

Minutes of the Meeting of the Executive Committee of the Board of Trustees, October 20, 1961.

The Executive Committee of the University of Kentucky met in the President's Office on the campus of the University at 1:30 p.m. EST, Friday, October 20, 1961, with the following members present: Harper Gatton, Robert H. Hillenmeyer and J. Stephen Watkins. Absent were: Dr. Ralph J. Angelucci and Smith D. Broadbent. Also present were President Frank G. Dickey and Secretary Frank D. Peterson.

A. Election of Chairman.

President Dickey stated that the Executive Committee was without a chairman and suggested that the members present select one of the members to preside; whereupon, on motion, seconded and carried, Mr. Harper Gatton was elected to preside as chairman.

B. Press Welcomed.

Mr. Gatton assumed the chair, expressed a welcome to members of the press, and proceeded with the agenda.

C. Financial Report.

The Vice President, Business Administration, presented financial report for the three months ended September 30, 1961. The report contained a balance sheet and related financial statements which presented a complete financial picture for all funds of the University. He read the balance sheet and members, having received the financial report several days in advance of the Committee meeting, made a motion which was duly seconded and carried, that the financial report be received and filed.

D. Requisitions and Purchase Orders Approved.

Mr. Peterson presented a list of requisitions and purchase orders as revealed in the following letter and recommended that same be ratified and approved.

October 7, 1961

President Frank G. Dickey
University of Kentucky

Dear President Dickey:

From July 1, 1961 through September 30, 1961 the following requisitions and orders were processed for the purchase of merchandise, supplies, materials and other items for the use and benefit of the University of Kentucky:

| | |
|--------------------------------|--|
| S. D. Orders | Inclusive 1-422 |
| State Requisitions | Inclusive 1-732 |
| Emergencies, State | Inclusive 1-178 |
| Special Orders | Inclusive 9203-11,000;1-950 |
| Job Order Vouchers | Inclusive 14,900-15-506 |
| Stores Vouchers | Inclusive 3,380-4,900 |
| Vouchers | Inclusive 1-6,371 |
| Order by Letters | Inclusive 1-342 |
| Athletic Orders | Inclusive 1-50 |
| Emergency Purchase Orders . | Inclusive: Lilly 1-463 Burnett 1-135 Pratt 1-345 Bolin 1-323 Hawkins 1-296 Sexton 1-354 |
| Stores Material Requisitions.. | Inclusive 18,585-23,241 |
| Food Storage Orders | Inclusive 2,393-2,730 |
| Requests for Quotations | Inclusive 1-419 |

The requisitions, emergency requisitions, special orders, vouchers and other documents are made a part of this letter and are available to the Board of Trustees for inspection. All purchases have been made in accordance with approved policy of the Board of Trustees, and I respectfully request confirmation and approval of the purchases as listed conforming to the Statutes requiring action by the Board of Trustees.

Very truly yours,

(Signed) Frank D. Peterson
Vice President
Business Administration

Members of the Committee being advised, upon motion duly made, seconded and carried, the purchase documents referred to in the letter above were ratified, approved and ordered placed of record.

E. Contracts with Pepsi-Cola Bottling Company and Coca-Cola Bottling Works of Evansville Approved.

Mr. Peterson presented Agreements between the Pepsi-Cola Bottling Company of Evansville, Indiana, and the University of Kentucky, and between the Coca-Cola Bottling Works of Evansville and the University of Kentucky for automatic vending of beverages at the University of Kentucky Henderson Center. He stated that the Agreements merely provide that the companies will furnish vending machines and merchandise at the places indicated for a continuing period subject to cancellation by either party upon thirty days written notice prior to the expiration of any contract year. The Agreements provide that the University will be paid a percentage on all merchandise sold through vending operations. Mr. Peterson said that these contracts were similar to others that had been approved and were in existence and recommended that they be authorized.

Upon motion duly made, seconded and carried, the contracts with Pepsi-Cola Bottling Company and Coca-Cola Bottling Works of Evansville were approved and authorized executed.

F. Timber Sale Contract, Robinson Forest, Approved.

Mr. Peterson submitted a timber sale contract between the University of Kentucky and Jack Stewart, owner of Stewart Lumber Company, Pineville, Ky. The contract provides that the Company deposit a check for \$1,000.00 as performance bond and that it pay a total of \$14,222.00 for 741,605 board feet standing lumber of various species, trees to be designated by the owner. The contract provides conditions under which the trees are to be cut and how the tree branches are to be disposed of and the area cleaned of all limbs and debris. Mr. Peterson advised the Committee that the contract amply protects the University and the contractor had made an advance payment of \$3,222.00 upon acceptance of the contract. He recommended its approval.

Upon motion duly made, seconded and carried, the contract was approved and ordered executed.

G. Agreement for Academic Instruction with Fort George G. Meade, Maryland.

Mr. Peterson presented Basic Agreement No. DA-18-102 AII-6524, dated August 30, 1961, which covers instruction of military personnel of the United States Army who wish to take courses of the University of Kentucky for the period September 1, 1961 to August 31, 1962. He stated that the Basic Agreement provides for regular fee payment, and recommended that the contract be approved and authorized.

Upon motion duly made, seconded and carried, the contract was approved and authorized executed.

H. Contract between the University of Kentucky and the Delta Gamma House Corporation.

Mr. Peterson submitted Agreement between the University of Kentucky and the Delta Gamma House Corporation representing a sorority at the University whereby the House Corporation has caused to be paid to the University of Kentucky the sum of \$32,500.00 representing the purchase price of two adjoining lots 50' x 150' each, known as 401 and 405 Columbia Avenue. The University also agrees to construct a residence unit (small dormitory) at a cost not to exceed \$150,000.00, the funds to be secured through issuance of revenue bonds. The contract stipulates provisions under which the Agreement is executed and binds both parties to such stipulations as may be necessary for the University or the House Corporation to comply with its provisions. He recommended approval of the Agreement.

Upon motion duly made, seconded and carried, the Agreement was authorized approved and executed.

I. Delta Gamma Sorority Bond Issue of the University of Kentucky Authorized.

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF KENTUCKY AUTHORIZING CONTRACTUAL COMMITMENTS WITH DELTA GAMMA FRATERNITY REGARDING THE CONSTRUCTION, FINANCING AND LEASING OF A SMALL DORMITORY FOR ACCOMMODATION OF ITS MEMBERS (AND OTHER STUDENTS OF THE UNIVERSITY IN THE EVENT OF DEFAULT).

WHEREAS, Delta Gamma Fraternity is a sorority which has recently established a chapter at the University of Kentucky in Lexington, Kentucky, and has requested that the Board of Trustees finance and construct a fraternity house estimated to cost approximately One Hundred Fifty Thousand Dollars (\$150,000.00); and

WHEREAS, it has been, and now is, the policy of the University to accommodate student living groups such as fraternities and sororities by constructing and financing for them the usual and customary housing and dining facilities, with necessary appurtenances, providing that the fraternity or sorority, as the case may be, enters into a firm contract with the University for the leasing of the building, with provision that in the event of default on the part of the lessee the University may have the privilege of housing in such premises students which may or may not be members of such fraternity or sorority; and

WHEREAS, the Dean of the College of Law of the University has prepared and submitted a draft of a contract designed to accomplish such purposes in conformity with the policies of the University, and providing for the construction and financing of a building for educational purposes upon the Campus of the University at Lexington, Kentucky, containing conditions and provisions consistent with the policies heretofore established by the Board of Trustees,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF KENTUCKY, as follows:

Section 1. An undertaking on the part of the Board of Trustees of the University is hereby authorized, in order to provide for the construction and financing of a small dormitory, with dining facilities and incidental appurtenances, upon the Campus of the University, identified as No. _____, _____ Avenue, Lexington, Kentucky, and the firm of _____, _____, Kentucky, is hereby authorized to be employed for the purpose of preparing the plans and specifications, and to supervise the construction of said project.

Section 2. The draft of the contract or agreement relating to said project as submitted by W. L. Matthews, Jr., Dean of the College of Law of the University, is hereby approved, and execution thereof by the proper officers of the Board of Trustees of the University is hereby authorized.

Section 3. This Resolution shall be in full force and effect from and after its adoption.

(SEAL)

Presiding Officer

ATTEST:

Secretary

CERTIFICATION

I, Frank D. Peterson, Secretary of the Board of Trustees of the University of Kentucky, and also Secretary of the Executive Committee of said Board, hereby certify that the foregoing is a true copy of a Resolution duly adopted by such Executive Committee at a properly convened meeting held on the _____ day of _____, 1961, at which a quorum was present and voting; all as shown by the official records, in my custody and under my control.

WITNESS my hand and the Seal of said University, this _____
day of _____, 1961.

Secretary of the Executive Committee
of the Board of Trustees of the Uni-
versity of Kentucky

(SEAL)

Upon motion duly made, seconded and carried, the following members voted in favor of adopting the above Resolution: Aye, Robert H. Hillenmeyer, J. Stephen Watkins and Harper Gatton; Nay: None

J. Salary Schedule, Medical Technologists, Approved.

President Dickey submitted a proposed salary schedule for medical technologists. He gave each member of the Committee a copy of the schedule. He stated that the schedule had been worked out by Mr. Sproull and personnel of the Medical Center and had the approval of Mr. Peterson. He stated that it had been checked with other people on the campus employing personnel in similar positions and that no objection had been offered. He therefore recommended that the schedule be adopted and made effective by November 1.

Upon motion duly made, seconded and carried, the salary schedule for medical technologists was approved and authorized made effective, with the understanding that employment and administration of the schedule be supervised by the Division of Personnel of the Business Department of the University.

K. Salary Schedule for University Dietitians Approved.

President Dickey submitted a proposed Salary Schedule for Dietitians at the University of Kentucky, including the Medical Center. He stated that the schedule had been worked up by Mr. Sproull, personnel of the Medical Center and representatives of the University Business Office. He stated that the schedule had Mr. Peterson's approval, that it had been checked with other people concerned and that no objections had been indicated. He recommended that the schedule be adopted and made effective as the various divisions deemed appropriate.

Upon motion duly made, seconded and carried, the salary schedule for dietitians of the University was approved and authorized supervised by the Division of Personnel under the Business Office of the University.

L. Policy Governing Vacation Leave for Employees of the University.

President Dickey stated that the Personnel Policy Committee had submitted a proposed personnel policy and procedure for vacation leave at the University to be effective November 1, 1961. He stated that the proposal was being submitted in two parts, one covering full-time clerical and office personnel currently employed, and another policy governing vacation leave for administrative, professional, office and clerical, service and maintenance, food service, etc., personnel, effective November 1, 1961. He stated that the University had, recently, in many departments established a five-day work week, and that the Personnel Policy Committee felt certain changes should be made and that clear interpretation might be advantageous. He read to members of the Executive Committee the proposals relating to currently employed personnel and personnel to be employed on and after November 1, 1961.

PROPOSAL

10/11/61

Personnel Policy and Procedure
Bulletin # Vacation Leave

Vacation leave provides mutual benefit to employee and employer. It provides the employee an opportunity for the proper pursuit of rest, recreation, and respite from the cares and problems of work to return with fresh and renewed energy to accomplish the assigned tasks in the coming year. To the employer it builds greater organizational morale, develops a stronger staff in terms of loyalty and conscientious service, and enables staff members to return to work rested and able to provide more vigorous service in achieving greater productivity.

It is the policy of the University to grant vacations with pay to all staff members (budgeted and non-budgeted) who are considered to be employed in positions of a permanent nature. Vacation allowance is considered as an earned right while rendering service to the University. The staff member begins to accumulate his annual allowance from the initial date of employment.

A. Annual allowances for the various employment categories are as outlined in the schedule below:

I. Administrative Personnel

Supervisory and Managerial Personnel

1. Four (4) weeks vacation with pay shall be granted after each year of service.

II. Professional Personnel

1. Three (3) weeks vacation with pay shall be granted after each of the first nine (9) years of continuous service.
2. Four (4) weeks vacation with pay shall be granted each year after ten (10) years of continuous employment.

III. Office and Clerical - Technical, Scientific Personnel

1. Two (2) weeks vacation with pay shall be granted after each of the first three (3) years of continuous employment.
2. Three (3) weeks vacation with pay shall be granted each year after four (4) years of continuous employment.
3. Four (4) weeks vacation with pay shall be granted each year after ten (10) years of continuous employment.

IV. Service and Maintenance - Food Service -

Agricultural Service and Maintenance - Laboratory - Non-technical Personnel

1. Two (2) weeks vacation with pay shall be granted after each of the first ten (10) years of continuous employment.
2. Three (3) weeks vacation with pay shall be granted each year after eleven (11) years of continuous employment.
3. Four (4) weeks vacation with pay shall be granted each year after twenty (20) years of continuous employment.

B. The vacation allowance period is based on a fiscal year basis (July 1 to June 30).

C. As a general policy, vacations should be scheduled on a calendar week basis. Vacation time granted will be computed according to the number of days in the employee's normal work week. Vacation leave must be taken within the fourteen (14) months period following the close of the fiscal year (June 30) in which it accrues. The total vacation (with pay) taken during any two months period shall not exceed the annual allowance for the appropriate employment category.

D. No vacations of any length shall be granted until six (6) months of continuous employment.

E. Vacation allowance credits are computed from the date of employment. Upon conclusion of the first six months of continuous employment, the credits to that point shall be considered as earned and available.

- F. Only the amount of vacation accrued may be taken at the time the vacation is scheduled.
- G. Vacations are to be scheduled at times that are most convenient to the Department, but the staff members' preference will also be given due consideration. Vacation schedules in each department shall be so arranged as to provide an adequate staff and to meet the work loads of the Department. A Department Head, Dean or other administrative officer may, in the best interests of the University, specify a period or periods during which staff members of his unit may not take vacations.
- H. No "extra pay" in lieu of the vacation period will be paid.
- I. When a staff member transfers from one department to another, the amount of vacation credit earned will carry over into the new department.
- J. Staff members who are employed on a regular, continuous half-time basis or more shall receive vacation allowance in accordance with the policies governing full-time employees, on a pro rata basis. Staff members employed on a less than one-half time basis will not receive vacation privileges.
- K. In computing vacation allowance earned, the employment must begin on or before the 10th day of the month to be considered as a complete month.
- L. Should a recognized University holiday occur during an authorized vacation period, the holiday will not be charged as a day of vacation time, except that no holiday shall be recognized during terminal vacation.
- M. Authorized leaves of absence, with or without pay, to a maximum of three months may be counted as part of the period of service in determining vacation allowances. Any leave of absence longer than three months shall be deducted in its entirety from the year of service.
- N. If a staff member separates in good standing, he shall be granted the unused vacation accrual, subject to the maximum equivalent of the annual allowance in accordance with the provisions of the terminal leave policy.

If the termination of employment results from dismissal for cause, there shall be no terminal vacation granted!

The day of separation shall be the last day for which vacation leave is paid.

- O. Vacation requests must be approved by the Department Head who is responsible to see that the employee is eligible for the amount of vacation requested before it can be taken.
- P. The Director of Personnel shall be responsible for interpretations in connection with these policies and procedures and will maintain the official records that are necessary in order to maintain an equitable leave system.

Recording Procedure:

The annual vacation allowance shall be accrued on the basis of one twelfth of the annual allowance for each month of service. A system of crediting each individual's vacation account with points as they are earned and accrued, and deducted as they are used, is employed to enable anyone to quickly and easily determine their vacation balance, and to follow the vacation period to conform with the 5 day work week.

Two weeks annual allowance accrues at the rate of ten (10) points per month.

Three weeks annual allowance accrues at the rate of fifteen (15) points per month.

Four weeks annual allowance accrues at the rate of twenty (20) points per month.

For each working day of vacation used, twelve (12) credits are deducted from the credited balance.

Example:

John Jones - vacation allowance, 2 weeks.

John Jones has worked 12 months, and taken no vacation as yet.

Vacation credit - 12 months at 10 points a month = 120 points accrued.

John Jones takes one week of vacation - 5 days at 12 points a day deducted = 60 points deducted.

Vacation balance - 60 points, which is equivalent to 5 days or 1 week.

Reporting Procedure:

When vacation leave is taken, the vacation leave absence must be reported on the Monthly Absence Report, which is forwarded to the Personnel Division.

Payroll Procedure:

1. Vacation pay cannot be advanced for the vacation period. Payment will be made from the regular payroll voucher, the same as if the staff member were at work.
2. When the date of separation occurs other than at the end of a regular pay period, final payment will be made on the next pay day following the separation date.

Terminal Vacation

Vacation allowance earned at the time of resignation may be granted to those employees who have continuous employment of at least one year and are in good standing at the time of separation. To be separated in good standing requires that the employee give sufficient notice to his supervisor of his intent to leave (normally one pay period).

Eligible employees separated in good standing shall be granted terminal vacation pay in an amount equal to the amount of vacation for which they are eligible at the time of separation; however, in no case may the total terminal vacation allowance exceed the annual allowance to which the employee would ordinarily be entitled.

Vacation allowance is not permitted to be taken at the time of separation, if the employee is dismissed for cause or if it is necessary for the University to request resignation because of unsatisfactory conduct or service.

The effective date of separation from the payroll shall be the last day for which vacation leave is paid.

Holidays occurring during a terminal vacation period shall be considered as working days for computing terminal pay allowances.

In the event of death of an employee the final salary payment will include payment for earned vacation computed on the same basis as above.

10/11/61

PROPOSAL

Memorandum

Subject: Vacation and Vacation Credit Computation in Relation to Working Schedules for Full-Time Clerical and Office Personnel Currently Employed.

- I. In the light of the recent changes in Working Week Schedules for Clerical and Office Personnel on the campus, the following interpretation is suggested to provide a solution for
- (a) Adjusting the basic vacation schedule to be in proper relationship to the assigned working days in the week.
 - (b) Providing an equitable means of reporting such vacation leave when it is taken.
- A. The present vacation policy of 26 working days is interpreted as meaning four (4) weeks plus two (2) days which is equivalent to one calendar month.
- 1. This is consistent with the recommendation of the Personnel Policy Committee regarding its proposal regarding revision of the Vacation Policy.
 - 2. This vacation allowance schedule will only apply to currently employed personnel who have been employed under the former 26 day vacation provision.
- B. This approach merely means that vacation time taken will be calculated according to the number of days in the employee's normal work week. In this manner
- 1. Employees who are on a five-day work week schedule will be eligible for 20 working days (4, five-day weeks, which is equivalent to one working month) plus 2 days each year. This compensates, and does not cause the employee to suffer a loss in vacation for the fact that his working week schedule does not require him to be present for duty on Saturdays.
 - (a) Employees assigned this work week schedule will not, when taking vacation leave, have Saturdays computed as a day of vacation in as much as it is not a regularly assigned work day.

2. Employees who are on a five and one-half day work week schedule will be eligible for 24 working days (4, five and one-half day weeks, which is equivalent to one working month) plus 2 days each year. This will permit these employees to retain the present privilege of 26 days vacation per year based on their remaining on the former University wide work week schedule.

(a) Employees assigned this work week schedule will, when taking vacation leave, have Saturdays computed as a full day of vacation due to the fact that Saturday is considered a regularly assigned work day.

Some discussion ensued. Upon motion duly made, seconded and carried, the vacation leave, as proposed by the two documents copied above, was approved and adopted, the policy affecting new personnel to become effective November 1, 1961, and the policy affecting currently employed personnel, as interpreted by the Proposal dated October 11, 1961, to remain in force.

M. Injuries.

Mr. Peterson reported the following injuries:

1. Carl Banks, an employee of the Agricultural Experiment Station.

Mr. Banks was injured on August 15, 1961. While changing a side mower on a tractor at Coldstream Farm, the mower slipped and fell on Mr. Banks' right foot, mashing the foot and breaking the little toe. He was treated at the University Health Service and referred to the Good Samaritan Hospital for X-rays. A prescription for drugs was also given Mr. Banks by the doctor in attendance. The following bills have been submitted and are recommended for payment:

| | | |
|--|-------|-------------|
| Good Samaritan Hospital, Lexington, Kentucky | | \$15.00 |
| 8/16/61 | X-ray | \$ 7.50 |
| 9/17/61 | X-ray | <u>7.50</u> |
| | | \$15.00 |
| Cassell's Pharmacy, Lexington, Kentucky | | \$15.00 |
| 8/15/61 | Drugs | \$15.00 |

2. John B. Gilvin, an employee of Maintenance and Operations Division

Mr. Gilvin was injured on August 22, 1961. Mr. Gilvin is a carpenter and while working with an electric drill the drill jerked and twisted his right index finger. He reported to the University

Health Service and was sent to the Good Samaritan Hospital for X-ray. The following charge has been made and is recommended for payment:

| | |
|--|--------|
| Good Samaritan Hospital, Lexington, Kentucky | \$7.50 |
| 8/22/61 X-ray | \$7.50 |

3. Kenneth Hollon, an employee of Agricultural Experiment Station Farm.

Mr. Hollon was assisting with the inoculation of sheep with a culture of *Vibrio fetus*, an organism having potential for infecting man. He later became ill and it was suspected that he had contracted the infection. He was sent by a member of the staff to the University Health Service for examination and laboratory tests. Fortunately, the tests were negative. The following charges have been made by the University Health Service and are recommended for payment:

| | |
|--|---------|
| University Health Service | \$11.00 |
| 9/1/61 Chest X-ray | \$4.00 |
| 9/1/61 Blood Count & Febrile Agglutination | 7.00 |
| | \$11.00 |

4. Henry Tudor, an employee of Maintenance and Operations Division.

Mr. Tudor was injured on September 7, 1961. While working on Stoll Field Parking Lot a twig stuck under his eyelid, leaving bark embedded. The University Health Service gave medication and referred Mr. Tudor to Dr. Trapp for emergency treatment. The following bill has been submitted by Dr. Trapp and is recommended for payment:

| | |
|--|---------|
| Dr. Claude Wilkes Trapp, Lexington, Kentucky | \$10.00 |
| 9/7/61 Removal foreign body | \$10.00 |

5. James H. Long, an employee of Maintenance and Operations Division.

Mr. Long was injured on September 11, 1961. While working on the roof of the Stock Pavilion removing an old gutter, the wind blew dirt and rust in right eye. He reported to the University Health Service and was referred to Dr. Trapp for treatment. The following charge has been made by Dr. Trapp and is recommended for payment:

| | |
|--|--------|
| Dr. Claude Wilkes Trapp, Lexington, Kentucky | \$7.00 |
| 9/11/61 Removal foreign body | \$7.00 |

Mr. Peterson recommended approval and payment of the invoices referred to. Upon motion duly made, seconded and carried, the invoices in connection with Carl Banks, John B. Gilvin, Kenneth Hollon, Henry Tudor and James H. Long were approved and authorized paid, with the expressed understanding that the University does not admit liability in connection with each and all of these accidents and neither does it establish a precedent by paying the claims herein referred to.

N. Surplus Property.

Mr. Peterson recommended that a large electric furnace located in the Metallurgical Laboratory, surplus to the needs of the College of Engineering, be authorized disposed of. Upon motion duly made, seconded and carried, the Vice President, Business Administration, was authorized to sell the surplus property at the most advantageous price possible.

O. Consultative Services Approved.

President Dickey reported that he had approved Dr. John T. Bryans of the Department of Animal Pathology to serve as consultant to the Jensen-Salsbery Laboratories, Kansas City, Missouri. He stated that the services would not require more than three visits to the Laboratory per year and that Doctor Bryans' remuneration would not exceed \$1,200.00 per year.

He also reported approval of Dr. Douglas W. Schwartz, Director of the Museum of Anthropology and Associate Professor of Anthropology, to give counseling service to the State Department of Parks, on a basis of \$50.00 per day when requested. He stated that the services would not be needed frequently and that the rendering of this counseling work would not interfere with Dr. Schwartz' work at the University. He stated that he thought the work involved might assist Dr. Schwartz in his work in the Department of Anthropology at the University.

President Dickey also reported approval of Dr. Paul Street to do consultative service for Harlan County Board of Education on the program and design of their new high school building. He reported that Dr. Street would not give more than fifteen hours per month to this service.

Upon motion duly made, seconded and carried, the report was approved and ordered put to record.

P. Fees for Part-time Students--College of Medicine.

President Dickey stated that the Board of Trustees, upon his recommendation, had previously approved the fee for part-time students enrolled in various colleges of the University. He stated that he now learned that this would work a hardship upon certain students, which was not the intention of the policy. He, therefore, recommended that part-time students in the University be subject to the established fee charges for the college in which the student is enrolled, regardless of the college in which the student's work is taken.

Upon motion duly made, seconded and carried, the recommendation was concurred in and the fee for part-time students was so amended.

Q. Sullivan Scholarship Fund Work Recognized.

President Dickey stated that he desired to recognize the great contribution that the Algernon Sydney Sullivan Foundation scholarship fund had made to students in the University during the past 35 years. He stated that the University was one of the first to receive a grant from this fund and that, over the years, it had been used to forward scholarship and outstanding citizenship. He stated that the University was indeed fortunate in being one of the institutions participating in the fund and that he desired to express his appreciation to the Foundation. He then read a letter which the University received from the president of the Foundation concerning the recognition of the University given to Professor Horine of the College of Engineering.

October 17, 1961

University of Kentucky
Lexington, Kentucky

Attention: Mr. L. L. Martin
Dean of Men

Dear Mr. Martin:

I am pleased to enclose herewith check of this Foundation to the order of the University of Kentucky in the sum of \$4,000., in payment of the grant authorized by our Trustees for the current scholastic year for the Algernon Sydney Sullivan Scholarship Fund.

I ask your forgiveness for the delay in acknowledging your letter of September 6 with which you enclosed copies of the citations for the recipients of the Algernon Sydney Sullivan Awards. The University must consider itself most fortunate to have had the benefit of the lifelong services and experience

of Professor Horine. His contribution to the education of countless students and his wholesome influence on their lives as revealed by the citation go far beyond any standard for measurement. His accomplishments are in themselves an award: The other recipients, now on the threshold of life, give promise of fulfilling the expectations of worthwhile contributions to their fellowman.

I unhesitatingly say that the University of Kentucky has sensed the true spirit of the awards and what they were intended to exemplify and, on behalf of the Trustees, I extend to you their appreciation.

With kind personal regards, believe me

Sincerely yours,

(Signed) William E. Bardusch
President

On motion duly made, seconded and carried, the letter was authorized put to record and the recognition of the President and the appreciation of the Executive Committee noted.

R. President Authorized to Request Wood Use Demonstration Center.

WHEREAS, the Board of Trustees of the University of Kentucky desires to submit a request to the Area Redevelopment Administration of the U. S. Department of Commerce for funds to be used in the establishment of a wood use demonstration center;

NOW, THEREFORE, the Executive Committee of the Board of Trustees of the University of Kentucky hereby resolves, as follows:

Section 1. President Frank G. Dickey of the University of Kentucky is hereby authorized to submit, for the University of Kentucky, a Request for Project Clearance for Area Redevelopment Administration funds to be used in establishing and operating a Wood Use Demonstration Center, to be located in Eastern Kentucky.

Section 2. President Frank G. Dickey of the University of Kentucky is hereby instructed to act as Authorized Representative of the Board of Trustees of the University of Kentucky with respect to this matter.

On motion duly made, seconded and carried, the Resolution was unanimously adopted.

S. Appointments and Other Staff Changes.

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

COLLEGE OF ARTS AND SCIENCES

Appointments

Samuel S. Shouse, Visiting Lecturer, Department of Hygiene & Public Health, beginning September 19, 1961, ending June 30, 1962.

James H. Rolf, Part-time Instructor, Department of Mathematics and Astronomy, for ten months, beginning September 1, 1961, ending June 30, 1962.

Harry E. Roadman, Visiting Lecturer, Department of Psychology, for ten months, beginning September 1, 1961, ending June 30, 1962.

Birgetta Elna Molin, Librarian and Part-time Assistant, Department of Geology, for ten months, beginning September 1, 1961, ending June 30, 1962.

Patricia Lois Leistner, Secretary, Department of History, beginning September 19, 1961, ending June 30, 1962.

Bonnie B. Hughes, Secretary, Department of Anthropology, beginning September 5, 1961, ending June 30, 1962.

Logan Gragg, Jr., Psychiatric Consultant, Department of Psychology, for ten months, beginning September 1, 1961, ending June 30, 1962.

Rhoda Virginia Glass, Part-time Instructor, Department of English, for five months, beginning September 1, 1961, ending January 31, 1962.

Gordon F. DeJong, Part-time Instructor, Department of Sociology, beginning September 1, 1961, ending May 31, 1962.

Matthew D. H. Clay, Part-time Instructor, Department of Physical Education, for five months, beginning September 1, 1961, ending January 31, 1962.

Arthel G. Capps, Secretary, Department of Psychology, beginning September 12, 1961, ending June 30, 1962.

Reappointments

Thomas C. Barr, Jr., Assistant Professor, Department of Zoology, beginning September 1, 1961, ending May 31, 1962.

Tacoma G. Sloan, Part-time Instructor, Department of Geography, beginning September 1, 1961, ending January 31, 1962.

Resignations

Thomas M. Jordan, Jr., Assistant Engineer, Radio, Television & Films, effective September 30, 1961.

Hazel O. Smith, Secretary, Department of Anthropology, effective September 7, 1961.

Judith Stewart Withers, Part-time Secretary, Department of History, effective September 1, 1961.

Leave of Absence

Helen L. Altman, Assistant Secretary, Office of the Dean, leave, beginning September 19, 1961.

Changes in Status

Sue T. Golan, Secretary and Multilith Operator, Department of Mathematics and Astronomy, to Secretary, Multilith Operator and Teaching Assistant, beginning September 1, 1961, ending June 30, 1962, with adjustment in salary.

Clifton R. Bradshaw, Storekeeper, Aerospace Science, adjustment in salary, beginning October 1, 1961, ending June 30, 1962.

James E. Keene, Assistant Military Property Custodian, Aerospace Science, adjustment in salary, beginning October 1, 1961, ending June 30, 1962.

George W. Rogers, Practicum Supervisor, Department of Psychology, adjustment in salary, beginning September 1, 1961, ending June 30, 1962.

Frances Lee McLean, Part-time Instructor, Department of English, adjustment in salary, beginning September 1, 1961, ending January 31, 1962.

COLLEGE OF AGRICULTURE AND HOME ECONOMICS

Appointments

Thomas W. Waldrep, Research Assistant, Experiment Station, beginning September 18, 1961.

Winnifred A. Shane, Assistant Professor, School of Home Economics, for nine months, beginning September 11, 1961, ending June 11, 1962.

Gilbert Sears, Assistant County Agent in Training, Boyle County, beginning September 25, 1961.

Priyambada Sahu, Part-time Instructor, School of Home Economics, for ten months, beginning September 1, 1961, ending June 30, 1962.

Kob Ryen, Assistant Professor of Animal Husbandry, for nine months, beginning September 1, 1961.

Marlona T. Ruggles, Assistant Home Demonstration Agent in Training, Nelson County, beginning October 1, 1961.

Mary L. Paris, Clerk, Experiment Station, beginning September 11, 1961.

Sandra S. Palmiter, Stenographer, Horticulture, beginning September 5, 1961.

Margaret McKinstry, Field Agent in 4-H Extension Programs, Lexington, beginning October 16, 1961.

Harry M. Little, Assistant County Agent in Training, Fleming County, beginning October 1, 1961, ending September 30, 1962.

James T. Ligon, Assistant Professor, Agricultural Engineering, beginning November 1, 1961.

Bruce Macklin John, Associate County Agent, Muhlenberg County, beginning October 9, 1961, ending October 8, 1962.

Carolyn Houston, Part-time Instructor, School of Home Economics, for nine months, beginning October 1, 1961, ending June 30, 1962.

Bennie June Harrison, Clerk-Stenographer, Agricultural Extension, beginning September 28, 1961.

Camille N. Haggard, Stenographer, Experiment Station, beginning September 1, 1961.

Jeremiah David Dixon, Assistant County Agent, Grayson County, beginning November 1, 1961.

Shirley Brown Dillard, Assistant Chemist, Experiment Station, beginning September 25, 1961.

Carol Chambers Deen, Statistical Assistant, School of Home Economics, beginning September 16, 1961, ending February 15, 1962.

Glenn E. Conatser, Instructor, beginning September 16, 1961.

Rose Jewell Ruh Collier, Technical Aide, Experiment Station, beginning October 1, 1961.

Jeanette R. Clack, Clerk, Fulton County, beginning September 25, 1961.

Marjorie K. Carey, Secretary, Farm Maintenance, beginning October 1, 1961.

John Harris Byars, Research Assistant, Experiment Station, beginning September 14, 1961, ending June 30, 1962.

Linda Kay Brucker, Secretary, Extension, beginning September 1, 1961.

Janet Ann Brooks, Lab Technician, Experiment Station, beginning October 2, 1961.

Jerene Ruth Beltman, Secretary, Extension, beginning September 27, 1961.

Reappointments

Charles H. Chaney, Assistant Professor of Animal Husbandry, beginning September 1, 1961, ending December 31, 1961.

Elizabeth L. Hallmark, Assistant in Home Economics Research, beginning September 1, 1961, ending January 31, 1962.

Estill Slone, Building Supervisor, Robinson Substation, beginning October 1, 1961.

Resignations

Dan F. Amos, Instructor and Research Assistant, Experiment Station, effective October 10, 1961.

Fayette Back, Clerk-Stenographer, Experiment Station, effective September 30, 1961.

Gail Bullard, Clerk-Stenographer, Farm Maintenance, effective September 12, 1961.

Ruby Collins, Stenographer, Horticulture, effective October 12, 1961.

Jeanette Ridley Hallbeck, Assistant Professor, Home Economics, effective September 12, 1961.

Ottis Hollon, Aid in Agronomy, Experiment Station, effective September 12, 1961.

John R. Lowry, Technical Aid, Horticulture, effective September 30, 1961.

Anita Mansfield, Clerk, Fulton County, effective September 30, 1961.

James C. Martin, Research Assistant, Experiment Station, effective August 31, 1961.

William M. Miller, Instructor in Dairying, effective October 18, 1961.

Tommy H. Mink, Field Agent in Cream Grading, effective August 31, 1961.

Eula J. Parks, Clerk-Stenographer, effective September 19, 1961.

Paul E. Quiggins, Technical Assistant, Horticulture, effective September 5, 1961.

Omer T. Shelton, Technical Aid, Horticulture, effective October 23, 1961.

Kenneth J. Starks, Assistant Professor, Entomology, change resignation date from June 3, 1961, to June 30, 1961.

David Lee Terry, Assistant in Agronomy, Experiment Station, effective September 27, 1961.

Mary Frances Wade, Home Demonstration Agent, Russell County, effective October 6, 1961.

Virginia Wall, Clerk-Stenographer, Extension, effective September 27, 1961.

Oredia Whitaker, Home Demonstration Agent, Pendleton County, effective September 30, 1961.

Dorothy A. Zebold, Secretary, Extension, effective October 21, 1961.

Changes in Status

Barbara A. Bice, Stenographer, Experiment Station, change to Extension Service, beginning September 1, 1961, with adjustment in salary.

James H. Caudill, Assistant County Agent in Training, Morgan County, transfer to Green County, beginning September 12, 1961.

Janice H. Crase, Assistant Home Demonstration Agent in Training, Jefferson County, title to Assistant Home Demonstration Agent, beginning September 1, 1961.

James E. Dalton, Foreman, Robinson Substation, to be Acting Superintendent at Robinson Substation, beginning October 1, 1961, with adjustment in salary.

Lillian Cowgill Fisher, Clerk-Typist, Home Economics, adjustment in salary, beginning October 1, 1961.

Ronald J. Hislope, Assistant County Agent in Training, Casey County, transfer to Rowan County, beginning September 5, 1961.

Eva C. Littrell, Clerk, Clinton County, adjustment in salary, beginning July 1, 1961.

Paul W. Mills, Associate County Agent, Muhlenberg County, transfer to Clay County, beginning September 1, 1961.

Susan K. Slaughter, Special Assignment, Experiment Station and Extension Service, to be Administrative Assistant, Experiment Station & Extension Service, beginning September 15, 1961 (will replace George Ruschell who has been called to Army duty), with adjustment in salary.

Jack Snyder, Assistant County Agent, Larue County, title to Acting County Agent, Owen County, beginning October 1, 1961.

Thomas Stevens, Jr., Assistant County Agent, Metcalfe County, title to Acting County Agent, Menifee County, beginning September 19, 1961.

Change-of-Work

Ernest E. Fish, Field Agent in 4-H Extension Programs to go on Special Assignment, beginning November 1, 1961.

Leaves of Absence

**Wendell C. Binkley, Associate Professor, Agricultural Economics, leave beginning October 21, 1961.

**William A. Conder, Assistant County Agent, Hopkins County, leave beginning October 13, 1961, ending October 12, 1962.

Charles M. Derrickson, Superintendent, Robinson Substation, leave beginning October 1, 1961, ending June 9, 1962.

Robert E. Eplee, Associate County Agent, Rowan County, leave beginning October 18, 1961, ending August 10, 1962.

**Finnell L. Fields, Assistant County Agent, Montgomery County, leave beginning October 21, 1961, ending October 1, 1962.

**David Y. Gillespie, Associate County Agent, Pike County, leave beginning October 20, 1961, ending October 1, 1962.

** Called into active military service.

**Donnie L. Gosser, Assistant County Agent in Training, Spencer County, leave beginning September 15, 1961, ending October 1, 1962.

Sheldon V. Hail, County Agent, Clay County, sabbatical leave, beginning October 17, 1961, ending January 31, 1962.

**George R. Herbst, County Agent, Owen County, leave beginning October 21, 1961, ending October 1, 1962.

**George H. Jenkins, Jr., Extension Specialist, Agricultural Engineering, leave beginning October 4, 1961.

**Bernard M. Jones, Jr., Assistant in Animal Husbandry, leave beginning September 10, 1961.

A. Catherine Kidd, Assistant Professor, Home Economics, return from leave beginning September 1, 1961.

**Glen R. McCormack, County Agent, Fleming County, leave beginning October 16, 1961, ending October 1, 1962.

**George McKinney, Assistant County Agent, Franklin County, leave beginning October 13, 1961.

**Robert W. Megibben, Assistant County Agent in Training, Mercer County, leave beginning September 18, 1961, ending October 1, 1962.

**William E. Moss, Assistant County Agent, McCracken County, leave beginning October 9, 1961, ending October 1, 1962.

**George W. Mountjoy, Assistant County Agent, Nelson County, leave beginning October 13, 1961, ending October 1, 1962.

Edward R. Netherland, Assistant County Agent, Grayson County, leave beginning October 20, 1961, ending February 3, 1962; leave beginning February 4, 1961, ending June 30, 1962.

Martha E. Owen, Home Demonstration Agent, Rockcastle County, leave beginning October 11, 1961, ending February 24, 1962; leave beginning February 25, 1961, ending August 31, 1962.

Florence J. Parker, District Leader of Home Demonstration Agents, Lexington, leave beginning September 18, 1961, ending May 31, 1962.

J. G. Rodriguez, Professor of Entomology, return from leave, beginning October 1, 1961.

**Called into active military service

**George J. Ruschell, Associate Business Manager, Experiment Station and Extension Service, leave beginning October 25, 1961.

**Zack C. Saufley, Extension Specialist in Livestock Marketing, leave beginning October 23, 1961.

**Marvin R. Selke, Instructor, leave beginning September 23, 1961.

**William R. Summerhill, Jr., Assistant County Agent, Maricn County, leave beginning September 30, 1961, ending October 1, 1962.

Amos Tackett, County Agent, Greenup County, leave beginning October 1, 1961, ending May 31, 1962.

John W. Tuttle, Field Agent in Poultry Improvement, Experiment Station, leave beginning August 29, 1961, ending September 2, 1963 (ICA Contract, Indonesia).

**Luther M. Whitaker, Assistant County Agent, Nicholas County, leave beginning September 25, 1961, ending October 1, 1962.

**Thomas M. Williams, Jr., Assistant County Agent, Boyle County, leave beginning October 20, 1961, ending October 20, 1962.

**John K. Wills, County Agent, Menifee County, leave beginning October 13, 1961, ending October 1, 1962.

COLLEGE OF LAW

Reappointment

Barbara Jean Bowlin, Secretary, beginning October 17, 1961.

COLLEGE OF ENGINEERING

Appointments

Milton D. Thompson, Jr., Visiting Critic-Part-time, Architectural Engineering, beginning October 1, 1961, ending January 31, 1962.

Deh Chang Tao, Part-time Lecturer, Mechanical Engineering, for nine months beginning September 1, 1961, ending May 31, 1962.

Charles E. Strawn, Laboratory Technician, beginning September 1, 1961, ending April 30, 1962.

**Called into active military service.

George Thomas Slaughter, Instructor, Mechanical Engineering, for ten months, beginning September 1, 1961, ending June 30, 1962.

Frederick John Schuette, Jr., Instructor, beginning September 1, 1961, ending May 31, 1962.

Larry Douglas Pinson, Instructor, Civil Engineering, beginning September 13, 1961, ending May 31, 1962.

Ronald D. Kincer, Instructor - Part-time, Electrical Engineering, for ten months, beginning September 1, 1961, ending June 30, 1962.

Saiyid Nazir Ahmad, Visiting Professor, Civil Engineering, beginning September 1, 1961, ending February 28, 1962.

Reappointment

Lisle Howard Roberts, Part-time Instructor, Electrical Engineering, for nine months beginning October 1, 1961, ending June 30, 1962.

Resignation

Marcia Louise Sipe, Clerk-Stenographer, General Engineering, effective September 1, 1961.

Change of Status

Patricia Dargavell Wilson, Clerk-Stenographer, Administration, to Civil Engineering, beginning September 18, 1961 (temporary).

Maude V. Terhune, Secretary, Electrical Engineering (title was incorrectly listed in the budget as Clerk-Stenographer).

William Creager Setzer, Research Assistant, Mining & Metallurgy, title to Part-time Instructor & Part-time Research Assistant, beginning September 1, 1961, ending June 30, 1962.

Charles C. Schimpeler, Research Engineering, title to Research Engineer and Instructor, beginning September 5, 1961, ending May 31, 1962.

Raymond Jewel Distler, Assistant Professor, Electrical Engineering, rank changed to Instructor, effective October 10, 1960, ending June 30, 1962 (to study for Ph. D.).

Leaves of Absence

**John B. Whitlow, Instructor, Mechanical Engineering, leave beginning September 30, 1961, ending June 30, 1962.

** Called into active military service.

**Hans Gesund, Associate Professor, leave beginning October 1, 1961.

**Lawrence Allan Boston, Instructor, leave beginning September 16, 1961.

COLLEGE OF COMMERCE

Appointment

Ray Turley, Part-time Instructor, beginning September 1, 1961, ending January 31, 1962.

Reappointment

James L. Gibson, Part-time Instructor, for ten months beginning September 1, 1961, ending June 30, 1962.

Change in Status

Martin B. Solomon, Jr., Research Associate, Computing Center, to Part-time Instructor, Commerce, for ten months beginning September 1, 1961, ending June 30, 1962.

COLLEGE OF PHARMACY

Appointment

Ralph Thomas Fossett, Part-time Instructor, for ten months beginning September 1, 1961, ending June 30, 1962.

Leave of Absence

**Charles A. Walton, Professor and Head of Materia Medica, leave beginning October 1, 1961.

Changes in Status

Harry A. Smith, Associate Professor, adjustment in salary for ten months, beginning September 1, 1961, ending June 30, 1962.

Ronald E. Orth, Assistant Professor, adjustment in salary for ten months, beginning September 1, 1961, ending June 30, 1962.

Charles T. Lesshafft, Jr., Associate Professor, adjustment in salary for ten months beginning September 1, 1961, ending June 30, 1962.

**Called into active military service.

Howard Hopkins, Professor and Department Head, Pharmacy, adjustment in salary for ten months, beginning September 1, 1961, ending June 30, 1962.

Arthur C. Glasser, Professor and Head of Department of Pharmaceutical Chemistry, adjustment in salary, for ten months, beginning September 1, 1961, ending June 30, 1962.

Norman H. Franke, Associate Professor, adjustment in salary, for ten months, beginning September 1, 1961, ending June 30, 1962.

Richard M. Doughty, Assistant Professor, to be Acting Head of Materia Medica, with adjustment in salary, for ten months beginning September 1, 1961, ending June 30, 1962.

GRADUATE SCHOOL

Appointment

Ann Lynn Fairbanks, Secretary, beginning October 5, 1961.

Resignation

Jean Stull Spencer, Secretary, effective October 25, 1961.

COLLEGE OF EDUCATION

Appointments

Katharine Harelson Shaw, Part-time Critic, for ten months beginning September 1, 1961, ending June 30, 1962.

Audrey Ostrander, Secretary, Home Economics Education, beginning September 18, 1961, ending June 30, 1962.

Jeanette Molloy, Instructor, beginning September 1, 1961, ending June 30, 1962.

Lourine Cave, Instructor, beginning September 1, 1961, ending June 30, 1962.

Marian Caudill, Secretary, beginning September 5, 1961, ending June 30, 1962.

Resignations

Nancy Southall, Secretary, effective August 31, 1961.

Joyce Simpson Layton, Secretary, Home Economics Education, effective October 31, 1961.

Anna Bruce Boone, Critic Teacher, effective August 31, 1961.

EXTENDED PROGRAMS

Appointments

Harold Arthur Truax, Jr., Art Lecturer, Northern Center, for ten months, beginning September 1, 1961, ending June 30, 1962.

Cecil Thrasher, Jr., Part-time Instructor in Art, Northwest Center, for five months, beginning September 1, 1961, ending January 31, 1962.

H. Clarence Nixon, Visiting Lecturer, Henderson Center, for five months, beginning September 1, 1961, ending January 31, 1962.

S. H. McClanahan, Library Assistant, Ashland Center, beginning September 1, 1961, ending June 30, 1962.

Arthur W. Leche, Instructor in Economics, Fort Knox Center, for four months, beginning October 1, 1961, ending January 31, 1962.

Charles Frederick Jones, Laboratory Instructor, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962.

Vivian Schubert Hall, Librarian, Southeast Center, beginning September 25, 1961, ending June 30, 1962.

Benjamin C. Cabbage, Part-time Instructor, Political Science, Northwest Center, for five months beginning September 1, 1961, ending January 31, 1962.

J. Robert Cox, English Lecturer, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962.

Janet Louise Burgess, Part-time Secretary, beginning September 1, 1961, ending January 31, 1962.

Bert Arthur Bennett, Instructor in Mathematics, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962.

William Thomas Battrick, Instructor in French, Fort Knox Center, for four months, beginning October 1, 1961, ending January 31, 1962.

Clarke T. Baldwin, Jr., Instructor in Russian, Fort Knox Center, for four months beginning October 1, 1961, ending January 31, 1962.

Bill J. Baldrige, Psychology Lecturer, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962.

Reappointments

Louis Russell Thomas, Humanities Lecturer, Northern Center, for five months beginning September 1, 1961, ending January 31, 1962.

Dorothy R. Tapp, Instructor in Biology, Northwest Center, for ten months, beginning September 1, 1961, ending June 30, 1962.

Clara H. Richards, Botany Lecturer, Northern Center, for five months beginning September 1, 1961, ending January 31, 1962.

J. F. Mock, Instructor, Ashland Center, beginning September 1, 1961, ending January 31, 1962.

Ellen W. Loudenslager, Psychology Lecturer, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962.

Robert Knauf, Music Lecturer, Northern Center, for ten months, beginning September 1, 1961, ending June 30, 1962.

Lorene S. Kirchgessner, Part-time Instructor in Music, Northwest Center, for five months, beginning September 1, 1961, ending January 31, 1962.

Robert C. Cetrulo, Political Science Lecturer, Northern Center, for five months beginning September 1, 1961, ending January 31, 1962.

Slade L. Carr, English Lecturer, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962 (previously was Administrative Assistant).

Martha R. Branaman, Part-time Instructor in Psychology, Northwest Center, beginning September 1, 1961, ending January 31, 1961.

Olga M. Bom, Part-time Instructor in German, Northwest Center, beginning September 1, 1961, ending January 31, 1962.

Thomas Edward Bohmer, Lecturer in Hygiene, for five months, beginning September 1, 1961, ending January 31, 1962.

Walter M. Baulch, Physics Lecturer, Northern Center, for ten months, beginning September 1, 1961, ending June 30, 1962.

James W. Armstrong, Part-time Instructor in Speech, Northwest Center, for five months, beginning September 1, 1961, ending January 31, 1962.

William Herbert Crafton, Part-time Instructor in Economics, Northwest Center, for five months beginning September 1, 1961, ending January 31, 1962.

Gerald G. Daubek, Instructor in Psychology, Fort Knox Center, for four months beginning October 1, 1961, ending January 31, 1962.

Carneal Edens, Commerce Lecturer, Northern Center, for five months beginning September 1, 1961, ending January 31, 1962.

William J. Elliott, Chemistry Lecturer, Northern Center, for five months, beginning September 1, 1961, ending January 31, 1962.

Albert England, Instructor in Commerce, Fort Knox Center, for four months, beginning October 1, 1961, ending January 31, 1962.

T. Leon Eubank, Instructor in Education, Fort Knox Center, for four months, beginning October 1, 1961, ending January 31, 1962.

Herman H. Hartung, Part-time Instructor in Engineering Drawing, Northwest Center, for five months beginning September 1, 1961, ending January 31, 1962.

Marvin Herbert, Instructor in Psychology, Fort Knox Center, for four months, beginning October 1, 1961, ending January 31, 1962.

Neil ImObersteg, Instructor in German, Fort Knox Center, for four months beginning October 1, 1961, ending January 31, 1962.

Resignation

Henrietta Booth, Secretary, effective September 30, 1961.

Leave of Absence

David Dean Cadle, Librarian, Southeast Center, leave beginning September 25, 1961, ending August 31, 1962.

Change in Status

Jack D. Neale, Instructor, Evening Class Instruction, beginning October 1, 1961, ending January 31, 1962.

MEDICAL CENTER

Appointments

Patrick M. Wood, Laboratory Technician, Department of Surgery, beginning October 5, 1961.

Patricia Colleen Wickham, Secretary, Student Services, beginning September 11, 1961.

Lydia F. Wetterling, Secretary, Staff Services, beginning September 5, 1961, ending June 30, 1962.

Willis R. Todd, Research Technician, Department of Pediatrics, beginning October 4, 1961, ending June 30, 1962.

Margaret N. Terry, Interviewer, Department of Behavioral Science, beginning September 1, 1961, ending September 30, 1961 (KRF).

Bernice V. Staggs, Secretary, Department of Surgery, beginning October 9, 1961, ending June 30, 1962.

R. Michael Sly, Chief Resident, Department of Pediatrics, beginning July 1, 1962, ending June 30, 1963.

John A. Shively, Associate Professor, Department of Pathology, beginning July 1, 1962, ending June 30, 1963.

Basil Sherlock, Instructor, Department of Behavioral Science, beginning September 1, 1961, ending June 30, 1962 (KRF).

Patricia Ransdell, Stenographer, Department of Radiology-Diagnostic; University Hospital, beginning September 25, 1961, ending June 30, 1962.

Janet Lee Ramsey, Secretary, Department of Community Medicine, beginning September 15, 1961.

Bill Pugh, Technician, Service Enterprises; Central Microbiology Laboratory Services, beginning September 25, 1961, ending June 30, 1962.

Mary L. Prather, Junior Account Clerk, Accounting & Budgetary Control, Medical Center, beginning October 1, 1961.

Ruth Pitman, Senior Social Worker, Department of Social Services; University Hospital, beginning November 1, 1961, ending June 30, 1962.

Donald Charles Pennington, Laboratory Assistant, Department of Biochemistry, beginning September 11, 1961.

Edna C. Pelham, Secretary, Department of Psychiatry, beginning October 2, 1961, ending June 30, 1962.

Lawrence W. Norton, Third Year Resident, Department of Surgery, beginning October 1, 1961, ending June 30, 1962.

Judith L. Noelker, Technician, Service Enterprises; Central Microbiology Services beginning September 25, 1961, ending June 30, 1962.

Phyllis Neely, General Duty Medical Technologist, University Hospital-Pathology, beginning October 1, 1961.

Ronald A. Moss, Assistant Resident, Department of Pathology, beginning July 1, 1962, ending June 30, 1963.

Linda Llewellyn Justice, Laboratory Trainee, Department of Community Medicine, beginning September 11, 1961.

Bernadine Jones, Histology Technician, Department of Pathology; University Hospital, beginning September 25, 1961.

Hart D. James, Psychiatric Resident, Department of Psychiatry, beginning July 1, 1962, ending June 30, 1963.

Lawrence M. Hinds, Store Clerk, Medical Center Stores, beginning September 18, 1961.

George Richard Hall, Associate Director, Pharmacy Central Supply; University Hospital, beginning October 15, 1961.

Jane Graybeal, Section Chief-Blood Bank, Department of Pathology; University Hospital, beginning November 1, 1961.

Anna W. Fugitt, Secretary, Vice President's Office, beginning October 5, 1961, ending June 30, 1962.

Rachel Voorhies Fielder, Secretary, College of Dentistry, beginning September 13, 1961, ending June 30, 1962.

Ray L. Epstein, Technician, Department of Biochemistry, beginning September 1, 1961.

Otha Austin Currens, Jr., Division Steward, University Hospital; Surgery, beginning December 4, 1961.

Athol L. Cline, Technician, Department of Biochemistry (for part-time) beginning September 11, 1961.

Eunice Cyrilla Clayton, Secretary, Department of Psychiatry, beginning September 20, 1961, ending June 30, 1962.

William K. Clark, Staff Assistant, Division of State and Local Services, beginning October 16, 1961, ending June 30, 1962.

Rebecca Helm Biesel, Secretary, Department of Anatomy (half paid by KRF) beginning September 25, 1961, ending June 30, 1962.

Ledora Anne Arterburn, Secretary, Office of the Vice President, beginning September 20, 1961, ending June 30, 1962.

Joseph C. Tatum, Assistant Professor of Clinical Psychiatry, Department of Psychiatry, beginning November 1, 1961, ending June 30, 1962.

Thomas Michael Cassidy, Instructor of Clinical Psychiatry, Department of Psychiatry, beginning November 1, 1961, ending June 30, 1962.

Reappointment:

Josephine M. Young, Cold Clinic Nurse, Health Service, beginning September 11, 1961.

Resignations

Ruth Ann Alexander, Secretary, Department of Psychiatry, effective September 30, 1961.

Mary Carol Burris, Secretary, Office of the Vice President, effective October 31, 1961.

C. Nancy Davis, Secretary, Department of Surgery, effective September 20, 1961.

Martha Evelyn Houston, Technician, Department of Medicine, effective October 31, 1961.

Carolyn Sue Scarritt, Secretary, Student Services, effective August 31, 1961.

Changes in Status

Anne L. Brown, Head Nurse, Health Service, adjustment in salary, beginning October 1, 1961.

Patricia L. Davis, Clerk-Stenographer, Office of the Vice President, Business Administration, transferring to the Medical Center, Department of Behavioral Science as Assistant in Research and Secretary, beginning October 3, 1961, ending June 30, 1962.

Audrey V. Fox, General Duty Worker, Department of Medicine, adjustment in salary, beginning October 1, 1961, ending June 30, 1962.

Judith L. Noekler, Technician, Service Enterprises; Central Microbiology Services transferring to Department of Pathology, beginning October 1, 1961, ending June 30, 1962.

Thomas E. Seward, Electronics Technician, Department of Physiology, adjustment in salary (KRF), beginning October 1, 1961, ending June 30, 1962.

Lois E. Shumate, Departmental Secretary, Division of State and Local Services, transferring to Department of Pediatrics as Secretary, with adjustment in salary, beginning October 1, 1961, ending June 30, 1962.

Kingsley M. Stevens, Assistant Professor, Department of Medicine, rank changed to Associate Professor, beginning November 1, 1961, with tenure.

Lyman J. Whitman, Research Assistant, Department of Medicine, adjustment in salary, beginning September 1, 1961.

Correction

Loren J. Chapman, due to clerical error, title was previously listed as Professor. Change to Associate Professor for joint appointment with the Department of Psychiatry and Department of Psychology, effective September 15, 1961.

OFFICE OF THE PRESIDENT

Appointments

Paul T. Crowds, Community News Editor, Public Relations, beginning November 15, 1961, ending June 30, 1962.

Jo Lynn Isaac, News Bureau Secretary, Public Relations, beginning November 1, 1961, ending June 30, 1962.

Margaret Hannin, Secretary, School Relations, beginning September 5, 1961.

Changes in Status

Eva Goodrich, News Bureau Secretary, Public Relations, title to Departmental Secretary, beginning November 1, 1961.

Jerry Miller, Editor; News Bureau, Public Relations, title to Director of News Bureau, beginning November 1, 1961.

James Phillips, Associate News Editor, Public Relations, title to Science News Editor, beginning November 1, 1961.

OFFICE OF THE VICE PRESIDENT

Appointments

✓ Virginia C. Walker, Assistant in Circulation, Library, beginning September 11, 1961.

Georgia Elizabeth Perkins, Secretary, Computing Center, beginning September 27, 1961, ending June 30, 1962.

Elizabeth Morgan, Assistant in Acquisitions, Library, beginning September 15, 1961.

Delores K. Allen, Secretary, University Counseling Service, beginning October 1, 1961.

Resignations

Mary Sue Bell, Statistical Clerk, University Testing Service, effective September 30, 1961.

Genevieve Johnston, Assistant in Acquisitions, Library, effective August 31, 1961.

Sallie H. Little, Secretary, University Counseling Service, effective September 30, 1961.

Pamela Oliver, Assistant in Cataloging, Library, effective August 15, 1961.

Changes in Status

Elizabeth Compton, Book Mender, Library, from part-time to full-time and adjustment in salary, beginning October 1, 1961.

James E. Seegars, Jr., Counselor, University Counseling Service from part-time to full-time with adjustment in salary, beginning September 18, 1961, ending January 31, 1962.

OFFICE OF THE VICE PRESIDENT FOR BUSINESS ADMINISTRATION

Appointments

Billy A. Wagoner, Stores Clerk, Purchasing, beginning September 18, 1961.

Bonnie Z. Stoler, Secretary, Inventory Section; Purchasing, beginning September 11, 1961.

Gustav Karl Speller, Administrative Assistant, Printing, beginning September 18, 1961.

I.M. Rodgers, Assistant Supervisor, K-Lair, Donovan Hall Cafeteria, beginning September 1, 1961.

Carol A. Reynolds, Secretary, Personnel, beginning September 12, 1961, ending June 30, 1962.

Charlotte Davis Powers, Secretary, Business Administration, beginning September 11, 1961.

Harriet M. Massengale, Invoice Clerk-Typist, Purchasing, beginning September 12, 1961.

Gail Wasson McKee, Clerk-Stenographer, Personnel, beginning September 14, 1961, ending June 30, 1962.

Marcia G. Harris, Receptionist, Personnel, beginning September 11, 1961, ending June 30, 1962.

Patricia L. Davis, Clerk-Stenographer, Supervision of Service Units; Business Administration, beginning September 18, 1961.

Margaret Ann Brumleve, Sales Manager, University Press, beginning September 1, 1961.

Reappointment

Mary Nooe Smith, Bookkeeper, Donovan Hall Cafeteria, beginning September 1, 1961.

Resignations

Jessie Cathey, Assistant Dietitian, Donovan Hall Cafeteria, effective July 31, 1961.

Jo Bettin, Clerk-Typist, Personnel, effective September 16, 1961.

Isabella O. Lycan, Receptionist, Personnel, effective September 9, 1961.

Gail Ryan, Secretary, Personnel, effective September 15, 1961.

Joan Sexton, Secretary-Clerk, Purchasing, effective October 3, 1961.

Elizabeth Wright, Secretary, Inventory Section-Purchasing, effective August 31, 1961.

Changes in Status

Angie Denny, Sales Manager, University Press, title to Secretary-Bookkeeper with adjustment in salary, beginning September 1, 1961.

Florence Huffman, Hostess, Student Union Commons, title to Party Dietitian, with adjustment in salary, beginning October 1, 1961.

Ruth Logan, Assistant Grill Manager, Donovan Hall Cafeteria, transfer to Student Union Commons, beginning October 1, 1961.

Ema Jean Niles, Party Dietitian, Student Union Commons, transfer to Donovan Hall Cafeteria as Dietitian for ten months, beginning September 1, 1961.

Carol Beemer, Invoice Clerk, Purchasing, title to Secretary-Clerk, beginning October 1, 1961.

Ann E. Anderson, Dietitian, Donovan Hall Cafeteria, title to Manager, beginning September 1, 1961.

Leave of Absence

**William G. Snyder, Stores Clerk, Purchasing, leave beginning September 16, 1961.

OFFICE OF THE DEAN OF WOMEN

Appointments

Kathryn Burton Roberts, Head Resident, Keeneland Hall, beginning September 1, 1961.

Doris M. Ray, Head Resident, 641 South Limestone, beginning September 1, 1961.

Marta A. Moore, Head Resident, 154 Bonnie Brae, beginning September 1, 1961.

Janet Jones Mahaney, Head Resident Lydia Brown House, beginning September 1, 1961.

Helen Lucille McAfee, Head Resident, Boyd Hall, beginning September 1, 1961.

Lucy H. Lennon, Head Resident, beginning September 16, 1961.

Anne P. Hilgartner, Head Resident, McDowell House, beginning September 1, 1961.

Ingeborg Haagensen, Head Resident, 508 Columbia, beginning September 12, 1961.

Aida A. Farmer, Assistant to the Dean of Women, for ten months, beginning September 18, 1961, ending June 30, 1962.

Marjorie O. Childress, Head Resident, Patterson Hall, for ten months beginning September 1, 1961.

**Called to active military service.

Evelyn Thompson Bridgforth, Program Director, beginning September 21, 1961, ending December 31, 1961.

Leila K. Black, Housemother, Kappa Delta, for ten months, beginning September 1, 1961.

OFFICE OF THE DEAN OF MEN

Appointments

Hallie Ullendorff, Housemother, beginning September 1, 1961.

Ruth Jefferson Pye, Housemother, beginning September 1, 1961.

Eunice Inman Nelson, Housemother, beginning September 1, 1961.

Mary Frances Booth, Housemother, beginning September 1, 1961.

Resignations

Betty B. Nichols, Secretary-Housing, effective September 30, 1961.

Mary M. Hammond, Housemother, effective August 31, 1961.

Catherine Caskey, Housemother, effective September 1, 1961.

Changes in Status

Hilma Louise Eaves, Secretary, Student Congress, to Secretary-Housing, beginning October 1, 1961, with adjustment in salary.

Beverly J. Setzer, Foreign Student Secretary, to Assistant Foreign Student Adviser, beginning October 1, 1961, ending June 30, 1962, with adjustment in salary.

Leave of Absence

**Fredrick Arnold Strache, Assistant to the Dean of Men, leave beginning September 25, 1961, ending June 30, 1962.

On motion duly made, seconded and carried, on President Dickey's recommendation, the Executive Committee concurred in the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes, and record was ordered made in the minutes.

**Called to active military service.

S. Gifts.

From: National Association of Secondary-School
Principals, Washington, D. C. --\$1,500.00.

President Dickey presented check for \$1,500.00 from the National Association of Secondary-School Principals, representing payment of the Betty Crocker Search Scholarship for the current year. He recommended that this be accepted, and upon motion duly made, seconded and carried, the gift was ordered accepted, and the President was requested to thank the National Association of Secondary School Principals.

From: Grayson Foundation, Inc., Lexington, Ky. --
\$25,000.00.

President Dickey reported that Grayson Foundation, Inc., had given to the University its check for \$25,000.00 to be used in support of research under the project agreement which covers investigations on equine respiratory diseases, parasitic diseases and miscellaneous pathological conditions affecting horses. He recommended that this generous grant be accepted, and upon motion duly made, seconded and carried, the Executive Committee concurred in the recommendation of the President and requested him to thank the donors.

From: Foundry Educational Foundation, Cleveland,
Ohio--\$1,000.00.

President Dickey stated that the Foundry Educational Foundation had given to the University its check for \$1,000.00 to cover scholarships for the first semester of 1961-62. He recommended that the grant be accepted, and upon motion duly made, seconded and carried, the check was ordered accepted, and the President was requested to write a letter of appreciation to the Foundry Educational Foundation.

From: Fannie & John Hertz Engineering Scholarship
Foundation, Los Angeles, California--
\$1,337.50.

President Dickey reported that the University was in receipt of four checks, amounting to \$1,337.50, from the Fannie & John Hertz Engineering Scholarship Foundation, to cover scholarships granted to four students for the first semester of the current year. He recommended that these checks be accepted, and upon motion duly made, seconded and carried, the checks were ordered accepted and the President was requested to thank the Foundation.

From: Mr. and Mrs. Ray Preece--\$20.00.

President Dickey presented check for \$20.00 given to the Kentucky Research Foundation by Mr. and Mrs. Ray Preece, which Mr. and Mrs. Preece wish used in support of the M. H. Bedford Scholarship Fund. The President recommended that this be accepted, and upon motion duly made, seconded and carried, the check for \$20.00 was ordered accepted, and the President was requested to thank Mr. and Mrs. Preece.

From: Rafinesque Garden Club, Lexington, Ky. --
\$250.00.

President Dickey reported that the Rafinesque Garden Club, of Lexington, Ky., had given to the University its check for \$250.00 to be used as a scholarship for a student in Ornamental Horticulture in the College of Agriculture and Home Economics. He recommended that this check be accepted, and upon motion duly made, seconded and carried, the check was ordered accepted, and the President was requested to thank the Rafinesque Garden Club.

From: First National Bank and Trust Company,
Lexington, Ky. --\$1,000.00.

President Dickey stated that the First National Bank and Trust Company had given to the Kentucky Research Foundation \$1,000.00 to cover renewal of their scholarships for the 1961-62 school year. President Dickey recommended that this gift be accepted, and upon motion duly made, seconded and carried, the gift was ordered accepted, and the President was requested to write a letter of appreciation to officials of the First National Bank and Trust Company.

From: Junior League of Lexington, Lexington, Ky. --
\$800.00.

President Dickey reported that he was in receipt of check for \$800.00 from the Junior League of Lexington, to cover speech scholarship for the current year, and stated that this is the last check for this purpose that the University will receive from the Junior League. He stated further that, while the University regrets that this scholarship will not be continued, it has been of a great deal of benefit in the past and he wished to thank the League for their kindness through the years. He recommended that the grant be accepted, and upon motion duly made, seconded and carried, the Committee concurred in his recommendation and requested him to express to the Junior League of Lexington their appreciation for past kindness.

From: Mrs. Harrison M. Robertson, New York,
N. Y. --\$100.00.

The President reported that Mrs. Harrison M. Robertson had given to the Kentucky Research Foundation her check for \$100.00 to be placed in the James H. Graham Scholarship Fund. He recommended that this be accepted, and upon motion duly made, seconded and carried, the gift was ordered accepted, and the President was requested to thank Mrs. Robertson:

From: Carrier Foundation, Syracuse, N. Y. --\$2,000.00.

President Dickey reported that he was in receipt of check for \$2,000.00 made to the Kentucky Research Foundation by the Carrier Foundation in support of the J. Irvine Lyle Memorial Scholarships for the year 1961-62. He recommended that this be accepted, and upon motion duly made, seconded and carried, the grant was ordered accepted, and the President was requested to thank Carrier Foundation.

From: Kentucky Utilities Company, Lexington, Ky. --
\$250.00.

President Dickey stated that Kentucky Utilities Company had given their check, in the amount of \$250.00, to the Kentucky Research Foundation, to be used in support of their scholarship for the first semester of 1961-62. He recommended that this be accepted, and upon motion duly made, seconded and carried, the check was ordered accepted, and the President was requested to thank officials of the Kentucky Utilities Company.

From: Mr. John F. Fritts, Chester, N. J. --\$7.50.

President Dickey stated that Mr. John F. Fritts, Chester, N. J., had given to The Kentucky Research Foundation his check for \$7.50, to be placed in the James H. Graham Scholarship fund. He recommended that this be accepted, and upon motion duly made, seconded and carried, the gift was ordered accepted and the President was requested to thank Mr. Fritts for his contribution to the fund honoring his grandfather.

From: Dr. A. W. Stults, Hopewell, N. J. --\$100.00.

President Dickey reported that Dr. A. W. Stults had given to the University \$100.00 for use in connection with the Experiment Station's research in virus diseases of horses. He recommended that this be accepted, and upon motion duly made, seconded and carried, the gift was ordered accepted and the President was requested to thank Dr. Stults.

From: Dr. Glenwood Creech, Battle Creek, Michigan.

President Dickey reported that Dr. Glenwood Creech, Director of the W. K. Kellogg Foundation, had given to the University his check for \$100.00 to be added to the scholarship fund for extension workers. The President stated that this sum had been paid to Dr. Creech in connection with his participation in the Extension Workers Conference held by the College of Agriculture and Home Economics, and Dr. Creech wished it to be added to the scholarship fund in his behalf. President Dickey recommended that the check be accepted, and upon motion duly made, seconded and carried, the Committee concurred in the recommendation and requested the President to write a letter of appreciation to Dr. Creech.

From: Producers Livestock Marketing Association,
Louisville, Ky. --\$2,832.24.

President Dickey reported that the Producers Livestock Marketing Association had given to the University their check in amount of \$2,832.24. This is the profit on ewe lambs wintered at Apindletop in 1960-61 and it will be used for the Spindletop Farm operation. He recommended that it be accepted, and upon motion duly made, seconded and carried, the check was accepted and the President was asked to thank the donors.

From: General Motors Corporation, Detroit,
Michigan--\$5,050.00.

President Dickey reported that The Kentucky Research Foundation was in receipt of check of the General Motors Corporation, in amount of \$5,050.00, to cover 1961-62 scholarship awards. He recommended that this be accepted, and upon motion duly made, seconded and carried, the check was ordered accepted, and the President was requested to write a letter thanking General Motors Corporation.

From: International Business Machines Corporation,
Lexington, Ky. --\$50.00.

President Dickey presented check for \$50.00 from International Business Machines Corporation and stated that this represents IBM's matching grant for the period ending September 30, 1961. He recommended acceptance and, upon motion duly made, seconded and carried, the gift was ordered accepted, and the President was requested to write a letter of appreciation.

From: Algernon Sydney Sullivan Foundation, New York--
\$4,000.00.

President Dickey reported that the University was in receipt of check for \$4,000.00 from the Algernon Sydney Sullivan Foundation, to be used for Algernon Sydney Sullivan Fund scholarships for the school year 1961-62. He recommended that this be accepted, and upon motion duly made, seconded and carried, the grant was ordered accepted, and the President was requested to thank the donors.

From: Walnut Grove Products Company, Inc., Atlantic,
Iowa--\$1,000.00.

President Dickey stated that the Walnut Grove Products Company, Inc., had given to the University their check for \$1,000.00 to be used in support of a grant-in-aid in support of the Experiment Station's anti-anemia research in swine. He recommended that this be accepted and, upon motion duly made, seconded and carried, the grant was ordered accepted and the President was requested to thank officials of the Company.

From: Mrs. William Offutt, Lexington, Ky.--
Surgical Instruments.

President Dickey reported that Mrs. William Offutt had given to the University a collection of surgical instruments to be used by the Department of Surgery at the Medical Center. He expressed his appreciation of Mrs. Offutt's interest in the Medical Center program and recommended that the instruments be accepted. Upon motion duly made, seconded and carried, the gift was ordered accepted, and the President was requested to thank Mrs. Offutt for her kindness.

T. Adjournment.

Upon motion duly made, seconded and carried, the Executive Committee was adjourned at 2:25 p.m. EST.

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