

Minutes of the Regular Meeting of the Board of Trustees, University of Kentucky for December, 1939.

The regular December meeting of the Board of Trustees, University of Kentucky, was called to order December 12, 1939, by Judge Richard C. Stoll, Chairman of the Executive Committee, at 10:30 a.m. A quorum of the membership not being present, the Chairman adjourned the meeting to 10:30 a. m. December 15, 1939.

At 10:30 Friday, December 15, 1939, the meeting was called to order in President McVey's office, University of Kentucky, the following members being present: Governor Keen Johnson, Chairman; Judge Richard C. Stoll; Louis Hillenmeyer; Robert P. Hobson; James Park; Lee Kirkpatrick; Mrs. Georgie M. Blazer; Harper Gatton; Judge John S. Cooper; H. S. Cleveland and D. D. Stewart. The following members were absent: Harry Peters; Garth Ferguson; John C. Newcomb; and Marshall Barnes. The members named constitute all the members of the Board of Trustees of the University of Kentucky. President F. L. McVey and Secretary D. H. Peak were present.

The Governor was given an enthusiastic and cordial reception by the members of the Board, this being his first attendance at a Board meeting.

1. Approval of Minutes.

The minutes of the regular meeting of the Board of Trustees of September 19, 1939, and the minutes of the meeting of the Executive Committee of October 19, 1939, were approved as published.

2. Alumni Election for Members of the Board.

The Secretary of the Board reported that, according to order made at the September 1939 meeting of the Board of Trustees (see Sec. 6, minutes of that meeting), ballots were mailed to each alumnus of the University of Kentucky. The ballots returned to the Secretary of the Board to December 12, 1939 numbered 1691. The envelopes containing the ballots were opened, and the votes were counted and tabulated in the office of the Alumni Secretary of the University of Kentucky by Ethel Rix, representative of the Alumni Association, and by Virginia Earnest, representative of the Secretary of the Board of Trustees, on the morning of December 15, 1939, the Board meeting having been continued to that date. The tabulated report of the vote certified by the representative of the Alumni Association and by the representative of the Secretary of the Board of Trustees was presented to the Board of Trustees of the University of Kentucky in open meeting on December 15, 1939.

The tabulation showed that the six names on the ballots received votes as follows: James Park, Lexington, 1319; John E. Brown, Shelbyville, 936; Mrs. Minnie B. Swinford,ynthiana, 869;

Arthur T. Bryson, Ashland, 776; Reed S. Miller, Louisville, 560; and Frank T. Street, Jr., Henderson, 497. Votes were cast for 104 other names, the votes numbering from 1 to 4 for each name.

The certified result appears as appendix of these minutes.

Thereupon on motion and second, which was carried, the Secretary of the Board was ordered to certify to Governor Keen Johnson the names of James Park, John E. Brown and Mrs. Minnie B. Swinford, these being the names of the three persons receiving the largest number of votes. From this list of three names the Governor is to make selection of an Alumni member of the Board of Trustees for the term beginning January, 1940.

3. President's Report.

The President made the regular quarterly report which, on motion and second, was accepted and ordered recorded in the minutes. It is copied as follows:

QUARTERLY REPORT OF THE PRESIDENT

December 15, 1939

The December meeting occurring after the opening of the University gives an opportunity to present to the Board of Trustees the present temporary enrollment figures for the first semester of the year. The grand total of students registered for October was 3766, of which number 2530 were men and 1236 were women. In the College of Arts and Sciences there were 1488 students. The College of Agriculture has risen in attendance from the sixth to second place. The enrollment at the time these figures were brought together by the Registrar's office for the different colleges was as follows:

A & S		Agri.		Engr.		Law		Educ.		Com.		Grad.		Totals	Grand Totals
M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
864	624	389	245	424	111	1	43	135	462	113	237	118	2530	1236	3766
1488		634		424	112	178		575	355		3766				

It has always been difficult to secure comparative enrollments in the colleges and universities of the State. The American Association of Collegiate Registrars endeavors to gather this information and in its report of 1938-1939 will be found the attendance figures for the collegiate year 1938-1939 and the summer session of 1938. It will be noted in this table that the University of Kentucky has 4065 students registered in the first and second semesters excluding duplicates. This enrollment equals the combined enrollments of the Eastern State Teachers College, Murray State Teachers College and the Western State Teachers College. The report does not include attendance figures for Morehead State Teachers College. It is interesting to note also that the number of graduate students in the first semester of this year was 355. The highest enrollment in the Graduate School is in the Summer Session, when the number runs well toward a thousand.

Comparative Enrolments in Kentucky Institutions
for Summer of 1938 and the 1938-39 School Year. ¹

INSTITUTION	Enrolment for 1st & 2nd Semesters of 1938-39 Duplicates Excluded	Per Cent Change from Previous Year	Enrolment for Sum. of 1938 Duplicates Exclud.	Enrol. in Exten. & Even. Classes	Enrol. in Cor. Study	Degrees Granted
Eastern Ky. State Teachers College	1,396	-1.2	933	298	813	212
Murray State Teachers Col.	1,142	+31.1	449	--	--	124
West. State Teachers Col.	1,591	+0.1	1,392	313	872	336
University of Louisville	2,192	+13.5	624	1,755	---	351
University of Kentucky	4,065	+0.7	2,449	263	576	806

1. Data are from American Association of Collegiate Registrars. Tenth Annual Report on Enrolments and Degrees Conferred by Member Institutions for the Year 1938-39. There was no report from Morehead State Teachers College.

Comparative Enrolments (Continued)

INSTITUTION	Per Cent of Change from Previous Year
Eastern Kentucky State Teachers College	+3.9
Murray State Teachers College	-15.1
Western State Teachers College	+ 6.0
University of Louisville	- 0.3
University of Kentucky	+ 6.2

The housing of students has been a source of discussion practically thruout the history of the University. Members of the Board recall undoubtedly that provision was made this year for the building of a new residence hall for women and for some additional space in the men's dormitories by utilizing rooms in the basements. I am able to report at this time that both projects have been completed, increasing the residence facilities for women to 345 and for men 314.

The student body of the University comes from many different localities; about one-sixth of the number enrolled have their residence in other states; three fifths come from outside Fayette County, representing all but three of the counties in the State; the remainder are residents of Lexington and Fayette County. The University finds that about three fourths of the number of students must secure lodgings in the fraternity houses, residence halls or in the homes of citizens. It is my judgment that the University ought to provide for one fourth to one third of the student population. The University has housing for about one half of this number, or one sixth of the student body. Many of the houses in which students live are inadequate in heating, lighting and sanitary provisions. I am saying all this to the Board in order to emphasize the need for better housing facilities for adequate care for the University's population.

The University has a medical service now located in the old Law building. The number of calls made upon the Dispensary run not far from 1300-2000 per month. In addition to such service, the Dispensary makes a great many tests, laboratory examinations, and x-ray pictures for students. The service is excellent and meets our student health needs fairly well. When students are ill in their

own rooms, the Dispensary physicians find it difficult to give the assistance that should be provided for them. An arrangement has been made with the hospitals for wards at a comparatively low figure, but this does not meet the whole situation. The University ought to have in the not far distant future an infirmary with capacity for twenty students, with a nurse to take care of those students who may be ill. It might be said at this time that the services which are rendered to students of universities are very much greater than they were in my day, when almost nothing was provided beyond instruction, books in the library, laboratories and fields for such sports as students cared to develop for themselves. Since then the trend has been constantly in the direction of extending the welfare program for students.

From time to time I have brought to the attention of the Board the progress of the building projects begun three years ago. This year will see the completion of the buildings provided for in the original plans for construction. The largest building on the campus is the biological sciences building, which will be finished this spring and ready for occupancy. The building provided for the Department of Home Economics should be ready for use some time before the close of the college year. The upper floor of the home economics building will not be finished, due to the lack of funds for the completion of the building. Science buildings require a great deal of equipment for which funds are not always provided. However, the last legislature made appropriations for scientific equipment, and it will be possible to provide the departments now housed in the biological sciences building with necessary equipment. The Departments of Zoology and Art can use much equipment, and, since that is true, it is hoped that the Legislature will make provision for the furniture and shelving needed in this building. The sum of \$15,000 has been asked for the Home Economics Building, and if that sum is granted this building can be promptly furnished.

The last Legislature appropriated \$60,000 annually for engineering equipment. This sum has been used to provide additional equipment for the Engineering College, and with it a considerable change has been made in the facilities of that college. It may be said that when the supplies and equipment have been purchased the college will be quite in advance of anything the Engineering work has had in the past. The Legislature has been asked for an additional sum of \$25,000 to finish the equipment purchases of the College.

I am able to report that the Library now has 254,227 volumes, and a large number of pamphlets, cards and materials of many kinds. According to tables prepared by Mr. McMillan, Librarian of Louisiana State University, the University of Kentucky now stands in the sixth place among the 36 institutions listed in his tables. This is a marked difference from a few years ago. The sum of \$60,000.00 appropriated by the last legislature strengthened considerably the position of the Library in this respect. The sum of \$20,000 has been placed in the Legislative budget for the continuation of book purchases.

At the meeting in September the Legislative budget of the University was presented to the Board of Trustees for their consideration. That budget was adopted in the main, but some changes have taken place in it. These we brought to your attention in the budget, as it was presented to the State Finance Department, which has in charge the preparation of the budget for presentation to the Legislature. I am setting forth in a table various requests made for the different departments and functions of the University.

APPROPRIATIONS 1938-40 and BUDGET 1940-42
REQUEST OF UNIVERSITY OF KENTUCKY

Summary	1938-40 Allotted from Appropriation	1940-41 Requested Ap- propriations	1941-42 Requested Appro- priations
Div. of Colleges	775,000.00	925,000.00	925,000.00
Col. of Agriculture	24,000.00	30,000.00	30,000.00
Summer School	8,000.00	20,000.00	20,000.00
Experiment Station	48,000.00	50,000.00	50,000.00
Service Laboratories	21,000.00	22,000.00	22,000.00
Nursery Inspection	2,000.00	2,000.00	2,000.00
Princeton Substation	14,000.00	20,000.00	20,000.00
Quicksand Substation	14,000.00	20,000.00	20,000.00
Agr. Extension	120,000.00	200,000.00	200,000.00
Horticultural Promo.	10,000.00	10,000.00	10,000.00
Repairs to Buildings	8,000.00	40,000.00	40,000.00
Library Equipment- Books	30,000.00	20,000.00	20,000.00
Sci. Lab.-Equipment	60,000.00	25,000.00	25,000.00
Engineering Equip.	60,000.00	25,000.00	25,000.00
Equip. Home Ec. Bldg.		15,000.00	
Construc. Animal Path. Bldg. and other buildings		200,000.00	
GRAND TOTAL	1,194,000.00	1,624,000.00 430,000.00*	1,409,000.00 215,000.00**

*Request over 1938-40 for 1940-41. **Request over 1938-40 for 1941-42.

What will be the outcome in regard to these requests can only be known when the Legislative Council meets and the Governor finally passes upon the bill, and the Legislature adopts it as the budget for 1940-42. It should be kept in mind, however, that new demands have come into the financial situation, which will compete more and more with educational expenditures of the State. I have reference particularly to the provisions for indigent persons of old age, persons whose needs will require in this State an addition of several millions in this budget. Beside, there will be increased demands for social welfare, so the contest will finally reach a point where the State will have to determine whether the youth and their education shall be sacrificed for the development of old age pensions and increased welfare provisions. It may well become a contest between old age and youth. Certainly, it may be said that the failure to provide education for youth will increase the demands for support in the upper age levels. What I am trying to bring out is that the Board of Governors and administrative officers and staff should not shut their eyes to the situation created by the competition now on the stage between old pensions and the education of youth. It undoubtedly will take a considerable time and many adjustments in financing and taxing procedure to meet the competition.

The Board of Trustees is composed of four classes of membership; the ex-officio members, members of the State Board of Agriculture, members at large, and alumni members. In 1940 the terms of John Newcomb, Bardstown, member of the State Board of Agriculture; John S. Cooper, Somerset, Harper Gatton, Madisonville, members at large; and James Park, alumni member, will expire. Today the results of the alumni election are reported to the Board and the names of the three persons receiving the highest votes, are to be presented to the Governor. Later the vacancies in the Board will be brought to the attention of the Governor for his consideration.

4. Financial Report.

The Business Agent filed financial reports for months of October and November, 1939, respectively. The reports being cumulative, the November report was ordered recorded in the minutes.

Statement of Income and Expenditures Month of November 1939

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Federal Appro.-Morrill-Nelson	12,506.66	6,253.33	18,759.99
Vocational Ed. Board	9,593.56	3,229.75	12,823.29
Federal Appro.-Bankhead-Jones	9,409.98	4,704.99	14,114.97
State Appro.- Summer School	8,000.00		8,000.00
Special Agr. Appropriation	8,000.00	2,000.00	10,000.00

State Appro-General	201,298.69	105,155.52	306,454.21
Bldg. Revenue Bond & Op- eration Fund	33,909.00	417.00	34,326.00
Bldg. Revenue Bond & Op- eration Fund 1938	8,316.00	1,452.00	9,768.00
State Appro.-Repairs to Buildings	4,346.91	1,508.51	5,855.42
Interest on Peabody Endow.		500.00	500.00
Student Fees	92,241.87	8,275.87	100,517.74
Student Fees - Sum.Sch.	62,716.91		62,716.91
Student Fees - U.H.S.	4,390.00	590.00	4,980.00
Student Fees -El.Tr.Sch.	3,485.00	240.00	3,725.00
Student Fees - Un. Exten.	6,261.71	925.85	7,187.56
Misc. Receipts	6,796.21	363.42	7,159.63
Rentals	495.00	185.00	680.00
Men's Dormitories	8,324.66	869.50	9,194.16
Engineering Equipment	14,110.37	6,005.20	20,115.57
Scientific and Lab.Equip.		60,000.00	60,000.00
Library Equipment	1,338.07	1,185.52	2,523.59
Total	<u>495,540.60</u>	<u>203,861.44</u>	<u>699,402.04</u>
Expenditures			
Instruction	289,915.45	100,531.26	390,446.71
Administration Expense & Maintenance	120,764.21	112,442.15	233,206.36
Additions and Better- ments	11,017.45	3,947.72	14,965.17
Total	<u>421,697.11</u>	<u>216,921.13</u>	<u>638,618.24</u>
Excess of Income over Expenditures	<u>73,843.49</u>	<u>(13,059.69)</u>	<u>60,783.80</u>
Patterson Hall Income			
Board	21,009.00	19,969.00	40,978.00
Miscellaneous	4.10	2.00	6.10
Room Rent - Summer School	1,135.33	11.75	1,147.08
Total	<u>22,148.43</u>	<u>19,982.75</u>	<u>42,131.18</u>
Expenditures			
Expense	7,272.62	5,279.63	12,552.25
Additions and Betterments		8,892.55	8,892.55
Total	<u>7,272.62</u>	<u>14,172.18</u>	<u>21,444.80</u>
Excess of Income over Expenditures	<u>14,875.81</u>	<u>5,810.57</u>	<u>20,686.38</u>
General Fund Income	517,689.03	223,844.19	741,533.22
General Fund Expenditures	428,969.73	231,093.31	660,063.04
Excess of General Fund Income over Expend.	88,719.30	(7,249.12)	81,470.18
Experiment Station Income			
Hatch - Fed. Appro.	7,500.00		7,500.00
Milk and Butter - Cash Rec.	4,421.49	990.11	5,411.60
Beef Cattle Sales	437.09		437.09
Dairy Cattle Sales	615.78	125.00	740.78
Sheep Sales	506.81	168.75	675.56
Swine Sales	1,108.33		1,108.83

Poultry Sales	662.04	279.19	941.23
Farm Produce	40.21	105.57	145.78
Horticultural Sales	1,108.88	5.85	1,114.73
Seed Test	450.50	139.30	589.80
Seed Inspection	10,744.12	604.62	11,348.74
Rentals	2,649.10	169.67	2,818.77
Miscellaneous	98.55	18.43	116.98
Fertilizer-Fees	13,325.14	737.50	14,062.64
Public Service - State Appro.	5,954.82	1,589.66	7,544.48
Public Service -Misc.	50.00	10.00	60.00
Feeding Stuffs - Fees	23,071.53	5,134.42	28,205.95
Adams-Federal Appro.	7,500.00		7,500.00
Serum - Sales	705.70	110.26	815.96
Serum - Virus Sales	14.90	9.90	24.80
Serum - Live Stock	104.35		104.35
Serum - Supplies	13.90		13.90
Serum - Miscellaneous	6.64	1.77	8.41
Horticultural Appro.	2,162.14	599.59	2,761.73
State Appropriation	14,807.21	7,202.82	22,010.05
Creamery - Lic.Fees	8,456.50	6.00	8,462.50
Creamery - Testers Lic.	2,873.02	59.50	2,932.52
Creamery - Glassware Tested	209.93	64.34	274.27
Creamery - Miscellaneous	8.00		8.00
Robinson - State Appro.	3,766.84	1,405.98	5,172.82
Robinson - Misc. Receipts	1,419.50	289.42	1,708.92
West Ky.-State Appro.	4,163.67	1,841.97	6,005.64
West Ky.-Misc.Receipts	2,972.89	395.68	3,368.57
Purnell-Federal Appro.	30,000.00		30,000.00
Bankhead-Jones-Fed.App.	39,469.02		39,469.02
Nursery Inspection - State Appro.	675.00	200.00	875.00
Nursery Inspection-Fees	1,395.00	190.00	1,585.00
Total	<u>193,469.10</u>	<u>22,455.32</u>	<u>215,924.42</u>
Expenditures			
Expense	130,136.21	41,011.80	171,148.01
Additions and Better.	493.42	222.83	716.25
Total	<u>130,629.63</u>	<u>41,234.63</u>	<u>171,864.26</u>
Excess of Income over Expenditures	62,839.47	(18,779.31)	44,060.16
Extension Division Income			
Federal Bankhead-Jones	221,805.44		221,805.44
Federal Smith-Lever	74,154.38		74,154.38
Federal Capper-Ketcham	18,400.48		18,400.48
State Smith-Lever	40,043.17	9,933.50	49,976.67
County and Other	2,804.29	4,365.68	7,169.97
Total	<u>357,207.76</u>	<u>14,299.18</u>	<u>371,506.94</u>
Expenditures			
Expense	235,516.18	63,197.38	298,713.56
Excess of Income over Expenditures	<u>121,691.58</u>	<u>(48,898.20)</u>	<u>72,793.38</u>

Trust Fund Income			
Student Loan Fund	704.57	177.78	882.35
Student Notes Paid	1,013.07	187.01	1,200.08
Total Receipts	<u>1,717.64</u>	<u>364.79</u>	<u>2,082.43</u>
Expenditures			
Expense	219.41	49.95	269.36
Student Notes	156.00	50.00	206.00
Total Expenditures	<u>375.41</u>	<u>99.95</u>	<u>475.36</u>
Excess of Receipts over Expenditures	<u>1,342.23</u>	<u>264.84</u>	<u>1,607.07</u>
Summary			
General Fund Income	517,689.03	223,844.19	741,533.22
Exper. Station Income	193,469.10	22,455.32	215,924.42
Extension Div. Income	357,207.76	14,299.18	371,506.94
Trust Fund Income	704.57	177.78	882.35
Total	<u>1,069,070.46</u>	<u>260,776.47</u>	<u>1,329,846.93</u>
General Fund Expendi- tures	428,969.72	231,093.31	660,063.04
Exper. Station Expend.	130,629.63	41,234.63	171,864.26
Exten. Div. Expend.	235,516.18	63,197.38	298,713.56
Trust Fund Expend.	219.41	49.95	269.36
Total	<u>795,334.95</u>	<u>335,575.27</u>	<u>1,130,910.22</u>
Excess of Income over Expenditures	<u>273,735.51</u>	<u>(74,798.80)</u>	<u>1,198,936.71</u>

5. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from October 11, 1939, to December 6, 1939. The report showed orders made by the Business Office on authority of the Requisition Committee in the manner prescribed by the Board of Trustees and State Laws, running from No. 1701 to No. 4806. The report was examined and on motion and second the orders named therein were ratified and approved, and payment of bills on said orders was authorized and approved. The following budget addition was approved: Biological Science Building \$69.00.

6. Audit of University Accounts.

Reference is made to the report made by Mr. Hobson at the September meeting of the Board of Trustees (Sec. 7, minutes of that meeting). On motion of Mr. Hobson, seconded by Mr. Gatton, the matter of audit was referred to the Executive Committee with power to act.

7. Fire Extinguishers, Women's Halls.

Statement of Superintendent of Buildings and Grounds.

December 5, 1939

Memo:--Dean Blanding,
Administration Building

Re: Fire Extinguishers,
Residence Halls for Women.

I am handing you definite cost information on Extinguishers based on Underwriters requirements for new part of Boyd Hall, Jewell Hall, and Ironing Boards and Kitchenette in

Patterson Hall. This last item is an extra which has been added because of the existing hazard.

The new building and remodelled portion of Boyd Hall requires 23 $1\frac{1}{2}$ Qt. and 2-1 Gallon vaporizing type, which cost \$9.50 and \$22.50 each respectively, or a total of \$263.50, less 2% ten days.

Patterson Hall has seven ironing boards and one Kitchenette which will take 1- $1\frac{1}{2}$ Qt. extinguisher each at \$9.50 each or \$76.00. This brings the total delivered and installed cost to \$339.50, less 2% ten days.

Sincerely yours,

(Signed)

M. J. Crutcher
Supt.

On motion and second it was ordered that fire extinguishers be installed in Women's Residence Halls, the expense to approximate \$339.50. The order for purchase and installing of extinguishers may be made in usual and regular manner.

8. Rates for Rental of Halls.

President McVey stated that it is desirable to fix rates for rental of halls as there is much demand for these halls by organizations outside the University. He made the following recommendations:

1. For the Alumni Gym, \$30.00, providing it is not necessary to remove or place bleacher seats, build platforms and locate chairs and the like, on which actual labor and materials will be charged.
2. Memorial Hall, \$15.00
3. Training School Auditorium, \$10.00
4. McVey Hall, Room 111, \$3.00.

I think we may set up these rentals for buildings.

The President was authorized to fix the rentals in amounts recommended or in such other amounts as he deems advisable.

9. Student Loan Fund - Investment.

On motion and second the President and Business Agent were authorized to make investment of University Student Loan Funds not now invested that are in excess of an amount needed for loans to students.

10. Haggin Fund - Investment.

President McVey asked advice of the Board regarding investment of Haggin Trust Funds on hand not budgeted for expenditure. On motion and second investment was authorized at discretion of President McVey.

11. Studio Rooms for Department of Music - Rental.

On motion, seconded and passed, rental from Mrs. D. W. Flynn of four rooms at 343 Harrison Avenue for studio rooms, for Department of Music, was authorized. The rental period is from September 15, 1939, to June 1, 1940, at rate of \$60.00 per month; payment of \$10.00 for the use of the rooms for storage during the months of June, July and August, 1939, was approved.

12. Louisville College of Pharmacy.

The question of merger of the Louisville College of Pharmacy with the University of Kentucky, continued from last meeting of the Executive Committee, was presented by President McVey. He first referred to an investigation made by Mr. Hobson as to value of the property, showing a probable value of from \$20,000.00 to \$28,500.00. He further stated that the demand for pharmacists is decreasing to such extent that putting a course of pharmacy in the University would probably prove to be an expense without adequate income, and that the University is now unable to assume burdens of added expense. For those and other reasons he did not recommend the merger.

On motion of Mr. Park, seconded by Mr. Hobson, the President was authorized to inform the management of the Louisville College of Pharmacy that the University of Kentucky is unable to take over the Louisville College of Pharmacy.

13. Use of University Truck by Student Organizations and Others.

The following letter of the Superintendent of Buildings and Grounds and the answer to it by President McVey were presented:

13.

a. Letter of the Superintendent of Buildings and Grounds.

November 8, 1939

Memo: President F. L. McVey
Administration Building
Campus

Re:-Use of Buildings and Grounds Trucks
by University Organizations.

Demands from University organizations for use of our trucks are increasing; examples of which are as follows: carrying groups from College of Agriculture on local inspection trips, transporting children from Training School to various places in the country, Y. M. and Y. W. hayrides, Pershing Rifles to Camp Daniel Boone, and many others. The practice has been for these groups to pay the driver and a mileage charge to the University on trucks. Exceptions are made for trips during school hours for class work purposes. Trucks are never used at any time for hauling other than University business.

I am bringing this matter up due to the increase in travel hazards, damage suits and so on. Personally I am not in favor of granting this extra service even though it is paid for by various organizations.

I would like to have your comment and instruction in the matter.

Sincerely yours,

(Signed) M. J. Crutcher
Supt.

b. Letter of the President.

November 9, 1939

Mr. M. J. Crutcher
University of Kentucky

My dear Maury:

Your letter, regarding the use of University trucks to transport various college groups one place and another, is at hand. The question which you raise in regard to damage suits is one that I am not sufficiently posted on to give advice. I feel that the matter should go to the

Executive Committee for their consideration. Perhaps you can give me a memorandum in the next few days, showing the extent to which such trucks are used.

Very truly yours,

(Signed) Frank L. McVoy
President of the
University

Disposition of the problems arising from demand for and use of University trucks was left to discretion of the President.

14. Haggin Fund - Attorney's Questionnaire.

The following is a copy of letter received from attorneys for Haggin Fund Trustees:

LAUGHLIN, GERARD, BOWERS & HALPIN

Counsellors at Law

40 Wall Street
New York

November 21, 1939

University of Kentucky
Lexington
Kentucky

Re: TRUST UNDER DEED OF TRUST OF
MARGARET V. HAGGIN DATED
JULY 14, 1938.

Gentlemen:

We are attorneys for the trustees under said deed of trust. Said trustees will shortly account to the Supreme Court, County of New York.

We desire to make all the beneficiaries to whom trustees have made payments parties to the accounting proceeding.

Please let us know by return mail your exact corporate name, also your exact address.

Please let us know the names and addresses of the following officers of your corporation:

President, vice president, treasurer, assistant treasurer, secretary and assistant secretary, or if your corporation lack any of these officers, the name and address of the officer performing corresponding functions under another name, cashier, director or managing agent.

Please let us know if you are doing business within the State of New York, and if you have filed with the Secretary of State of New York a statement and designation pursuant to Section 210 of the New York General Corporation Law, or received a certificate of authority to do business in New York State under Section 212 of that Law, or if you have designated any person or public officer within New York State for the purpose of receiving service of process on your behalf, also if any such officers can with due diligence be served within the State of New York; such information is necessary for us to have before we can obtain an order to serve a summons and complaint without the State of New York. Such service without the State of New York is made by publication or by delivering to the proper officer in person by such persons as the law prescribes, a copy of the summons and complaint (but not the account).

Do you contemplate being represented by a New York attorney? If so, kindly let us know his name and address.

(Signed) Laughlin, Gerard, Bowers,
Halpin.

The letter and an answer thereto by the Business Agent were referred to the Vice-Chairman of the Board for examination. The Vice-Chairman prepared and mailed a letter which is copied as follows:

December 16, 1939

Laughlin, Gerard, Bowers & Halpin
Counsellors at Law
40 Wall Street
New York, N.Y.

Gentlemen:

TRUST UNDER DEED OF TRUST
OF MARGARET V. HAGGIN DATED
JULY 14, 1938.

Your letter of November 21st addressed to the University

of Kentucky has been referred to me. In reply, I beg leave to advise you as follows:

1. The corporate name of the University is University of Kentucky. Its address is Lexington, Kentucky, and it is a non-profit educational institution.

2. The officers of the corporation, which is governed by a Board of Trustees, are as follows:

Chairman of the Board -	Governor Keen Johnson
	Frankfort, Kentucky
Vice-Chairman -	Richard C. Stoll
	Lexington, Kentucky
Secretary of the Board -	D. H. Peak
	Lexington, Kentucky
Treasurer -	John Skain
	Lexington, Kentucky.

Neither the Secretary nor the Treasurer has an assistant.

3. The affairs of the University are administered by a Board of Trustees and the University also has an executive committee, of which Richard C. Stoll is chairman, and this committee has all the powers of the Board when the Board is not in session.

4. The President of the University is Frank L. McVey. Its business agent is D. H. Peak.

5. The University of Kentucky is doing no business in the State of New York and it has not filed with the Secretary of State of New York a statement or designation pursuant to Section 210 of the New York General Corporation Law, nor has it received a Certificate of Authority to do business in New York under Section 212 of that law.

6. The University of Kentucky has not designated any person or public officers within New York State for the purpose of receiving service of process.

7. The University of Kentucky does not contemplate being represented in New York by an attorney.

If I can give you any further information, please advise me.

(Signed) Richard C. Stoll
Vice-Chairman
Board of Trustees
University of Kentucky

15. Police Service - Cruisers on the Campus.

The President stated that patrol of the campus by City Police Cruisers was discontinued about the time of the first strike of workmen employed by construction on the Biological Science Building. The service was not stopped because of request made by the University, and it is now desired that patrol service be resumed.

President McVey was authorized to make request to city officials for resumption of the Cruiser Patrol Service.

16. Purchase of Land -- Quicksand.

a. Dean Cooper's Letter

November 10, 1939

President Frank L. McVey
University of Kentucky

Dear President McVey:

In accordance with your letter of October 5, we have made the purchase of the property from Lucas and Hattie Dunn at Quicksand, Kentucky. The deed for the property has been received and recorded in the Breathitt County Court. Mr. Grannis Bach, attorney, has furnished a written statement to the effect that Lucas and Hattie Dunn have a good title to the property, and that there are no liens against it. Check for \$200 has been paid to Lucas and Hattie Dunn, and the transaction is therefore completed.

Very truly yours,

(Signed) Thomas Cooper
Dean and Director.

b. Examination of Title

Grannis Bach
Attorney at Law
First National Bank Bldg.
Jackson, Ky.

October 16th, 1939

Mr. Roger W. Jones,
Quicksand, Ky.,

Dear Sir:-

I have examined the records with reference to the title to property described in deed from Steve Crawford and Melda Crawford, his wife, to Lucas Dunn and Hattie Dunn, dated January 10th, 1936, and recorded in deed book No. 71, page 196; and the same property (located at Quicksand, Kentucky) which the University of Kentucky is purchasing from the Dunns.

I find that the said Lucas and Hattie Dunn have good title to this property, and that there are no liens against same.

Yours very truly,

(Signed) Grannis Bach

c. Copy of deed.

THIS DEED OF CONVEYANCE, made and entered into this the 16th day of October, 1939, by and between Lucas Dunn and Hattie Dunn, his wife, parties of the first part, and University of Kentucky, party of the second part, WITNESSETH:

That for and in consideration of the sum of one dollar cash in hand paid, and other good and valuable considerations not herein expressed, the receipt of all of which is hereby acknowledged, the first parties do hereby sell, grant and convey unto the party of the second part, and its successors and assigns, the following described tract or parcel of land:

Lying and being in the town of Quicksand, Breathitt County, Kentucky, and more particularly described as follows:

Beginning at the N.W. corner of the O.D. Barnes lot in the line of Johnson Street on the South side of the L. & E. right of way; thence West with the line of said

L & E right of way fifty (50) feet; thence a straight line up the hill in a southward direction to a fence set on a line parallel with the back line of what is known as the Gordon Cooper lot; thence East with said fence fifty (50) feet to the back corner of the said O.D. Barnes lot; thence with said Barnes's line to the L.& E. right of way, the place of beginning.

The above property was conveyed unto the said Lucas Dunn and Hattie Dunn from Steve Crawford and Melda Crawford, his wife, by deed dated January 10th, 1936, and recorded in deed book No. 71, page 196, Breathitt County Records.

TO HAVE AND TO HOLD all of the foregoing described property, together with all the appurtenances thereunto belonging, or in any wise appertaining, unto the said party of the second part and its successors in fee simple forever, with covenant of general warranty of title, on the trust, however, that the purchase of said property by said University of Kentucky is an investment of the net revenues derived from the operation by said University of Kentucky of the property conveyed to it by deed of The E. O. Robinson Mountain Fund, dated the 10th day of October, 1923, and recorded in the office of the Clerk of Breathitt County Court in Deed Book 52, page 66, and the lands hereby conveyed and the proceeds of sale of the whole, or any part thereof, and the net revenues derived by the University of Kentucky from the operation of the lands hereby conveyed shall be held and used on the same trusts and for the same purposes as set forth and provided in said above mentioned deed of The E. O. Robinson Mountain Fund to the University of Kentucky for the net revenues derived from the operation of the properties thereby conveyed, to which said deed reference is now made for a full and more particular statement of said trusts and said purposes. The execution of the trust herein provided shall be exclusively under the control and in the hands of the University of Kentucky, with such agencies or aids as it may see fit to employ, and said University of Kentucky shall have the right to sell and convey the whole, or any part, or parts, of the properties hereby conveyed, and no purchaser shall be required to look to the application of the proceeds of such sale, or sales.

IN TESTIMONY OF ALL WHEREOF, the said parties of the first part have hereunto set their hands the day and year first above written.

(Signed) Lucas Dunn
Hattie Dunn

State of Kentucky
Sct.
Breathitt County

I, Cora M. Noble, Clerk of the Breathitt County Court, certify that the above and foregoing deed from Lucas Dunn and Hattie Dunn to University of Kentucky was this day produced before me in said county and state, and then and there acknowledged before me by the said grantors, Lucas Dunn and Hattie Dunn, to be their respective act and deed in form and manner required by law.

Given under my hand, this the 16th day of
October, 1939.

(Signed) Cora M. Noble Clerk

By _____ D.C.

On motion, duly seconded and carried, the purchase was approved and copy of the deed was ordered recorded in the minutes.

17. The O'Bannon Inquiry.

The order of business, the O'Bannon Case, being called, Mr. Cleveland announced that the Committee was ready to report. He, thereupon, by request of the Chairman, read the report and presented it to the Board of Trustees signed by each member of the Committee.

It was moved and seconded, the motion being carried:

That the report be accepted and filed; that Professor L. S. O'Bannon was transferred to the staff of the Kentucky Agricultural Experiment Station, and that his status in the University now is as a member of the staff of the Kentucky Agricultural Experiment Station; that a copy of the Committee's report and a copy of this resolution be sent to Professor O'Bannon.

18. Fraternity Audits.

Report of Dean Jones:

December 12, 1939

President Frank L. McVey
University of Kentucky

Dear President McVey:

For several days Mr. Ralph F. Burns, Executive Secretary of Alpha Sigma Phi Fraternity, has been here trying to straighten out the financial affairs of our local chapter of this fraternity. He has agreed to pay all current bills, including rent, by January 10 and to abandon table service for the remainder of the school year. House rent has been reduced by the owner from \$120 to \$80 per month.

Another fraternity, Pi Kappa Alpha, has been handling financial matters rather loosely this fall. Weak officers is the cause. We have applied all the pressure we could through our staff members. Tomorrow evening Professor Downing will be at their meeting to assist them all he can.

What makes all this possible is the monthly audit which was authorized by the Board of Trustees. This audit is conducted by Professor R. D. Haun and Professor W. E. Beals. They should be compensated for their services and I am asking for the sum of \$200 for them for the year. The actual work of auditing the books is done by a couple of advanced students in the Department of Accounting, and these boys are paid by the fraternity chapters.

When you consider that we have 17 chapters of from 40 to 70 members each, it is apparent that the audit is very necessary. I respectfully urge that the allowance be made.

Very sincerely,

(Signed) T. T. Jones
Dean of Men

Approval of the Business Agent.

President McVey: I approve of the recommendation of Dean Jones to allowance to Professor Haun and Professor Beals of \$100.00 each for the year. This help was quite necessary.

(Signed) D. H. Peak
Business Agent.

On motion and second the recommendation in the report to allow Professor R. D. Haun and Professor W. E. Beals \$100.00 each for directing and conducting fraternity audits for year 1939-1940 was approved, the allowance to be certified to State Department of Finance as salary.

19. P. W. A. Construction Docket No. Ky-1305-F.

a. Financial Status of Docket.

December 15, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

I attach hereto a statement of the financial status of Docket No. KY-1305-F, as of December 1, 1939.

Yours truly,

(Signed) James H. Graham
Dean

STATUS OF DOCKET NO. KY-1305-F DECEMBER 1, 1939

CONTRACT NO.	PARTICULARS	CONTRACT		CHANGE ORDERS	CONTRACT AND CHANGE ORDERS		PAID TO DATE	BALANCE DUE
		AMOUNT	ORDERS		CHANCE ORDERS	DATE		
1000	Women's Dorm.--General	161,700.00	-8,680.52	153,019.48	153,019.48			
1030	" -Heat.& Vent.	8,400.00	789.20	9,189.20	9,189.20			
1040	" -Electrical	12,395.00	1,518.50	13,913.50	13,913.50			
1050	" -Elevator	7,560.00		7,560.00	7,560.00			
2000	Bio.Sci.Bldg.--Footings	6,020.00		6,020.00	6,020.00			
2100	" -General	242,600.00	-7,801.02	234,798.98	182,759.58		52,039.40	
2130	" -Heat.& Vent.	17,350.00	734.70	18,084.70	11,146.85		6,908.05	
2140	" -Electrical	19,989.00	3,772.80	23,761.80	14,214.04		9,547.76	
2151	" -Elevator	9,679.00		9,679.00	3,437.00		6,272.00	
3000	Home Ec.Bldg.--General	103,730.00	-7,245.83	96,484.17	76,037.20		20,446.91	
3030	" -Heat.& Vent. Flbg.	27,940.00		27,940.00	13,439.20		14,450.80	
3040	" -Electrical	13,975.00	2,385.00	16,360.00	5,234.38		11,065.62	
	TOTALS	631,338.00	-14,556.97	616,781.03	496,050.49		120,730.54	

STATUS OF DOCKET NO. KY-1305-F DECEMBER 1, 1939

ITEM NO	PARTICULARS	ESTIMATED		ALLOCATED		BALANCE
1	Preliminary	847.00		826.65		20.35
2	Land					
3	Construction	649,695.00		616,781.03		32,913.97
4	Engineering	17,400.00		17,149.37		250.63
5	Administration	11,200.00		11,581.73		-381.72
6	Interest	9,491.85		9,503.70		-11.85
7	Miscellaneous					
	TOTALS	688,633.85		655,842.48		32,791.37

b. Extension of Time of Contracts.

1. Letter of Dean Graham.

December 13, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

There have been several causes for the delay in the completion of the Biological Sciences Building and the Home Economics Building, (a) labor strikes both within the buildings proper and in manufacturing companies furnishing building materials and equipment, (b) the delays incident to forecasting the financing and the addition of two later "grants", and (c) the necessity of deferring the laboratory equipment contract until we might ascertain the funds available therefor within the docket. In the present state, it will be almost impossible to close the entire docket prior to April, because of possible delayed deliveries of laboratory equipment.

Therefore, we have discussed an extension of the docket period both with the Regional Director and with the Administrator in Washington. I believe in the circumstances that an extension will be allowed, but the P.W.A. asks that a formal request be made therefor by resolution of the Board of Trustees.

In accord with this, I attach hereto some of the correspondence and a draft of a resolution covering this need.

Yours truly,

(Signed) James H. Graham
Dean

2. Resolution.

The meeting was called to order by Governor Keen Johnson and on roll call the following answered present: Governor Keen Johnson, Judge Richard C. Stoll, James Park, Louis Hillenmeyer, Lee Kirkpatrick, R. P. Hobson, H.S. Cleveland, Harper Gatton, D. D. Stewart, John Cooper, and Mrs. Paul G. Blazer, the members present constituting a quorum.

The following were absent: Marshall Barnes, Harry Peters, Garth Ferguson and J.C. Newcomb.

Dr. McVey presented a letter sent to Mr. H. A. Wortham, Regional Director, Public Works Administration under date of November 27 requesting an extension of time on P.W.A. Docket Ky-1305-F, as follows:

"November 27, 1939.

Mr. H. A. Wortham
Regional Director, P.W.A.
Hurt Building
Atlanta, Georgia.

Re: Docket No. Ky-1305-F.

Dear Mr. Wortham:

Please consider this as our formal request for an extension of time on the above referenced docket from January 31, 1940 to April 30, 1940. We base our request for the extension of time on the following conditions:

The labor difficulties on Contract No. 2100 on this docket have been prevalent since May 4, 1939. At this time, we lost approximately one week due to a strike on this job and the difficulties again appeared on August 4, 1939. All union trades were out from this date until September 4, 1939, when all trades returned with the exception of the carpenters. Since that time, there has been in existence on this job a strike of carpenters and the contractor on this contract has been unable to get sufficient carpenters to make any satisfactory progress. There are practically no skilled mechanics in this trade available in this locality, who are not union members, and only by the greatest efforts has the contractor been able to obtain enough carpenters to make any progress at all on his contract. However, I am convinced that he has made every effort to obtain sufficient carpenters.

As you know, we are asking for bids for the laboratory furniture for this building on December 5, 1939. About 90% of the erection work on this furniture is done by carpenters and although I have made no investigation of the matter, I am sure that union carpenters will not be allowed by the local union to enter this building during the life of Contract No. 2100. You can see that our only means of getting this equipment erected would be for us to wait until such time as Gilson-Taylor's contract has been completed before the equipment erectors can get into the building.

As it stands today, we are forced by the expiration date of the docket to allow only fifty (50) days for the completion of our Contract No. 4000, "Laboratory Equipment". This is an unusually short time for the performance of such a contract and we would like to extend the time of the performance of this contract by about sixty (60) days in order to receive more favorable proposals. If it is at all possible, we would like a decision from you on this matter before December 5, in order that we might extend the time for the performance of our equipment contract.

There was also a short delay on Contract No. 2100 and Contract No. 3000 due to a strike in the plant furnishing the Hollow Tile. This resulted in a delay of approximately three (3) weeks to these two contracts, but at this writing I have been unable to determine the exact conditions involved in this strike.

I believe that your records are entirely complete as regards the conditions at the job site as you have been furnished reports by your Resident Engineer. If you care to contact Mr. D. A. J. Sullivan, Chief Mediator, Labor Relations, Public Works Administration, Washington, D. C., you will find that he is completely familiar with the conditions here, as he found it necessary to come to Lexington on several occasions in this connection.

Appreciating your early consideration in this matter, I am

Very truly yours,

(Signed) E. B. Farris
Assistant to the Chief
Engineer,
University of Kentucky
Building Program."

Under date of November 29 a reply was received over the signature of Mr. Rufe B. Newman, as follows:

"November 29, 1939

In reply please refer to

Docket No. Ky-1305-F
Lexington, Kentucky
College Buildings
Eng. FHW:fms

Mr. E. B. Farris
Assistant to the Chief Engineer
University of Kentucky Building Program
Lexington, Kentucky

Dear Mr. Farris:

This acknowledges your letter of November 27, 1939, requesting an extension of the approved project completion date of this docket from January 31, 1940, to April 30, 1940.

A request of this nature must be in the form of a resolution by your Governing Body, stating the facts substantially

as set forth in your letter. The resolution should state the present approved project completion date, the desired approved project completion date, the reasons why the extension of time is necessary, the approximate description and estimated cost of the work which will remain unfinished at the end of the present project completion date.

The resolution should be transmitted in triplicate, and certified to by the Secretary or other officer of the Governing Body.

We realize the importance of early action on your request, and will give it immediate consideration when the resolution required is received.

Yours very truly,

(Signed) RUFÉ E. NEWMAN, JR.
Acting Regional Director, P.W.A.

cc:
Earl F. Reagan
Resident Engineer Inspector.
cc:
Ben T. Barran
Traveling Engineer".

After discussion the following resolution was proposed by Judge Richard C. Stoll, who moved its adoption.

"A resolution requesting an extension of time on P.W.A. Docket Ky-1305-F from January 31, 1940, to April 30, 1940.

Section 1. It appearing from the report of the Chief Engineer that P.W.A. Docket No. Ky-1305-F cannot be completed before April 30, 1940, for the following reasons:

- (a) That delay has been, and is being caused by labor difficulties at the Biological Sciences Building. On May 4, 1939 a general strike was called by the Lexington Building Trades Council, demanding that certain wage scales be increased, and that this Building be operated under closed shop. This strike was in effect for approximately one week, being settled by the unions' demands being granted. On August 4, 1939, another general strike was called, the unions demanding that the General Contractor on this building, Gilson-Taylor, Inc., unionize all their building operations and operate their entire business under a closed shop. This strike is believed to have been instigated by the Carpenters' Union. After negotiation, all trades, with the exception of the carpenters, returned to work on or about September 4, 1939 and since that time this building has been under strike by the

Carpenters' Union. Much difficulty has been experienced with carpenters at this job, and on several occasions the contractor has been directed to remove certain work, made necessary by the incompetence or ignorance of the available non-union carpenters. It has been impossible to obtain competent carpenters since the strike began due chiefly to the scarcity of satisfactory non-union carpenters. The accumulated delay due to this cause is estimated at approximately sixty (60) days.

(b) On December 5, 1939, bids were received on the laboratory furniture for the Biological Sciences Building. Due to the present expiration of the docket time only fifty (50) days can be allowed for the completion of this contract. It would normally take this time for the making of shop drawings and the factory fabrication of this furniture and an additional thirty (30) days would be required for the erection of this furniture. About 90 per cent of the erection work of this nature is done by carpenters. As this building is on partial strike (carpentry), it is believed that the carpenters would not enter this building until the general contract is complete. The Laboratory Furniture Manufacturers operate under a closed shop. This condition would make an additional thirty (30) days extension necessary.

(c) Unavoidable delays in delivery of materials have occasioned a delay in the completion of the Biological Sciences Building and the Home Economics Building due to strikes in the manufacturer's plants. The hollow tile plants have had strikes and decreases in normal production that have delayed these two buildings approximately three (3) weeks. The jobbers of the 85% magnesia pipe covering have experienced much difficulty in obtaining this material, due chiefly to war conditions; a conservative estimate of the delay due to this cause would be six (6) weeks. Due to this delay the general contractors have found it necessary to leave the pipe chases open and wait until the covering was placed before the chases could be bricked up. This is an efficient and costly procedure, but could not be avoided. Due to the letting of separate contracts for the mechanical trades, the coordination of the work has been difficult, and the blame for this delay has been hard to place on any individual contractor.

(d) Although the accumulated delay is in excess of the ninety (90) days extension of time requested, it is conceded that the delays in some cases were concurrent. In our considered opinion, it will take ninety (90) days to complete this docket, assuming that no further delay by causes beyond our control be incurred.

Section 2. As requested by the Public Works Administration the following estimate and description of the probable unfinished work as of January 31, 1940 is given:

Laboratory Equipment		
Materials	\$18,000.00	
Labor	<u>6,000.00</u>	
Total		\$24,000.00

Biological Sciences Building

All material on site

Labor

(cleaning, installation of doors,
hardware, screens, blackboards,
pipe covering, toilet stalls,
refrigeration, auditorium seating,
etc.)

15,000.00

Total \$39,000.00

Please note that of the twenty-one thousand dollars (\$21,000.00) remaining, shown as labor costs, approximately sixteen thousand dollars (\$16,000.00) would be carpenter labor.

Therefore, be it resolved by the Board of Trustees of the University of Kentucky that the Public Works Administration be requested to grant an extension of time on P.W.A. Docket Ky-1305-F from the present approved completion date of January 31, 1940, to April 30, 1940, for the above reasons and conditions, and that the Secretary of the Board of Trustees be and he is hereby authorized and directed to forthwith send to the Public Works Administration three (3) certified copies of this resolution.

This motion for adoption was seconded by Mr. James Park, and the resolution was passed by a unanimous vote of those present.

c. Bids - Laboratory Equipment Biological Science Building

1. Letter of Dean Graham

December 13, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

I invite your attention to the bids received and publicly opened in your office on December 5, 1939, for furnishing a portion of the laboratory equipment planned to be installed within the Biological Sciences Building, together with a tabulation of the bids as received. You will note that the Hamilton Manufacturing Company of Two Rivers, Wisconsin, filed the lowest bid in the sum of \$33,984.95.

As this contract will be the final letting under this docket (P.W.A. Docket No. KY-1305-F) and as the sum of approximately \$25,000 yet remains unallocated within the docket, you will note that in order to gain the full benefit under the docket and to make adjustments accordingly, we asked and received a series of itemized prices, which might be grouped as deductive alternates, thus reducing the low bid to meet our purse. However, the P.W.A. officials afterwards ruled otherwise, holding that such deductive alternates, while applicable to buildings, etc., were not applicable to equipment contracts. While this ruling is against many precedents and not within the terms of our "grant" contract, we have no other recourse than to comply with it, as the completion period of the docket is now running short.

After much discussion and an interview with the Regional Director personally, we were directed to award the contract in the full sum of the bid and then to file a "change order" against it for the desired reduction, in lieu of accepting the deductive alternates as a part of the award. The result will be the same in either case, the only difference being that the University must first obligate itself for the full amount of the bid. For your information, I can state that such "change orders", both plus or minus, are common and accepted practice in the execution of all P.W.A. dockets and that I am confident that we will not encounter any trouble or loss under this procedure, the only objection being that that it is awkward and troublesome.

Therefore in these circumstances we recommend that the award of this Contract No. 4000, for furnishing laboratory equipment, be made to the Hamilton Manufacturing Company of Two Rivers, Wisconsin, in the sum of \$33,984.95, as being the lowest and best bid. The "change orders" to be placed in effect under the directed procedure will be in the sum of \$9,988.07, thus reducing the contract to the \$23,996.88 now available within the docket for such expenditure. I may add that the Hamilton Manufacturing Company have agreed to accept this procedure as aforestated.

I also attach a suggested draft of the necessary resolutions to this effect, all in accord with the requirements of the Administration.

Yours truly,

(Signed) James H. Graham
Dean

2. Resolution Ordering Filing of Bids.

RESOLUTION ORDERING THE FILING OF BIDS

WHEREAS, pursuant to advertisement, bids for the furnishing and installation of the Laboratory Equipment for the Biological Sciences Building at the University of Kentucky have been filed by the following Bidders:

- Kewaunee Manufacturing Company, Kewaunee, Wisconsin
- Hamilton Manufacturing Company, Two Rivers, Wisconsin
- E. H. Sheldon & Company, Muskegon, Michigan
- General Company, Cincinnati, Ohio

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

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

3. Base Bids.

Kewaunee Mfg. Company, Kewaunee, Wisconsin - - - - -	\$ 34,634.30
Hamilton Mfg. Company Two Rivers, Wisconsin - - - - -	33,984.95
E. H. Sheldon & Company Muskegon, Michigan - - - - -	34,765.86
General Company Cincinnati, Ohio - - - - -	37,538.82.

4. Resolution Awarding Contract.

RESOLUTION AWARDING CONTRACT

WHEREAS, James H. Graham, Chief Engineer, University of Kentucky, pursuant to a Resolution heretofore adopted, has tabulated and considered all bids heretofore received for the furnishing and installation of Laboratory Equipment

for the Biological Sciences Building and has duly made his recommendation to the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that the Hamilton Manufacturing Company, Two Rivers, Wisconsin, is the lowest and best bidder for the Laboratory Equipment for the Biological Sciences Building, in the sum of \$33,984.95; and that this Board of Trustees, University of Kentucky, after considering said report and recommendations and all bids heretofore filed, finds that the bid of Hamilton Manufacturing Company, Two Rivers, Wisconsin, is the lowest and best bid:

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

Section 1: That the bid of Hamilton Manufacturing Company for the furnishing and installation of the Laboratory Equipment for the Biological Sciences Building in the sum of \$33,984.95 is hereby accepted, determined and declared to be the lowest and best bid; however, this award shall not be effective until the awardee shall have been notified in writing of such award by the Chief Engineer, the authorized representative of the Board of Trustees, University of Kentucky. That upon the awardee being so notified in writing a contract for the construction of said work, as heretofore prescribed by the plans, specifications and contract documents shall be forthwith executed for said construction.

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

20. Appointments and Other Staff Changes.

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

Appointments

K. E. Huddleston, Publicity Department, to June 30, 1940, effective November 1, 1939, salary \$95 a month.

Leave of Absence

W. A. Tolman, College of Commerce, granted sabbatical leave with half pay for academic year 1940-1941. He expects to study at the Chicago University.

Resignations

Morris G. Caldwell, Department of Sociology, effective December 1, 1939. He has accepted the position of Director of Corrections in the Wisconsin Department of Public Welfare.

Lucile Thornton, Publicity Bureau, resignation effective November 1, 1939.

Change in Occupation

H. A. Laine, Negro County Agent, Jessamine County.

Report of Dean Cooper.

November 22, 1939

President Frank L. McVey
University of Kentucky

Dear President McVey:

Mr. H. A. Laine, Negro County Agent in Jessamine County, reaches the age of 70 on January 16, 1940, and is subject to change in occupation. He has been in our employ in extension work since October 16, 1917, a period of 22 years. Under the ruling, this change of occupation will be on the basis of 42% of his salary, which is now at the rate of \$1100 a year.

I recommend that the change be made effective January 1, 1940, and that he be assigned to the continuation of certain negro club work in Jessamine County and in such other counties as may be administratively decided upon.

Very truly yours,

(Signed) Thomas Cooper
Dean and Director.

The recommendation of Dean Cooper was approved and the salary of H.A. Laine was fixed at \$38.50 per month, effective January 1, 1939.

21. Lunch at Maxwell Place.

Lunch was served to the members of the Board, their wives, and other guests by President and Mrs. McVey at Maxwell Place, in that delightful way in which the McVeys entertain. At the close of the lunch, Governor Johnson presented to Dean James H. Graham a scroll on which was engrossed resolutions of the Board of Trustees of the University of Kentucky in commendation of Dean Graham's services, with the signatures of the members of the Board appended.

On motion, seconded and carried, the Board adjourned.

D. H. Peak
Secretary of the Board