd 7000 @ 1.5 per K.W.H.	-----	105.00
4th 90000 @ 1.0 per K.W.H.	-----	900.00
Excess 3680 @ .8	-----	29.44
	TOTAL	\$ 1104.44

Demand

Reading	420.8	
1st 50 @ \$2.00	-----	100.00
Excess 370.8 @ \$1.75	-----	648.90
	TOTAL	\$ 748.90
	Total	\$ 1853.34

Coal Clause Charge

.001¢ per K.W.H. for each cent increase in cost of coal above \$2.00 per ton unloaded in Co. bins applied to Energy Charge only.

$\frac{1.042}{1000} \times 103680 = \118.46

Primary discount on Energy 5%	\$1104.44	=	55.22		
Net Energy Charge			=1049.22		
NET GRAND TOTAL			\$1916.52		
	\$2102.09	-	\$1916.52	=	\$185.57.

In favor of Lexington Utilities Company

- b. Statement of Utilities Company.
Superintendent's Letter.

February 1, 1938

Memo:-President F. L. McVey
Campus

Re:-Power and Light.

Mr. G. C. Jones, Vice President, Lexington Utilities Company, came out to see me one day last week to talk the light and power situation over. He assured me that beginning February 1, the University bill will be figured from combined meter readings as was formerly done. At the present time separate meter readings are used and this method is costing the University on the average of \$100.00 per month more than under the former method. In December the excess cost amounted to \$185.57.

He also informed me that recording Demand Meters have been ordered to replace the present dial and hand type.

This is welcome news and I thought you would like to know about it.

(Signed) M. J. Crutcher
Superintendent.

18. Care of Trees on Campus.

President McVey presented report of Campus Committee as follows:

- a. Statement by Chairman

February 3, 1938

Dr. F. L. McVey, President
University of Kentucky
Campus

Dear Dr. McVey:

Attached find a recommendation from the Campus Committee relative to the feeding of the trees.

The trees on the attached list with the check mark are the ones to be omitted from this year's feeding program. In some instances these trees are old and not worth feeding and in others the kind of tree is not the best and we felt by eliminating these we would curtail some expense and would be taking care of the better types of trees on the campus.

The Committee would like to call your attention to the fact that if any of this work is to be done this spring it should be done during the month of March in order that the food will be of benefit to the trees during this growing season.

(Signed) N. R. Elliott
Chairman
Campus Committee

b. Memorandum and Recommendations.

The Campus Committee would like to suggest the following policy relative to feeding trees on the campus of the University.

First, we believe there is an advantage in feeding the trees. We believe the Missouri Botanic Garden, St. Louis, Missouri, has the best scientific data on this subject that is available at the present time. They suggest the following:

- (a) That the trees be fed in the late winter or early spring.
- (b) That the best method of feeding is by injecting the material into the soil around the roots, by the use of a power sprayer and a tree feeding gun.
- (c) That while the trees respond to large amounts of food applied at one time, it is just as satisfactory to apply smaller amounts at two or three year intervals.

- (d) That a good, high grade commercial fertilizer be used; one having an analysis of 10% nitrogen, 8% phosphorus and 6% potash is recommended.

Second, that the University buy 3 tons of this high grade, complete fertilizer, a 10-8-6, or better; this fertilizer costing approximately \$75.00 per ton.

Third, that Mr. Crutcher be instructed to make, in the shop, a tree feeding gun, design to be secured from the Missouri Botanic Garden. This gun will cost approximately \$12.00 to \$14.00.

Fourth; attached is a list of trees growing on the campus at the present. This list was supplied by Mr. Crutcher's office. It shows 797 trees. We believe some of these trees can be omitted from the tree feeding program. Some are old and not worth feeding, others are species that grow and do well and apparently are not suffering from lack of food. The trees that are checked on the attached list are to be omitted from the program. There are approximately 355 trees to be omitted. This will leave about 440 or 445 to be fed.

Fifth, that each tree be fed an amount of fertilizer, or plant food, determined by the size of the tree; some of the smaller trees receiving 3 to 4 pounds and some of the larger trees 20 to 30 pounds.

Sixth, that each tree, as soon as it has been fed, be marked with a dot of white paint in order that we may know the trees have been fed.

Seventh, the Department of Buildings and Grounds has a power sprayer and by building the tree feeding gun, this outfit can be used to apply this fertilizer to the trees.

c. List of Trees.

LIST OF TREES

No. Trees	Species	No. Trees	Species
2	Alder, Black	23	Cherry, Wild
29	Ash	25	Crab Apple
3	Ash, European	9	Cypress, Ball
6	Ash, White	4	Dogwood
3	Beech, Blue	5	Elm, American
16	Birch, White	1	Elm, Chinese
3	Box Elder	4	Elm, English
8	Buckeye	1	Elm, Japanese
3	Butternut	5	Elm, Moline
31	Catalpa, Speciosa	11	Elm, Slippery
1	Cherry, Montgomery	1	Fir, Japanese

e. The report was received and orders placed on file in the President's Office. The recommendations were approved and ordered carried out by the Superintendent of Buildings and Grounds. The purchase of fertilizer and other material was authorized, when approved by the President, as funds may be available for that purpose.

19. Injury to Grounds Employee.

Report by Mr. Crutcher.

February 21, 1938

Memo:--President F. L. McVey
Campus

Re:J.J. Fitch, Grounds Laborer.

On or about February 8th, Fitch claims that he strained himself while helping with transplanting trees and shrubs but made no report of the accident to Mr. Rominger at that time. Dr. Chambers examined him later and seemed to think that an operation would be necessary to restore him to normal health and strength.

After several days of enforced idleness Dr. Chambers at my suggestion arranged with Dr. W. R. Reddish to operate the case on Service because of Fitch's inability to pay the fee. The operation was performed last Friday and it will be necessary for him to spend a week in St. Joseph's. He will have to be off duty for approximately six weeks.

The question now to answer, after his related statement, is that of responsibility for hospital and surgeon's fees and the matter of sick leave pay. The University does not now carry compensation insurance which ordinarily would cover such things.

The hospital bill will be approximately \$25.00, surgeon's fee \$75.00, plus \$17.50 per week for wages, or whatever amount is allowed for wages during period of sickness.

I shall be glad for you to advise me concerning the matter.

(Signed) M. J. Crutcher
Superintendent

It was ordered that payment of wages of John Fitch be continued until further action by the Executive Committee. It was further ordered that the Business Agent make investigation as to whether or not the University may pay the expenses of operation and to act in matter of payment on approval of President McVey.

20. Salvaged Material - Old Reformatory.

Report of Superintendent of Buildings and Grounds.

February 22, 1938

President F. L. McVey
Campus

Re: Salvaged Lumber and Steel, Old Reformatory, Frankfort, Kentucky.

They have on hand some 900,000 board feet of lumber consisting of heavy timbers, floor joists, studding, and flooring in yellow pine, poplar and oak. There is also available a considerable number of steel beams and columns. Dean Graham and Mr. Ralph C. Wyatt have assured me the University can have as much of this material as may be desired.

The armory job will take 60,358 board feet of lumber and approximately 30,000 pounds of steel. Dean Graham is planning on having the large pieces of furniture for new buildings made here in the shops and 12,000 board feet will be required for that, making a total of 72,000 board feet. In addition to this, I would like to pick up about 125,000 board feet for future use. This is certainly a golden opportunity to obtain enough well seasoned lumber for general purposes to last through the next 10 years for the cost of hauling.

We can haul a great deal of the small stuff but the larger and longer timbers will have to be handled by Union Transfer Company. They will charge \$12.50 per load of about 4000 board feet. If they could haul 30 loads I believe we could handle the remainder without difficulty.

They are beginning to use some of this material in other places and if we are to get ours it will be necessary to get at it without much loss of time.

(Signed) M. J. Crutcher
Superintendent.

President McVey was authorized to have procured for the University such of the material available that may be useful to the University as he may deem advisable, and to make provision for the expense of transportation thereof.

21. Farms of State Department of Welfare.

President McVey stated that Governor Chandler had requested that the Experiment Station have a study made of institutional farms of the Department of Welfare, making report thereon. He said that he had conveyed the request to Dean T. P. Cooper and that, in order to carry it out, Dean Cooper had appointed the following committee: A. J. Olney, E. S. Good, George Roberts, and W. D. Nicholls. That committee made report to Dean Cooper as follows:

February 7, 1938

Dean Thomas P. Cooper
Experiment Station

Dear Dean Cooper:

Your committee appointed to arrange for a study of the eight institutional farms of the Kentucky Department of Welfare designated the following specialists of the College of Agriculture to make the study: Professor E. J. Kinney, Mr. S. C. Jones, Mr. John Gardner, Mr. Wayland Rhoads and W. D. Nicholls. We hand you herewith a copy of a report of the study. Eight farms and a total of 6937 acres were included in the study.

A. J. Olney

E. S. Good

(Signed) Geo. Roberts

W. D. Nicholls
Chairman

On February 9, President McVey acknowledged to Dr. W. D. Nicholls receipt of the report to the Department of Welfare and stated in his acknowledgment that the report had been forwarded to Mr. Arch Bennett, Deputy Commissioner, and that Governor Chandler had been notified that the report had been completed and forwarded to the Department of Welfare. On February 21, President McVey wrote to Dean Cooper, stating that he had received a letter from Governor Chandler in which the Governor says, "I would appreciate your conveying my gratitude to the members of the committee who have been responsible for the report sent to the Deputy Commissioner of Welfare."

This statement was made to the Executive Committee as a matter of information.

22. Exchange of Animals.

Letter of Dean Cooper.

February 12, 1938

President Frank L. McVey
University of Kentucky

Dear President McVey:

I wish to place before you as a matter of record a proposed trade. It is desirable to dispose of our Hereford herd bull, inasmuch as we have a very good young Hereford bull. Professor Good thinks he can make an advantageous trade for Hereford heifers.

In accordance with our conversation I have notified Professor Good that the proposed arrangement is approved.

(Signed) Thomas Cooper
Dean and Director

The exchange as recommended by Dean Cooper was approved.

23. Degree in Public Health.

On motion, seconded and carried, the following recommendation of the Senate of the University of Kentucky was approved:

February 24, 1938

President Frank L. McVey
University of Kentucky

My dear President McVey:

At the meeting of the University Senate February 14, 1938, the following request of the Graduate Faculty was approved and recommended to the Board of Trustees:

"It is recommended that the Board of Trustees be requested to authorize the granting of the professional degree of M.S. in Public Health by the University of Kentucky, the requirements for this degree to be the same as for the other professional degrees, namely, 24 graduate credits, 36 weeks of residence, a satisfactory thesis and the passing of a final comprehensive examination."

(Signed) Leo M. Chamberlain
Secretary of the Senate.

24. Granting Degrees.

Letter of the Secretary of the Senate:

January 29, 1938

President Frank L. McVey
University of Kentucky

My dear President McVey:

Attached is a list of persons who have completed the requirements and are recommended by the University Senate to the Board of Trustees for the degrees indicated.

(Signed) Leo M. Chamberlain
Secretary of the
Senate.

The undersigned, having been appointed a committee by President F. L. McVey to represent the Board of Trustees, in the approval of candidates for degrees at the Commencement to be held February 3, 1936, hereby approve the list recommended by the Senate of the University of Kentucky, presented by Leo M. Chamberlain, Secretary, and authorize the granting of the degrees indicated on the attached list.

(Signed) James Park
(Signed) Louis E. Hillenmeyer

CANDIDATES FOR DEGREES

COLLEGE OF ARTS AND SCIENCES
CANDIDATES FOR THE DEGREE OF BACHELOR OF ARTS

Lola Alma Bowmer
Pansy Elaine Brown
Clara Cott Bush
Ruth Clonton
Mary Castleman Dawson
Stanton Grant Dondero
Elmer Conny Hammonds

Helen Lee Hegarty
Mildred Lee McDaniel
Warren Felix Sergent
Henry Trigg Stewart
Frank Gudgel Trimble, Jr.
Henry French Wallace
Frank Thomas Whittinghill, Jr.

CANDIDATES FOR THE DEGREE OF BACHELOR OF SCIENCE

Augustine Edward Barnes
Stewart Barney
Wanda Elizabeth Berry
John Karsner Bondurant

David Robert Dorner
Bernard Newton Mims
Eleanor Mitts
Jack Brown Mohny

CANDIDATE FOR THE DEGREE OF BACHELOR OF SCIENCE IN MU-
SIC

Mary Louise Durham Minor

CANDIDATE FOR THE DEGREE OF BACHELOR OF SCIENCE IN MED-
ICAL TECHNOLOGY

Dorothy Caywood Harris

COLLEGE OF AGRICULTURE
CANDIDATES FOR THE DEGREE OF BACHELOR OF SCIENCE
IN AGRICULTURE

Guy Fletcher Boyd
Edwin Logan Brown
Jack William Fincher

William Freeman Griffin
Arthur Stiner Johnson

CANDIDATES FOR THE DEGREE OF BACHELOR OF SCIENCE
IN HOME ECONOMICS

Julia Dorcas Dixon
Hazel Ruth Hicks

Helen Juanita Lewis
Elizabeth Thornton Taylor

COLLEGE OF ENGINEERING
CANDIDATE FOR THE DEGREE OF BACHELOR OF SCIENCE
IN ARCHITECTURAL ENGINEERING

Charles Winston Saunders, Jr.

CANDIDATE FOR THE DEGREE OF BACHELOR OF SCIENCE
IN MECHANICAL ENGINEERING

John Joseph Sheehan

COLLEGE OF LAW
CANDIDATES FOR THE DEGREE OF BACHELOR OF LAWS

Henry Gibbons Boldrick
John Graham Leroy Combs
Burnett Dadisman
Louis Harry Levitt

Thomas Jouett Marshall, Jr.
Troy Duvall Savage
Roger Clay Womack
Ben B. Wright

COLLEGE OF EDUCATION
CANDIDATES FOR THE DEGREE OF BACHELOR OF ARTS
IN EDUCATION

Anne Kleiser Ammerman
Joseph William Bosse
Julian Wendell Boxley
Laurel Byron Graham
Josephine Helen Gridelli
William Arthur Lamkin, Jr.
Robert Lee Mills
Iona Beryl Montgomery

Eleanor Coffman Morrison
Margaret Turley Norman
Alice Redden
Edna Jane Rose
Carolyn Martine Strubel
Bedford Martin Thorn
Allabell Holtzclaw Williams
Ethel Julia Zendle

COLLEGE OF COMMERCE
CANDIDATES FOR THE DEGREE OF BACHELOR OF SCI-
ENCE IN COMMERCE

Thomas Henry Clower
Christopher Taylor Grinstead

Charles Catron Guy
Robert Todd Sweeney

GRADUATE SCHOOL
CANDIDATES FOR THE DEGREE OF MASTER OF ARTS

Mary Patience Asher
Roscoe Hamilton Carder
Ethel Vivian Congleton
Sillous G. Hembree
David Bennett Knox

Marian Thomas Mack
James Rice Mountjoy
Robert Emsley Sharon
Rosemary Shoopman
Robert Earl Woodward

CANDIDATES FOR THE DEGREE OF MASTER OF ARTS
IN EDUCATION

Roy Otis Chumbler
Guthrie Sarilda Davis
Everett Preston Hilton

James Carl Leake
Clarence Talmadge Sharpton
Lucille Gilbert Sharpton

CANDIDATES FOR THE DEGREE OF MASTER
OF SCIENCE

Willis Lee Carruth

Oren Richard Depp

CANDIDATE FOR THE DEGREE OF MASTER OF SCIENCE IN AGRICULTURE

Duard Elsworth Bayless

CANDIDATE FOR THE DEGREE OF MASTER OF SCIENCE IN EDUCATION

Gilbert Harvey England

CANDIDATE FOR THE DEGREE OF ELECTRICAL ENGINEER

William Paul Ballinger

On motion and second the recommendation of the University Senate was accepted and its action was approved and the action of the committee representing the Board of Trustees was approved. President McVey was authorized to confer the degrees as set out in the report.

25. Degree of Thomas Bryan Propps.

Report of Registrar

February 17, 1938

Mr. D. H. Peak, Secretary
Board of Trustees
University of Kentucky

My dear Mr. Peak:

I am writing to give you the facts about the case of Thomas Bryan Propps, who, it appears, was granted the degree of Mechanical Engineer in 1929, when the degree should have been Electrical Engineer. The evidence that we have shows that Mr. Propps actually sought the degree of Electrical Engineer and that his thesis was written in the field of electrical engineering. Soon after the commencement he discovered that he had been granted the other degree and wrote Professor Freeman, who in turn brought the matter to the attention of the Registrar's office. At that time the agreement was made that the records would be changed and a new diploma issued. For some reason, probably because Mr. Propps did not pursue the matter further, nothing was done after that time. As all the conditions of the case indicate clearly that Mr. Propps should have had the degree

Electrical Engineer, I am suggesting that the minutes of the Board of Trustees be changed to indicate that this degree was granted. We shall order our records to conform and issue a new diploma.

(Signed) Leo M. Chamberlain
Registrar.

On motion and second, it was ordered that the Registrar issue a diploma to Thomas Bryan Propps, granting degree of Electrical Engineer and that this order be taken as a correction of the minutes of the Board of Trustees of June, 1929.

26. P. W. A. College Dockets.

a. (1) Letter from Bond Holder.

THE MUTUAL BENEFIT LIFE INSURANCE COMPANY
Newark, New Jersey

February 14, 1938

University of Kentucky
Lexington, Kentucky

Gentlemen:

As owners of University of Kentucky, University Building Revenue Bonds, 3%, 1938/65, we will appreciate your sending us a copy of your financial report for the fiscal year 1936-37, with a separate statement of revenues available to service these bonds.

(Signed) W. M. Whitesell
Assistant Treasurer

(2) Answer of Business Agent.

February 22, 1938

The Mutual Benefit Life Insurance Company
Newark, New Jersey

Mr. William M. Whitesell
Assistant Treasurer

Dear Sirs:

According to your request of February 14, I am enclosing under separate cover copy of the biennial report

of the University of Kentucky for 1936-1937. The contract for the bonds and also the bonds themselves show the sources from which the revenue and payment thereof is available. This is being promptly taken care of and it will be available for payment of the interest and the principal in amount due thereon July 1, 1938.

(Signed) D. H. Peak
Business Agent.

The Committee approved the answer to the Business Agent.

b. Transfer of Funds

On motion and second, duly carried, the Business Agent was authorized to transfer the Building Revenue Bond and Interest Redemption Fund from student fees collected second semester 1937-38, \$9285.00 to meet payment of interest due July 1, 1938.

c. Receipt of Bids and Award of Contracts.

(1) Report of Dean Graham.

February 24, 1938

President Frank L. McVey
University of Kentucky

My dear President McVey:

Bids were received and opened in your office at 11:00 a.m. February 23, 1938, as advertised as follows:

1. Contract No. 381, P.W.A. Docket No. KY-1013-2-D, for supplying the indirect lighting fixtures to be installed within the Student Union Building and West Unit of the College of Engineering.

2. Contract No. 382, P.W.A. Docket No. KY-1013-2-D, for supplying the direct and semi-indirect lighting fixtures to be installed within the Student Union Building and the West Unit of the College of Engineering.

3. Contract No. 350, P.W.A. Docket No. KY-1013-2-D, for supplying certain items of furniture and library shelving and equipment to be placed within the Student Union Building, the library of the College of Law, and the classrooms and library of the College of Engineering.

Under Contract No. 381, there were five offerings. As noted on the attached tabulation of bids, the bid of the Johnson Electric Supply Company of Cincinnati, Ohio, did not include lamps and therefore is not the low bid. The bid of the General Electric Supply Corporation of Lexington, Kentucky, in the sum of \$3,415.78 fails in many respects to comply with the standards, shapes and qualifications incorporated within the drawings and specifications. The bid of the F. L. Lawrence Electric Company of Cincinnati, Ohio, in the sum of \$3,519.05 does comply in all respects with the drawings and specifications. Therefore, we recommend the award of Contract No. 381 to the F. D. Lawrence Electric Company of Cincinnati, Ohio, in the sum of \$3,519.05, as the lowest and best bid received for the purpose of this contract.

Under Contract No. 382, there were also five offerings. As noted upon the attached tabulation of the bids received and opened, the low bid was made by the Graybar Electric Company of Cincinnati, Ohio, in the sum of \$1,995.51, and we find that this bid complies with the drawings and specifications in all respects. Therefore, we recommend the award of this Contract No. 382 to the Graybar Electric Company of Cincinnati, Ohio, in the sum of \$1,995.51.

Under Contract No. 350, the low bidder, the Reliable School Equipment and Supply Company of Cincinnati, Ohio, enclosed with the bid three catalogues of the merchandise offered by them and failed to mark, designate or specify therein the offered substitutes for the several items covered by the specifications. This was especially true of their catalogue for shelving, which displayed shop or mill shelving instead of library shelving and this was in no way comparable with the shelving already installed within the Law Library. Therefore, we believe this bid to be inadequate, delinquent, and not in accord with the specifications and purposes of the Contract. As noted on the attached tabulation, the bid of The General Company of Cincinnati, Ohio, in the sum of \$7,064.25, was the next low bid. As this bid complies with both the specifications and purposes of the contract, we recommend that the award of Contract No. 350 be made to The General Company of Cincinnati, Ohio, in the sum of \$7,064.25.

(Signed) James H. Graham
Dean.

2. Miscellaneous Equipment, Engineering Buildings and Student Union Building.

RESOLUTION ORDERING THE FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for the furnishing of some Miscellaneous Equipment for the Engineering Buildings and the Student Union Building have been filed by the following bidders:

Reliable School Equipment and Supply Company, Cincinnati, Ohio
 Metallic Equipment Company, Cincinnati, Ohio
 The General Company, Cincinnati, Ohio
 Central Supply Company, Cincinnati, Ohio
 Transylvania Printing Company, Lexington, Kentucky
 Central School Supply Company, Louisville, Kentucky
 W. & J. Sloane, New York, New York,

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 Colonel 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 twenty-fourth day of February, 1938.

APPROVED:

Executive Committee
 Board of Trustees
 University of Kentucky

(Signed)

By D. H. Peak
 D. H. Peak, Secretary

RESOLUTION AWARDDING 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 furnishing of some Miscellaneous Equipment for the Engineering Building and the Student Union Building, and has duly made his recommendations to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that the General Company, Cincinnati, Ohio, is the lowest and best bidder for the furnishing of some Miscellaneous Equipment for the Engineering Building and the Student Union Building, in the

sum of \$7064.25; and 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 the General Company, Cincinnati, Ohio, 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 the General Company for the furnishing of some Miscellaneous Equipment for the Engineering Building and the Student Union Building in the sum of \$7064.25, is hereby accepted, determined and declared to be the lowest and best bid; and that a contract for the furnishing of said equipment, as heretofore prescribed by the plans, specifications, and contract documents, shall be forthwith executed for said equipment.

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

Passed this twenty-fourth day of February, 1938.

APPROVED:

Executive Committee
Board of Trustees
University of Kentucky

(Signed) By D. H. Peak
D. H. Peak, Secretary

3. Indirect Lighting Fixtures for Engineering Building and Student Union Building.

RESOLUTION ORDERING THE FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for the furnishing of Indirect Lighting Fixtures for the Engineering Building and the Student Union Building have been filed by the following bidders:

General Electric Supply Corporation, Lexington, Kentucky
Graybar Electric Company, Cincinnati, Ohio
The Johnson Electric Supply Company, Cincinnati, Ohio
F. D. Lawrence Electric Company, Cincinnati, Ohio
Beltzhoover Electric Company, Louisville, Kentucky
The Brecher Company, 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.

Passed this twenty-fourth day of February, 1938.

APPROVED:

Executive Committee
Board of Trustees
University of Kentucky

(Signed) By D. H. Peak
D. H. Peak, Secretary

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 furnishing of Indirect Lighting Fixtures for the Engineering Building and the Student Union Building, and has duly made his recommendations to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that the F. D. Lawrence Electric Company, Cincinnati, Ohio, is the lowest and best bidder for the furnishing of the Indirect Lighting Fixtures for the Engineering Building and the Student Union Building, in the sum of \$3519.05; 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 the F. D. Lawrence Electric Company, Cincinnati, Ohio, is the lowest and best bid:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES EXECUTIVE COMMITTEE, UNIVERSITY OF KENTUCKY, AS FOLLOWS:

Section 1: That the bid of the F. D. Lawrence Electric Company for the furnishing of the Indirect Lighting Fixtures for the Engineering Building and Student Union Building in the sum of \$3519.05 is hereby accepted, determined and declared to be the lowest and best bid; and that a contract for the furnishing of these fixtures, as heretofore prescribed by the plans, specifications and contract documents, shall be forthwith executed for said fixtures.

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

Passed this twenty-fourth day of February, 1938.

APPROVED:

Executive Committee
Board of Trustees
University of Kentucky

By D. H. Peak
D. H. Peak, Secretary

4. Direct and Semi-indirect Lighting for Engineering Building and Student Union Building.

RESOLUTION ORDERING THE FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for the furnishing of Direct and Semi-Indirect Lighting Fixtures for the Engineering Building and the Student Union Building have been filed by the following bidders:

General Electric Supply Corporation, Lexington, Kentucky
 ✓ Graybar Electric Company, Cincinnati, Ohio
 The Johnson Electric Supply Company, Cincinnati, Ohio
 F. D. Lawrence Electric Company, Cincinnati, Ohio
 Beltzhoover Electric Company, Louisville, Kentucky
 The Brecher Company, 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.

Passed this twenty-fourth day of February, 1938.

APPROVED:

Executive Committee
 Board of Trustees
 University of Kentucky

(Signed) By D. H. Peak
 D. H. Peak, Secretary.

RESOLUTION AWARDDING 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 furnishing of Direct and Semi-Indirect Lighting Fixtures for the Engineering Building and the Student Union Building, and has duly made his recommendations to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that the Graybar Electric Company, Cincinnati, Ohio, is the lowest and best bidder for the furnishing of the Direct and Semi-Indirect Lighting Fixtures for the Engineering Building and the Student Union Building, in the sum of \$1995.51; 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 the Graybar Electric Company, Cincinnati, Ohio, 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 the Graybar Electric Company for the furnishing of the Direct and Semi-Indirect Lighting Fixtures for the Engineering Building and Student Union Building in the sum of \$1995.51, is hereby accepted, determined and declared to be the lowest and best bid; and that a contract for the furnishing of said fixtures, as heretofore prescribed by the plans, specifications and contract documents, shall be forthwith executed for said fixtures.

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

Passed this twenty-fourth day of February, 1938.

APPROVED:

Executive Committee
Board of Trustees
University of Kentucky

(Signed)

By D. H. Peak
D. H. Peak, Secretary

27. Appointments and Other Staff Changes.

Appointments:

C. W. Hackensmith, Acting Head of the Department of Physical Education for the remainder of this fiscal year; effective March 1, 1938.

Joe Bosse, part-time graduate assistant in the Department of Physical Education, to teach four hours a week, salary \$20.00 per month, for remainder of the semester, effective March 1, 1938.

Pete Kurachek, student assistant, Department of Physical Education, to teach six hours per week; salary \$30.00 per month for the remainder of the semester; effective March 1, 1938.

Willis C. Tucker, instructor in Department of Journalism, for second semester, 1937-38; salary \$1000 for the semester. He is to be given the privilege of teaching in the First Summer Session, salary \$200.00. Mr. Tucker comes from Marshall College to the University of Kentucky.

J. W. Currie, salary for teaching two sessions, \$40.00 per month; J. K. Neel, salary for teaching three sections, \$60.00 per month, and Alice Jacobs, salary for teaching one section, \$20.00 a month; student assistants in the Department of Zoology, second semester, 1937-38.

Harvey J. Whitehouse, renewal of appointment as graduate assistant in Department of History, for three months, effective February 1, 1938, salary \$50.00 per month.

Dorothy Harris, graduate assistant in the Department of Bacteriology for second semester, 1937-38, salary \$200.00 for the semester. She takes the place of Mary Noka Hood, resigned.

Carroll Weisiger, graduate assistant in the Department of Psychology for second semester, 1937-38; salary \$200.00 for the semester. He takes the place of Mary Asher, resigned.

R. N. Towbridge and A. H. Myer, appointed for the semester to teach in Extension courses in Industrial Education; salary \$150.00 each for the semester.

E. Bradley Offutt, Assistant Chemist, Experiment Station, effective as soon as he can report for duty on or after March 1, 1938, salary \$150.00 per month. He takes the place of Doctor Hall, resigned.

Miss Frances Brack, temporarily employed in the Business Office, appointed for the remainder of this semester, effective February 28, 1938, at salary of \$15.00 per week, payable from P. W. A. funds.

Walter Flippin, part-time student assistant, Department of Physical Education, salary \$10.00 a month, effective March 1, 1938.

Lt. Col. Howard Donnelly, head of the Department of Military Science, 1938-39, to succeed Lt. Col. B. E. Brewer, who has been transferred.

Department of Athletics

Bernie A. Shively, appointed head of the department, with the title of Director of Inter-Collegiate Athletics, effective March 1, 1938; salary \$4500 a year, 12 months' basis. Mr. Shively was transferred from Acting Head of the Department of Physical Education.

Albert D. Kirwan, supervision of football and other duties assigned to him by the Director of Athletics; he shall be given the ranking of professor at a salary of \$5000.00 per year; twelve months' basis.

Adolph F. Rupp, to have supervision of basketball and perform such other duties as may be assigned to him by the Director of Athletics. He shall be given the ranking of professor at a salary of \$4250.00 per year; twelve months' basis.

S. A. Boles, to manage all ticket sales, compile all programs, and perform such other duties as may be assigned by the Director of Athletics. He shall be given the ranking of Associate Professor at a salary of \$3000.00 per year; twelve months' basis.

Frank Moseley, To assist the head coach in football. To have supervision of boxing and baseball, and such other duties as may be assigned by the Director of Athletics. He shall be given the ranking of assistant professor at a salary of \$2700.00; twelve months' basis.

Joe Rupert, to assist the head coach in football. To have supervision of track and such duties as may be assigned by the Director of Athletics. He shall be given the ranking of assistant professor at a salary of \$2000.00; twelve months' basis.

Frank Mann, to have charge of the training of all men in all sports, and such other duties as may be assigned by the Director of Athletics. He shall be given the title of trainer at a salary of \$2000.00; twelve months' basis.

Eugene Myers, to assist the head coach in football and perform such other duties as may be assigned by the Director of Athletics. He shall be given the ranking of instructor at a salary of \$1800.00; 12 months' basis.

Paul McBrayer, to assist the head coach in basketball and perform such other duties as may be assigned by the Director of Athletics. He shall be given the ranking of part-time instructor at a salary of \$1000.00; payable for the months of November, December, January, February, year 1938-1939.

Greenwood Cocanougher, to perform any duties as may be assigned by the Director of Athletics. She shall be given the ranking of full-time office secretary at a salary of \$1500.00; twelve months' basis.

Gerald Griffin, to have charge of the publicity of all sports and such other duties as may be assigned by the Director of Athletics. He shall be given the ranking of publicity agent at a salary of \$500.00; ten months' basis.

Professor H. H. Downing, to have supervision of tennis. He shall be given a salary of \$100 per year, payable in month of May.

Sylvester Brown, Equipment Room Manager. To have supervision and care of the equipment in all sports, and such other duties as may be assigned by the Director of Athletics. He shall be paid at rate of \$20.00 per week.

Tom Dowd, Grounds Keeper. He shall have in his care the playing fields, stadium, and grounds of the Department of Athletics, and shall be responsible to the Director of Athletics to perform such duties as may be assigned to him. He shall be paid at rate of \$21.00 per week.

The Athletic Department to accept the gracious offer of Dr. Scott Breckinridge and Dr. Charles M. Knapp to coach the fencing team, without compensation.

Forrest Stripling, track coach and keeper of equipment; salary of \$125.00 per month, continued by agreement, for March, April and May, 1938.

Agricultural Extension

John R. Watlington, changed from assistant to regular County Agent, Logan County, Kentucky; February 16, 1938 to June 30, 1938; salary \$166.66-2/3 per month, payable from Bankhead and Offset to Federal Funds.

Ervan R. Sparks, County Agent, Clay County, effective January 1, 1938 to June 30, 1938, \$147.50 per month, payable from Bankhead and Offset to Federal Funds.

John E. Parsons, County Agent, Clinton County, effective February 1, 1938 to June 30, 1938, salary \$125.00 per month, payable from Bankhead Funds.

Guy F. Boyd, Assistant County Agent, Rockcastle County, effective February 1, 1938 to June 30, 1938, salary \$100.00 per month, payable from Bankhead Funds.

William F. Griffin, Assistant County Agent, Warren County, effective February 1, 1938 to June 30, 1938, salary \$100.00 per month, payable from Bankhead Funds.

Clarence S. Bell, County Agent, Allen County, effective January 17, 1938 to June 30, 1938, salary \$183.33-1/3 per month, payable from Bankhead and Offset to Federal Funds.

Clarence S. Bell, Assistant County Agent, Green County, effective January 1, 1938 to January 16, 1938, salary \$166.66-2/3 per month, payable from Bankhead Funds.

Clay A. Colson, County Agent, Letcher County, effective January 1, 1938 to June 30, 1938, salary \$133.33-1/3 per month, payable from Federal Capper-Ketcham and Offset to Federal Funds.

Troll Young, County Agent, Washington County, effective January 1, 1938 to June 30, 1938, salary \$200.00 per month, payable from Bankhead and Offset to Federal Funds.

Yandal Wrather, County Agent, Morgan County, effective January 1, 1938 to June 30, 1938, salary \$175.00 per month, payable from Bankhead and Offset to Federal Funds.

Boyd E. Wheeler, County Agent, Pike County, effective January 1, 1938 to June 30, 1938, salary \$150.00 per month, payable from Bankhead and Offset to Federal Funds.

Andrew J. Thaxton, County Agent, Hardin County, effective January 1, 1938 to December 31, 1938, salary \$200.00 per month, payable from Bankhead and Offset to Federal Funds.

Charles L. Hill, County Agent, Logan County, effective January 1, 1938 to June 30, 1938, salary \$150.00 per month, payable from Bankhead Fund.

George F. Insko, County Agent, Anderson County, effective January 1, 1938 to June 30, 1938, salary \$190 per month, payable from Bankhead and Offset to Federal Funds.

John E. Parsons, Assistant County Agent, Estill County, effective January 10, 1938 to June 30, 1938, salary \$116.66-2/3 per month, payable from Bankhead Fund.

Jack S. Kidd, County Agent, Pulaski County, effective January 1, 1938 to June 30, 1938, salary \$150.00 per month, payable from Bankhead and Offset to Federal Funds.

Wilson Morgan Routt, Assistant County Agent, Hart County, effective from December 27, 1937 to June 30, 1938, salary \$100 per month, payable from Bankhead Fund.

John W. Holland, County Agent, Shelby County, effective January 1, 1938 to June 30, 1938, salary \$233.33-1/3 per month, payable from Bankhead and Offset to Federal Funds.

William B. Howell, County Agent, Oldham County, effective January 1, 1938 to June 30, 1938, salary \$200.00 per month, payable from Bankhead and Offset to Federal Funds.

Charles C. Bondurant, County Agent, Owen County, effective January 1, 1938 to June 30, 1938, salary \$191.66-2/3 per month, payable from Bankhead and Offset to Federal Funds.

Dorris Kirkman Wheeler, Home Demonstration Agent, Pike County, effective January 1, 1938 to June 30, 1938, salary \$150.00 per month, payable from Bankhead and Offset to Federal Funds.

Lilah Hembree, Home Demonstration Agent, Oldham County, effective January 1, 1938 to June 30, 1938, salary \$158.33-1/3 per month, payable from Bankhead and Offset to Federal Funds.

Mrs. Jennie C. Grubbs, Home Demonstration Agent, Boyle County, effective January 1, 1938 to June 30, 1938, salary \$141.66-2/3 per month, payable from Bankhead and Offset to Federal Funds.

Ruth Hicks, Assistant Home Demonstration Agent, Fayette County, effective February 1, 1938 to June 30, 1938, salary \$75.00 per month, payable from Bankhead Funds.

Wilmot Carter, County Agent, Whitley County, effective January 15, 1938 to June 30, 1938, salary \$150.00 per month, payable from Bankhead and Offset to Federal Funds.

William J. Michael, County Agent, Knott County, effective January 1, 1938 to June 30, 1938, salary \$133.33-1/3 per month, payable from Bankhead-Jones and Offset to Federal Funds.

Leaves of Absence

Dr. Ralph Woods, College of Education, continuation for one year from July 1, 1938, to July 1, 1939, of leave of absence without pay, heretofore granted, that he might take the position of State Director of Vocational Education.

W. H. Hanson, Department of Physical Education, continuation for one year from September 1, 1937 to September 1, 1938, of leave of absence, without pay, heretofore granted, that he might take the position of Commissioner of Safety in Adjutant General's Department, State of Kentucky.

Mabel Hankes, Assistant Accountant in Business Office, granted leave of absence, without pay, for six months, effective April 1, 1938.

Resignations:

Professor E. L. Rees, Department of Mathematics, resignation to take effect at the end of the second semester July 1, 1938.

Mary Asher, graduate assistant in Psychology, effective February 1, 1938. She returns to Western State Teachers College as instructor in Psychology.

Mary Noka Hood, graduate assistant in Bacteriology, effective February 1, 1938. She has accepted the position of Acting Head of the Department of Biology and Health, Cumberland College.

C. L. Hill, County Agent in Logan County, effective February 15, 1938.

F. C. Ewen, County Agent in McCreary County, effective February 28, 1938.

Mrs. Florence Bennett, Home Demonstration Agent, in Graves County, effective December 31, 1938.

Deaths and Salaries.

Isaac Watkins, Instructor in the College of Engineering, died December 20, 1937; salary \$75.00 per month, College Revolving Fund, ordered paid to December 31, 1937.

Thomas Arkle, Assisting in the College of Engineering, died February 16, 1938; salary \$75.00 per month, College Revolving Funds, ordered paid to February 28, 1938.

Enoch Grehan, Head of the Department of Journalism, died December 11, 1937; salary \$340.00 per month, College Revolving Funds, ordered paid to December 31, 1937.

Elba E. Lambert, County Agent, Pike County, Extension Division, died November 25, 1937; salary \$141.67, Federal Supplementary Funds, ordered paid to November 30, 1937.

J. S. Barnes, Assistant Superintendent, Robinson Sub-station, died December 13, 1937; salary \$112.50 per month, Robinson Appropriation, ordered paid to December 31, 1937.

All payments on above salaries heretofore made as of the dates named are hereby approved and ratified.

On motion, duly seconded, the Committee adjourned.

D. H. Peak
Secretary of the Board