

MINUTES OF THE EXECUTIVE BOARD
JUNE 20, 1917.

The Executive Board of the Board of Trustees of the University of Kentucky in regular session with Chairman Nichols, Messrs. Stoll, McKee, Johnston, Terrell, Brown and Doctor Marks present.

Chairman Nichols reported that he had bought in at Commissioners' sale on June 19, 1917, the Mulligan property in accordance with a resolution adopted by the Executive Board on 21st day of March 1917.

Mr. Stoll moved that the Chairman of the Executive Committee and Business Agent of the University be authorized to execute notes to an aggregate of \$60,000. Seconded by Mr. Johnston, the resolution was put upon its passage and adopted, Messrs. Stoll, McKee, Johnston, Terrell, Brown and Doctor Marks voting aye. Mr. Nichols asked to be noted as not voting.

Mr. Stoll submitted the following communication which is self-explanatory:

Lexington, Ky., June 19, 1917.

Hon. R. C. Stoll,
First & City National Bank,
Lexington, Kentucky.

Dear Mr. Stoll:-

My friend, Denis Mulligan, who, as you know, is one of the heirs and son of the late James H. Mulligan, during the month of March put in a nice little crop of potatoes and some other vegetables in the garden on the Mulligan homestead. The stress of war times impelled Denis to go thus far toward eliminating the high cost of living, and at the time he put in this crop, he was not advised that the place would be sold at so early a date.

He is very anxious that he be permitted to remain on the place in the little brick cottage in the rear of the residence, and the garden he thinks will be perfectly matured and harvested about the first of September. Of course he will be ready and willing to give possession of the place whenever desired by your Committee.

I trust, through you, that your Committee will see fit to permit Mr. Mulligan to remain on the premises under the conditions stated, and that it will be your pleasure for him to see that no damage is done the premises during that time, and to that extent, it will be of service to the University authorities.

Trusting that this will meet with your own approval, as well as that of the Executive Committee, of which you are a member, I am, with kindest regards,

Yours very truly,

GAH/MDW

G. Allison Holland.

Mr. Brown moved that the conditions set out in the foregoing communication from Attorney Holland be accepted. Mr. Johnston seconded the motion which was adopted by unanimous vote.

Mr. Stoll moved that the Chairman appoint a committee of three, of which the Chairman of this Board shall act as Chairman, to look over the Mulligan property and to ascertain the status of its present condition; what might be necessary to be done with reference to improvements; etc., and report to this Board at its next meeting. Mr. Terrell seconding, the motion was adopted unanimously. Doctor Marks and P. P. Johnson, Jr., were then appointed on this committee to act in conjunction with the Chairman.

At this point, Dean A. M. Miller of the College of Arts and Science, who desired to leave the city and asked for immediate recognition before the Board, was called into conference concerning the matter of his leave of absence for one year from the Deanship of the College of Arts and Science and that of his successor in the chair of Geology ad interim. Dean Miller, at the same time, read recommendations affecting the matter of a one year's leave of absence with part salary of \$1000 for Professor Charles Weaver of the Department of English, which follows:

June 11, 1917.

TO THE PRESIDENT AND EXECUTIVE COMMITTEE.

GENTLEMEN:

Professor Weaver desired to spend next year at another University in completing a course of study for the Doctor's degree. He can be permitted to do this, with an allowance for his salary of \$1000, and still not necessitate any increase in the budget of the English Department. Instruction in the branches taught by Professor Weaver can be provided for out of the remainder of his salary and by that from one fellowship, which in view of the war can well be dispensed with for next year.

The above plan has the approval of Professor Dantzler. I so recommend that Professor Weaver be granted leave of absence under the terms above proposed, but that his return to the University at the close of next year be at the option of the University. This arrangement is

agreeable to Professor Weaver.

Respectfully,

Arthur M. Miller.

The Board discussed the recommendation affecting Professor Weaver but took no action on it at this time and sent the matter over to the Budget Committee. Dean Miller then was asked to discuss with the Board a proposed plan which contemplated adding Professor M. M. Miller, a brother of Dean Miller, to the teaching force. Dean Miller stated that he preferred for obvious reasons not to discuss this matter at all but that if it would illuminate the situation he would do so, though reluctantly. Dean Miller said it had been suggested to him that the Department of Debate and Public Speaking might be put in charge of M. M. Miller and that M. M. Miller might, in addition to this, take up the work of the deanship of the College of Arts and Science with a view to his (M.M. Miller's) permanent retention of the Deanship of the College of Arts and Science.

The matter of M. M. Miller's qualifications for the duties here referred to were generally discussed. In this discussion, attention was called to section 6 of the report of the Board of Inquiry adopted June 8, by the Board of Trustees which in words was as follows:

No member of the Board of Trustees and no relative by blood or marriage of any member of the Board of Trustees or an administrative officer of the University or of any member of the faculty holding the rank of Assistant Professor or higher shall hereafter be appointed to a position in the University.

The matter of appointment of a Dean of the College of Arts and Science for the year covering the leave of absence of Dean Miller was left open to be taken up at a later meeting.

Dean Miller again recommended that Professor Weaver be allowed to go to another University for a year on leave of absence to get his Doctor's degree and that part of his salary to the amount of \$1000 be paid to him in the interim.

Mr. Stoll discussing this recommendation expressed doubt of the University's right to grant salary allowance under such conditions.

Mr. Stoll to Dean Miller - If Professor Weaver, whose salary is now \$1800 a year were allowed to go under this arrangement, would the department of English be able to handle the work with the remaining \$800?

Dean Miller - Yes.

A general discussion was then entered into concerning Professor Weaver's work and the means of taking care of it in his proposed absence.

President Barker -- I desire to go on record as approving this recommendation.

Mr. Brown was then excused by the Chairman temporarily to attend to a business engagement in the city.

Dean Miller read his report concerning his retirement from the Chair of Geology for the year, in which he recommended Charles Scott, A. B. and M. S. Princeton, to handle his classes in Geology during his absence.

Dean Miller also recommended that the salary of Mr. States, Instructor in Physics be raised to \$1000 in the following:

Lexington, Ky., June 18, 1917.

TO THE PRESIDENT AND EXECUTIVE COMMITTEE:

Dear Sirs:

I recommend Mr. Charles Scott for the Instructorship in Geology to take charge of my classes during the coming year. Salary \$1500. It is distinctly understood that his position is tenable for only one year.

I also recommend that the salary of Mr. States, Instructor in Physics, be raised from \$700 to \$1000 for the coming year. This can be done without increasing the amount of the general salary budget appropriation for Physics as Professor Webb will probably be away in the Army for this term and should he return a cut can be made by leaving out the fellowship, which a decrease in the student attendance will enable us to dispense with for the coming year.

I also recommend in addition that Miss Mabel Pollitt be continued as Instructor in the department of German. There is \$350 for a fellowship available for her salary, which is little enough for a person of her attainments and teaching ability. However, for certain reasons she is reluctant to leave the University at this time and will consent to accept this small compensation and limited number of teaching hours.

It will be recalled by you that Miss Pollitt has been teaching Ancient and Modern Languages in the institution with success, for several years, and was requisitioned to take some of the classes of Doctor Terrell during the time he took classes formerly taught by Doctor Tigert.

A return to the former arrangement with a probable falling off in the number of students, makes it unlikely that her services will be needed in the Department of Ancient Languages.

Respectfully,

Arthur M. Miller.

This recommendation was referred to the Budget Committee.

Dean Miller retired.

Mr. Terrell - I think matters would be simplified considerably if Dean Miller should resign. If then we desired to act with reference to Professor M. M. Miller, we would not be confronted by section 6 of the new rules.

Mr. Stoll - My judgment, gentlemen, is that what we need at present is simply a geologist. I question whether we need another Professor at this time.

The following resolution was then offered:

BE IT RESOLVED, by the Executive Committee that Dean A. M. Miller be given leave of absence from his duties as Dean of the College of Arts and Science for one year, without pay, and that his recommendation that Professor Scott be employed as Professor of Geology at a salary of \$1500 a year during the year he is absent be approved; and that Professor Scott be informed that his employment is for one year only.

The following letter was filed with the Chairman:

Mr. C. B. Nichols,
Chairman Executive Committee,
University of Kentucky,
Lexington, Ky.

Dear Sir:-

At the June meeting of the Board of Trustees an order was passed relating to "Outside Work". I wish to ask your Committee to interpret the meaning of this order with relation to work during the summer vacation, in other words may a member of the faculty be employed outside the University on a salary through the summer or may he engage in his profession for remuneration in competition with others in the same profession.

I might say that it has always been the practice of the members of the Civil Engineering Faculty to do summer work which not only aids in our support but also aids very materially in our teaching in that we keep up with the best practices of the profession and keep alive to the needs of the State.

I have asked the above questions in order that neither myself nor other members of this department may go wrong during this season.

Yours truly,

D. V. Terrell, Dean.
College Civil Engineering.

DVT/JAB

The following letter was filed and ordered spread upon the minutes:

June 16, 1917.

The Executive Committee of the Board of Trustees,
University of Kentucky.

Gentlemen:-

The strict construction of the recent action of the Board with respect to outside work of members of the faculty may affect the work which Mr. Grehan of the Journalism Department is doing for us. Mr. Grehan has done this work in other than teaching hours and it is service which could not be secured from any other source. In fact, we could not secure it at all. If this action is construed to prevent Mr. Grehan from doing this work it will deprive the Herald of a valuable feature of its editorial page, which is a small consequence to Mr. Grehan from a financial point of view.

The Herald does not wish to antagonize any policy for the good of the institution and we would like to have a ruling as to the effect of the action on Mr. Grehan's work for the Herald.

Very respectfully yours,

Charles I. Stewart,

General Manager.

The Board took no action with reference to these two communications but had read by the secretary, section 30 of the report of the Board of Inquiry which was adopted June 8 by the Board of Trustees and which is as follows:-

Members of the University staff may be permitted to do professional work of an expert character outside the University, and to receive pay therefor, when it appears that the service desired can not be readily obtained elsewhere, provided that no piece of such outside work shall be undertaken except on prior authorization of the President of the University. The President shall report in writing to the Board of Trustees, for public record in their minutes, the facts relating to every such authorization which he gives.

The two foregoing communications were then ordered turned over to President Barker for his action and subsequent report to this Board as to what disposition he had made of them.

The Secretary of the Board was authorized to get a record of the names of Professors and instructors who have entered service for the defense of the country, (permission to do which having been given by the Executive Board at a previous meeting) and spread same upon these minutes.

Those who left for the defense of the country under this rule were:

| | |
|----------------------|----------------|
| Professor W. S. Webb | J. F. Loomis |
| Doctor M. H. Bedford | Herbert Graham |
| Homer Reid | E. U. Bradley |
| R. B. Hutchcraft | |

The following report from Miss Mary E. Sweeney, Head of the Department of Home Economics was ordered spread upon the minutes:

June 5, 1917.

Executive Committee,
University of Kentucky.

Gentlemen:-

In closing the year's work I desire to report a most satisfactory session in the Home Economics courses. The withdrawals due to sickness and other causes from the student matriculation has been only four. Seven were excused to return home to help increase the food supply.

The scholarship maintained in classical subjects as well as Home Economics classes has been far above the average for preceding years.

Valuable co-operative work has been done with the Welfare Association of Woodford County, six young women have taught cooking in their one room rural schools since April

first. The fact that three of these schools are planning to include in their courses classes of cooking is evidence of the value of the student's work.

To meet the demand for knowledge regarding food conservation there have been issued a Manual of Canning and Preserving for the Housewife, mimeograph sheets concerning the preparation of soy beans, relative food values, meat substitutes, war emergency recipes. The demand for these has been great throughout the state.

In behalf of the University the Home Economics has offered its services to the groups taking Red Cross training for courses in Canning and Food Preservation. A group of thirty-six women will begin their study on June 12. It is highly probable that this class will be followed by others.

The matriculation of students for the fall term has been exceptionally gratifying, and in all but a few cases the registration has been for four year courses leading to a degree.

Doctor Redmon and Mrs. Spaulsbury, head of the training school for nurses at the Good Samaritan Hospital have given their services to eighty women students of the University for a twelve weeks course in Red Cross work. This course has been not only received with enthusiasm but has contributed in a very practical way to the training of the women for patriotic service.

Respectfully submitted,

Mary E. Sweeney.

The following communication from Dean Norwood, Department of Mines and Metallurgy, was received and filed:

June 19, 1917.

Chairman Executive Committee of Board of Trustees,
University of Kentucky.

Dear Sir:-

In my report of May 15 to the Executive Committee, I asked authority to transfer \$100 of an unused sum of \$200 of the salaries appropriated for this college to the salary that had been allotted for Professor T. J. Barr. (see paragraph 4 of said report).

The surplus of \$200 occurred in this way: The salary of Mr. I. P. Tashof had been placed at \$1200 for the college year ending the 30th of this month. Mr. Tashof resigned in August, 1916. I obtained the services of Mr. B. C. Worley for \$1000 thus leaving \$200 of the amount that had been allotted for Mr. Tashof unused. It is \$100 of this surplus \$200 that I wish to transfer to Mr. Barr's salary, thus making it \$2000 for the year ending June 30, 1917, instead of \$1900.

It was through oversight that I had placed Professor Barr's salary at \$1900 for the present year (ending June 30); it really should have been placed at \$2000. When Professor Barr called my attention to the matter and expressed his disappointment, I assured him I would try to remedy my mistake, and this is what I tried to do in my report above referred to.

I have not learned what the Committee did about the matter. Please look into it for me, and if for any reason the Committee did not consider my report or request at its May meeting I will be glad if you will call attention to it.

Very truly yours,

C. J. Norwood.

The following communication was ordered received and filed and Professor E. L. Gillis, Registrar, notified that the recommendation he referred to in this communication would be taken up and put into effect as soon as funds available would justify the step.

June 20, 1917.

Mr. C. B. Nichols,
Chairman, Executive Committee,
University of Kentucky.

My dear Mr. Nichols:

I have learned through the press and other ways that the report of the Survey Commission in regard to this office was adopted by the Board of Trustees. Is this correct? They also recommended an increase in the appropriation for this office to maintain and further develop the work we have begun. It will not be necessary to add any increase for the new duties, for, in the main, they will have to be looked after by the Registrar personally. However, I should like to call your attention to some work we have begun and unable to finish.

Four years ago we began the work of arranging all

the former students by counties with the view of mailing these lists to some person in each county and obtaining their present address, then arranging them according to counties in which they now reside. This would form a nucleus of an organization to be used in interesting prospective students, or may be used to good advantage during the session of the Legislature. \$100 in postage and \$350 additional for clerical help would enable us to complete this work and a number of other things that we should like to do.

I am submitting this estimate and the nature of the work so that if the Board desires it they will have the facts.

I have recommended an increase of \$100 per year in Miss Craddy's salary and the same for Miss Owens. Not on account of the high cost of living, but for the following reasons: (1) The character of their work entitles them to this increase; (2) I have had an opportunity to place them in similar work in other offices at a greater increase; (3) If this office is to continue its growth, or even maintain its present standard of work there must be some hope of promotion.

To give you some idea of the scope of our work in addition to keeping a record of grades and absences I submit a list of questions asked us by the Survey Commission. The first twenty-two questions directed to this office, also the 26th and 29th, with the exception of question 19, the information was on file in this office.

Respectfully submitted,

Esra L. Gillie, Registrar.

The following communication from Dean Lafferty was received and ordered spread upon the minutes:-

June 20, 1917.

To the President & Executive Committee,
University of Kentucky.

Gentlemen:-

As the present school year is now closing and no budget has been made for the next year, I assume steps will be taken at your present meeting to prepare the budget and do such other things in the way of readjustment that may be made necessary by the confusion occasioned by our declaration of war and its inevitable results. I

do not know what plan you may pursue, but I would be glad to be heard for the College of Law before a final conclusion is reached as to our budget allowance.

While I have heretofore made out our estimate for next year and handed it to the Business Agent some three months ago, in which I asked an increase in the sum total, the war conditions since that time are such that a new calculation might be made in view of the probable increase in the number of students that may attend the University during the next year, which will reduce the amount of the estimate heretofore reported for our College.

This has been a year of close investigation of our Law School, to ascertain whether or not it has attained a high standard of efficiency. Beside the inspection of the recent Survey Committee working under the direction of the University, we have been subjected to an examination by the Association of American Law Schools, to which Association we belong, and which includes less than one third of all the law schools of the United States made up of the highest rank. Of the forty five schools in the Association, two were dropped and five put on probation; but I am glad to report for your information that not only was no fault found with our school, but that we had adopted last year the advanced standards fixed by the Association to go into effect in September 1919. I am in possession of the evidence of these facts, and the individual opinions of some of the leading law school men of the country, of the estimate placed upon this school; if it should be desired. This creates a relation to all our leading law schools, that enables our law students to enter any of them and receive full credit for any work done here.

I do not state these facts with the purpose of making a raid upon the treasury for advanced budget allowances, but to show you that we are faithfully following the standards fixed by the best thought of the law school builders throughout the United States and that the inspection has not found us wanting.

Respectfully submitted,

W. T. Lafferty, Dean.

With reference to paragraph 2 of Dean Lafferty's communication the secretary was instructed to notify Dean Lafferty to advise with the Business Agent at once with reference to the decreases proposed in his report. Dean Lafferty was so notified.

The following report of the Board of Control of Patterson Hall which was presented to the Board of Trustees at its meeting June 7, and ordered sent to the Executive Committee was filed and ordered spread upon the minutes:

The Board of Control of Patterson Hall submits its report for the collegiate year, 1916-17, as follows:-

The first work of the Board, after their appointment, as was stated in their report of last December, was an inspection of the building and the ordering of fire escapes and fire drills. An extra fire escape was ordered installed by the Executive Committee. When an estimate was made by contractors, difficulties were found in construction. The Board, under the advice of Mr. Peak consulted with the state fire marshal. He, after an inspection of the building, pronounced the present fire escapes worthless and advised the installation of two new ones, to replace the small inadequate ones now there. These have been contracted for and should have been in place by this time. The probable restoration of the recreation hall at the end of this year renders it unnecessary to install an additional one at the rear window.

The Board ordered a new arrangement of the electric wiring and of the lights in the halls, putting on each floor two hall lights that should burn through the night, and installing an electric gong as a fire alarm. The fire drill, as ordered by the Board, was put into practice and has been carried on through the school year.

During the Christmas vacation, the Hall was kept open for delegates of the Students' Prohibition Convention. A small fee was charged for rooms, to cover the cost of fuel, and lights, and a fee for meals. About forty delegates were entertained.

Believing that Patterson Hall should be used as had been contemplated in its erection for the young women of the State, the Board conferred with President Barker about the rooms he occupied in the Hall. Conferences were held with him and with the Executive Committee, but as the second term was then in progress, it was deemed advisable to insist on no change until June 1st, at which time President Barker stated he intended to remove from the Hall.

Matters of organization, of management and of discipline have occupied our time and attention during the rest of the year.

The management of the Hall, we are sure, has been

conscientiously carried on by each of the employees in the department entrusted to her. But because of a lack of coordination of the different departments and the lack of a strong central authority, there have not been as good results as we feel could have been obtained. From this same cause, the discipline at the Hall has been lax. An effort was made to install a system of student government. At a house meeting, Lexington women, alumnae of Cornell, Wellesley, Bryn Mawr and Vassar, spoke, setting forth the advantages and benefits of this system. We hope that this matter will be taken up again in the fall.

The plans outlined for next year are as follows:

We have recommended to the Dean of Women that her residence be outside of the Hall.

Miss Hopper, the bookkeeper, has not applied for reelection.

Miss Pickett will be retained as dietitian, at the same salary, \$50 per month.

The Board has almost concluded arrangements with a woman who will become director of the Hall. She is a woman of wide experience, of technical training, as a manager of institutions, of Christian character and attractive personality. She has had experience as assistant director of one of the large dormitories in the East. The director will have the responsibility for the management of the Hall. Miss Pickett will report to her and she will make monthly reports to the Board of Control and through them to the Executive Committee. If there is more bookkeeping than she can care for, we feel it can be transferred to the business department of the University.

The director will be entirely responsible for the conduct of the students, except on the campus, and will bring to this work, we hope, a wide experience with the problems and activities of women in large institutions.

The Board of Control expects to undertake the organization of a system of supervised boarding houses where the overflow from the Hall may be cared for under the proper conditions. We have taken no steps in this direction yet, and feel it may be a task involving many difficulties.

We think that we shall be very fortunate in securing the services of the person under consideration for the position of Director and feel reasonably sure that we shall be able to do so. She has been offered a salary of \$900 a year. The Executive Committee have promised to take care of \$250.00 of this. In return for this, a few hours

of teaching each week in the Department of Home Economics will be done by the Director. This will give her a standing in the University and will dignify her position.

The Board of Control hopes to keep the board for next year as near the present price as we can, but with prices as they are at present, we shall probably have to increase it a little. During the summer, it is our intention to have the recreation hall restored to its former use. Some renovating of decoration will probably be entailed by the change.

The Hall will be kept open for the summer school, Miss Pickett being in charge.

The Board requests that if there is any balance of funds remaining from the appropriation of two thousand dollars appropriated for the Hall by the State, it be paid over to the Board to be used for repairs or other expenses. We feel that this is just as servant's hire for which provision is made in the two thousand dollars, has been paid entirely from the current receipts at the Hall.

As the current year at the Hall does not close till June 7, Miss Hopper felt it impossible to make out an annual report at this time. It will be submitted to the Executive Committee at their June meeting. Appended to this report are the monthly reports receiving during this year.

Ida Withers Harrison, Chairman
Elizabeth King Smith, Secy.
Cecilia M. Harbison.

PATTERSON HALL MONTHLY REPORTS.

Monthly report, May 1917.

| | | |
|--------------------|----------------|---------|
| Cash balance | | 1815.07 |
| Deposited | | 2054.88 |
| Expended | | |
| Groceries | 1132.56 | |
| Supplies | 21.15 | |
| Locksmith | 8.50 | |
| Telephone | 15.95 | |
| Laundry | 14.50 | |
| Salary | 100.00 | |
| Servants | 207.00 | |
| Refunded keys etc. | 30.11 | |
| Balance | <u>2340.18</u> | |
| | 3869.95 | 3869.95 |

| | | | |
|--------------|--------------|---------|--|
| Balance | 2340.18 | | |
| Collected | | 2083.67 | |
| Students | 1801.47 | | |
| Guests | 110.75 | | |
| Phone | 14.90 | | |
| Boarders | 70.00 | | |
| Sundries | 11.55 | | |
| Room Deposit | <u>75.00</u> | | |
| | 2083.67 | 2083.67 | |

Monthly Report April 1917.

| | | | |
|-------------------|--|----------------|---------|
| Cash Balance | | | 1716.86 |
| Deposited | | | 1842.53 |
| Expended | | | |
| Groceries | | 1388.09 | |
| House Furnishings | | 23.70 | |
| Laundry | | 18.73 | |
| Telephone | | 15.70 | |
| Servants | | 198.00 | |
| Salaries | | 100.00 | |
| Balance | | <u>1815.07</u> | |
| | | 3559.29 | 3559.39 |

| | | | |
|-----------|---------|---------|---------|
| Balance | 1815.07 | | |
| Collected | | 1980.32 | |
| Students | 1839.94 | | |
| Boarders | 70.00 | | |
| Guests | 60.18 | | |
| Phone | 5.40 | | |
| Sundries | 4.80 | 1980.32 | 1980.32 |

Monthly Report, March 1917.

| | | | |
|------------------|--|----------------|---------|
| Balance | | | 1801.55 |
| Deposited | | | 1799.97 |
| Expended | | | |
| Groceries | | 1350.71 | |
| House | | 97.11 | |
| Servants & Nurse | | 275.20 | |
| Repairs | | 22.45 | |
| Telephone | | 12.40 | |
| Laundry | | 17.24 | |
| Salaries | | 100.00 | |
| Money Refunded | | 9.55 | |
| Balance | | <u>1716.86</u> | |
| | | 3601.52 | 3601.52 |

| | | | | |
|-----------|--------------|---------|---------------|-----|
| Balance | 1716.86 | | | |
| Collected | | 1673.83 | Reg. Students | 115 |
| Students | 1493.35 | | " Labor | 5 |
| Guests | 32.50 | | Boarders | 3 |
| Boarders | 110.00 | | Employees | 2 |
| Phone | 6.15 | | Servants | 8 |
| Sundries | <u>31.83</u> | | Total | 133 |
| | 1673.83 | 1673.83 | | |

Monthly Report, February, 1917.

| | | |
|------------------------|----------------|---------|
| March 1 - Cash balance | | 1925.03 |
| February Deposit | | 1676.41 |
| Expended | | |
| Groceries | 1217.68 | |
| Repairs | 165.30 | |
| Supplies | 55.14 | |
| Laundry | 16.84 | |
| Phone | 10.65 | |
| Servants | 233.90 | |
| Salary | 100.00 | |
| Refunded | 6.54 | |
| Balance | <u>1795.39</u> | |

| | | |
|------------|---------|---------|
| Balance | 1795.39 | |
| Collected | | 1791.79 |
| Students | 1687.75 | |
| Guests | 31.90 | |
| Boarders | 50.00 | |
| Phone | 3.40 | |
| Delinquent | 2.00 | |
| Sundries | 7.70 | |
| Refunded | 8.04 | |

| | |
|-----------|-----|
| Students | 123 |
| Helpers | 5 |
| Servants | 9 |
| Boarders | 3 |
| Employees | 2 |
| | 142 |

Income 1825.00

Monthly Report, January, 1917.

| | | |
|--------------|--------|---------|
| Cash Balance | | 1621.04 |
| Deposited | | 1626.62 |
| Expended | | |
| Groceries | 828.22 | |
| Supplies | 139.43 | |
| Repairs | 9.95 | |
| Servants | 212.37 | |
| Laundry | 16.89 | |

| | | |
|--------------|----------------|---------|
| Phone | 12.25 | |
| Moving Piano | 3.50 | |
| Salaries | 100.00 | |
| Balance | <u>1925.03</u> | |
| | 3247.66 | 3247.66 |

Balance 1925.03

| | | |
|-------------|--------------|-------------------|
| Collected | 1605.91 | 125 Students |
| Students | 1503.06 | 5 Student Labor |
| Guests | 23.00 | 3 Boarders |
| Phone | 4.80 | 2 Employees |
| Boarders | 50.00 | <u>9 Servants</u> |
| Old Account | 10.00 | 144 |
| Sundries | <u>15.05</u> | |
| | 1605.91 | 1605.91 |

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Monthly Report for December, 1916.

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|---------------------------------|---------|
| Cash Balance for December, 1916 | 1540.58 |
| Deposited | 1900.16 |
| Expended | |

| | |
|-------------------|----------------|
| Groceries | 1368.07 |
| Telephone | 15.15 |
| Laundry | 16.31 |
| Repair | 12.33 |
| House Furnishings | 53.89 |
| Servants | 248.95 |
| Salaries | 100.00 |
| Money refunded | 5.00 |
| Balance | <u>1621.04</u> |
| | 3440.74 |
| | 3440.74 |

Balance 1621.04

| | |
|-----------|--------------|
| Collected | 1842.61 |
| Students | 1643.31 |
| Guests | 38.55 |
| Phone | 9.35 |
| Boarders | 89.25 |
| Sundries | 11.15 |
| Old Debt | 10.00 |
| Delegates | <u>41.00</u> |
| | 1842.61 |
| | 1842.61 |

| | |
|--------------|---------|
| Uncollected | 250.40 |
| Cash on Hand | 93.66 |
| Unpaid Bills | 1195.03 |

Cash Account, November, 1916.

| | | |
|--------------------|----------------|---------|
| Balance November 1 | | 1778.28 |
| Deposited | | 1937.59 |
| Expended | | |
| Groceries | 1739.95 | |
| Repairs | 71.47 | |
| Laundry | 16.18 | |
| Phone | 16.15 | |
| Servants | 219.10 | |
| Salary | 100.00 | |
| Sundries Y.W.C.A. | 12.60 | |
| Balance | <u>1540.42</u> | |
| | 3715.87 | 3715.87 |

Balance 1540.42

| | |
|---------------|---------|
| Cash | 1540.42 |
| Stock on hand | 941.57 |
| Uncollected | 500.00 |
| Bills unpaid | 1445.84 |

.....

Cash Account, October 1916.

| | | |
|-------------------|----------------|---------|
| Balance October 1 | | 1589.73 |
| Deposited | | 1907.80 |
| Expended | | |
| Groceries | 1039.81 | |
| House Repair | 330.39 | |
| Telephone | 10.40 | |
| Laundry | 7.65 | |
| Servants | 216.00 | |
| Salaries | 100.00 | |
| Money refunded | 15.00 | |
| Balance | <u>1778.28</u> | |
| | 3497.53 | 3497.53 |

Balance 1778.53

| | | |
|-----------------|---------------|---------|
| Cash collected | | 2007.79 |
| Students | 1745.76 | |
| Guests | 33.90 | |
| Boarders | 110.00 | |
| Phone | 1.34 | |
| Sundries(fence) | <u>116.79</u> | |
| | 2007.79 | 2007.79 |

Cash Account, September, 1916.

| | | |
|---------------------|----------------|---------|
| Balance September 1 | | 1586.37 |
| Deposited | | 1414.04 |
| Expended | | |
| Groceries | 292.75 | |
| House Repair | 313.71 | |
| Fence | 465.39 | |
| Telephone | 7.34 | |
| Laundry | 13.05 | |
| Servants | 207.40 | |
| Salaries | 65.00 | |
| Money refunded | 25.50 | |
| Balance | <u>1589.73</u> | |
| | 2980.41 | 2980.41 |

Balance 1589.73

| | | |
|-------------------------|--------------|---------|
| Cash Collected | | 1521.22 |
| Collected from Students | 1265.00 | |
| Keys | 48.50 | |
| Guests | 9.95 | |
| Boarders | 125.00 | |
| Delinquents | 44.66 | |
| Phone | 6.41 | |
| Money refunded | <u>21.70</u> | |
| | 1521.22 | 1521.22 |

The following report from Dean Roberts of the College of Agriculture was filed and ordered spread upon the minutes:

Lexington, Kentucky, June 18, 1917.

President Henry S. Barker,
University of Kentucky,
Lexington, Kentucky

My dear President Barker:

I beg to submit for you consideration the following report, including budget and recommendations for the College of Agriculture, with the hope that you may be able to approve it for adoption by the Executive Committee.

Below, is a statement of the estimated resources of the Experiment Station for the fiscal year 1917-18:

Estimated Resources of the
Experiment Station.

| | | |
|---------------------|----------|------------------|
| Hatch Fund | \$ 15000 | |
| Adams Fund | 15000 | |
| Fertilizer | 40992 | |
| Feed | 26579 | |
| Farm Sales | 24000 | |
| Food & Drug | 20000 | |
| Serum | 31208 | |
| State Appropriation | 50000 | |
| Balance | 41500 | <u>\$274,279</u> |

Funds not available for Experimental and Research Work.

| | | |
|-------------------------|---------|-----------------------------|
| Food & Drug | 27,300) | Consumed in the departments |
| Fertilizer | 13,300) | as necessary expenses in |
| Feed | 15,820) | administering laws |
| Serum, approximately | 30,000) | |
| Extension Appropriation | 15,000 | |
| Mulligan property | 20,000 | <u>\$ 121,420</u> |

Funds available for Experiment & Research
and Administration 152,859

It will be seen from the above statement that a very large proportion of the funds accredited to the Experiment Station are not available for experiment and research and the administration of same.

The Experiment Station generally has a fair balance at the end of the fiscal year. This is because the receipts for fertilizer and feed inspection come in largely in the latter part of the fiscal year, thus making a balance that is very necessary for running expenses the next year. A balance of this kind is thus consumed each year.

In the estimated resources for next year, this balance is included, but should this apparent balance be used up during next year, we would enter the following year with a shortage of funds that would result in a large deficit or serious curtailment of work, for the balance on December 31 of this fiscal year was only about \$3000. The apparent balance is really a receipt in advance for the expenses of the year. If all our money for the ensuing year were received at the same time as the fertilizer and feed money, we would have apparently a very large balance, but it would actually be money received in advance for the next year's expenses. The Station has thus come to have an unfounded reputation for receiving more money than it uses and of carrying large balances. If this

were true, this so-called balance would have increased from year to year until it would have amounted to a huge sum.

On account of conditions I have pointed out it is necessary to enter the fiscal year with an apparent un-budgeted amount of money of \$30,000 to \$40,000, which is the excess of feed and fertilizer fees above the cost of the inspection services. The balance which we should have at the end of 1917-18 is carried in the two items \$40,992 and \$26579 in the estimated resources for that year, but most of this will not be received until the latter part of the year. The fact is that the resources for the ensuing year are overstated by the amount of the residue from these two items after paying for the inspection services. I hope I have presented this clearly, for it is a matter on which there has been much misunderstanding, even upon the part of members of the Experiment Station staff.

The following salary list gives the proposed increases, adjustment of salaries and appointments for the ensuing year:

SALARY LIST
COLLEGE OF AGRICULTURE

ADMINISTRATION

| | Teaching Div. | Exp. Sta. | Exten. | Total | Inc |
|---------------------------|------------------|--------------|--------|----------|-----|
| Permanent Dean & Director | 1500 | 3500 | | 5000 | |
| O. L. Ginochie, Secy. | | 1500 | | 1500 | 300 |
| Germaine Crumbaugh | 720 | | | 720 | 120 |
| Marie Heintz | | 780 | | 780 | |
| Cornelia Page | | 750 | | 750 | |
| Grace Moore | | 360 | | 360 | 60 |
| W. H. Moore | | 720 | | 720 | |
| D. H. Peak | | 833.33 | | 833.33 | |
| | \$ 2220 | 8443.33 | | 10663.33 | |

AGRICULTURAL ECONOMICS

| | | | | | |
|--------------------------|--|-----|--|-----|--|
| J. W. Wesson (To Oct. 1) | | 225 | | 225 | |
|--------------------------|--|-----|--|-----|--|

AGRONOMY

| | | | | | |
|-----------------------|------|---------|---------|-------|------|
| George Roberts (Head) | 500 | 1750 | 750 | 3000 | |
| E. J. Kinney | 500 | 1468.75 | 281.25 | 2250 | 250(|
| P. E. Karraker | 1500 | 300 | | 1800 | 300 |
| A. E. Ewan | | 1700 | | 1700 | 100 |
| A. N. Gordon | 1000 | | 250 | 1250 | 350 |
| Jessie Caswall | 180 | 360 | 180 | 720 | |
| L. W. Stephens | | 600 | | 600 | |
| | 3680 | 6178.75 | 1461.25 | 11320 | |

| | Teaching Div. | Exp. Sta. | Exten. | Total | Inc. |
|-------------------------------|------------------|--------------|--------|--------------|------|
| <u>ANIMAL HUSBANDRY (1)</u> | | | | | |
| E. S. Good, Head | 750 | 2250 | | 3000 | |
| L. B. Mann | 600 | 900 | | 1500 | 400 |
| G. N. McCarty's successor | 300 | 900 | | 1200 | |
| M. G. Ginochio | | 780 | | 780 | 60 |
| Ben Martin | | 580 | | 580 | |
| | <u>1650</u> | <u>5410</u> | | <u>7060</u> | |
| <u>ANIMAL HUSBANDRY (2)</u> | | | | | |
| J. J. Hooper, Head | 1250 | 1750 | | 3000 | |
| W. S. Anderson | 400 | 1400 | | 1800 | 300 |
| R. H. Wilkins | 300 | 1000 | | 1200 | |
| J. W. Nutter | 200 | 1400 | | 1600 | 100 |
| P. E. Bacon | | 900 | | 900 | |
| Alex Stewart | | 720 | | 720 | |
| Wallace Utterback | | 720 | | 720 | |
| Ed Huston | | 750 | | 750 | 150 |
| | <u>2050</u> | <u>8640</u> | | <u>10690</u> | |
| <u>BOTANY</u> | | | | | |
| A. H. Gilbert | 1800 | | | 1800 | 175 |
| F. T. McFarland | 1500 | | | 1500 | 200 |
| | <u>3300</u> | | | <u>3300</u> | |
| <u>BACTERIOLOGY</u> | | | | | |
| E. J. Gatt | 1200 | | | 1200 | 300 |
| <u>CHEMISTRY</u> | | | | | |
| A. M. Peter, Head | | 3000 | | 3000 | |
| S. D. Averitt | | 2000 | | 2000 | |
| J. S. McHargue | | 1900 | | 1900 | 100 |
| O. M. Shedd | | 2000 | | 2000 | |
| G. D. Buckner | | 2000 | | 2000 | |
| W. D. Iler | | 720 | | 720 | 120 |
| P. L. Blumenthal | | 1700 | | 1700 | 200 |
| S. V. T. Caswall | | 720 | | 720 | |
| D. J. Healy | | 2100 | | 2100 | |
| | | <u>16140</u> | | <u>16140</u> | |
| <u>DISEASES OF LIVE STOCK</u> | | | | | |
| Robert Graham, Head (3 Mos) | | 675 | | 675 | |
| R. L. Pontius | 600 | 1400 | | 2000 | 200 |
| A. L. Brueckner | | 1100 | | 1100 | 100 |
| S. F. Musselman | | 1000 | | 1000 | |
| Grattan Corman | | 780 | | 780 | |
| Lucy Hutchcraft | | 780 | | 780 | |
| | | <u>5735</u> | | <u>6335</u> | |

ENTOMOLOGY & ZOOLOGY
(BOT. IN STA.)

| | Teaching Div. | Exp. Sta. | Exten. | Total | Inc. |
|------------------------|------------------|--------------|--------|-------|------|
| H. Garman | 700 | 2300 | | 5000 | |
| Mary L. Didlake | | 2000 | | 2000 | |
| H. H. Jewett | | 1800 | | 1800 | |
| N. R. Niswonger | | 1500 | | 1500 | |
| E. C. Vaughn | | 1800 | | 1800 | 200 |
| G. H. Vansell | 1500 | | | 1500 | 200 |
| C. F. Stiles | 1000 | | | 1000 | |
| Asst. in Seed Inspec. | | 900 | | 900 | |
| Homer Perry | | 480 | | 480 | |
| Carrie Lee Hathaway | | 600 | | 600 | 120 |
| E. B. Ferry | | 720 | | 720 | |
| J. B. Grow's successor | | 600 | | 600 | |
| | 3200 | 13300 | | 16500 | |

FARM MANAGEMENT

| | | | | | |
|----------------------|------|------|------|------|-----|
| W. D. Nicholls, Head | 625 | 500 | 1125 | 2250 | 250 |
| J. B. Hutson | 400 | 400 | 400 | 1200 | |
| Pauline Klaren | | 300 | 300 | 600 | |
| | 1025 | 1200 | 1825 | 4050 | |

FEED CONTROL

| | | | | | |
|--------------------|--|------|--|------|--|
| J. D. Turner, Head | | 3000 | | 3000 | |
| H. D. Spears | | 2000 | | 2000 | |
| Asst. Chemist | | 900 | | 900 | |
| Elmer Ingram | | 1200 | | 1200 | |
| Fannie Rogers | | 720 | | 720 | |
| | | 7820 | | 7820 | |

FERTILIZER CONTROL

| | | | | | |
|--------------------|--|------|--|------|-----|
| H. E. Curtis, Head | | 3000 | | 3000 | |
| William Rodes | | 2000 | | 2000 | |
| O. S. Lee | | 1200 | | 1200 | 300 |
| Anna Wallis | | 900 | | 900 | 60 |
| Roger Jones | | 1200 | | 1200 | |
| | | 8300 | | 8300 | |

FOOD & DRUG CONTROL

| | | | | | |
|-------------------------|--|------|--|------|-----|
| J. O. LaBach, Head | | 3000 | | 3000 | |
| L. A. Brown's Successor | | 2000 | | 2000 | |
| W. R. Pinnell | | 2100 | | 2100 | 100 |
| Lillie Liston | | 900 | | 900 | |
| J. W. McFarlan | | 2000 | | 2000 | |
| C. S. Porter | | 1800 | | 1800 | |
| W. G. Terrell | | 1500 | | 1500 | |
| G. M. Roach | | 1200 | | 1200 | |

| | Teaching Div. | Exp. Sta. | Exten. | Total | Inc. |
|---------------|------------------|--------------|--------|--------------|------|
| Mabel Huston | | 600 | | 600 | 120 |
| W. H. Simmons | | 1500 | | 1500 | 100 |
| N. M. Gregor | | 1200 | | 1200 | |
| | | <u>17800</u> | | <u>17800</u> | |

HOME ECONOMICS

| | | | | | |
|-----------------------|-------------|--|------------|-------------|-----|
| Mary E. Sweeney, Head | 1500 | | 700 | 2200 | 200 |
| Ruby Buckman | 1500 | | | 1500 | 210 |
| Clara White | 750 | | | 750 | |
| Linda Farnell | 750 | | | 750 | |
| Ruby Stivers | 540 | | 180 | 720 | |
| | <u>5040</u> | | <u>880</u> | <u>5920</u> | |

HORTICULTURE

| | | | | | |
|---------------|-------------|-------------|--|-------------|-----|
| C. W. Mathews | 1000 | 2000 | | 3000 | |
| A. J. Olney | 700 | 700 | | 1400 | 200 |
| C. S. Adams | 700 | 700 | | 1400 | 200 |
| Albert Tucker | | 600 | | 600 | |
| Kate McDaniel | | 720 | | 720 | 120 |
| | <u>2400</u> | <u>4720</u> | | <u>7120</u> | |

MISCELLANEOUS

| | | | | | |
|-------------|--|------------|--|------------|--|
| G. B. Wurtz | | 120 | | 120 | |
| | | <u>120</u> | | <u>120</u> | |

| | | | | | |
|-------------|-------|-----------|---------|------------|--|
| Grand Total | 26365 | 104032.08 | 4166.25 | 134,563.33 | |
|-------------|-------|-----------|---------|------------|--|

I believe that all the recommendations for increases in salaries are justified. The salaries increased were too low for even normal times, and with the greatly increased cost of living, they do not have the purchasing power they had in normal times. In making these recommendations for increases, I have tried to take into consideration the merit and service of the persons recommended and have attempted to equalize salaries. In the reorganization of the institution, there should be worked out some definite and equitable basis for determining the salaries to be paid to employees of various ranks.

In the case of Miss Ollie Ginochio, I wish to say that the position she holds paid \$1500 ten years ago. She has recently had an offer of \$1200 per year and a share in the stock of the business represented. She is a most capable secretary and her services will be of very great value to the permanent dean and director.

The total salary list for the Experiment Station for the current year is \$102,510. The proposed list for next year is \$104,032, an increase of \$1422.

The following statement gives the proposed budget for Departments in the Experiment Station:

| | Salaries | Gen. Exp. | Total |
|--|------------------|------------------|---------------|
| Administration | 8443-1/3 | 9100 | 17543-1/3 |
| Buildings Permanent Improvement and repairs (see report) | | 10000 | 10000 |
| Agricultural Economics | 225 | | 225 |
| Agronomy | 6178-3/4 | 8021-1/4 | 14200 |
| Animal Husbandry 1 (Beef cattle, sheep & swine) | 5410 | 14590 | 20000 |
| Animal Husbandry 2 (Horses, Dairy & Poultry) | 8640 | 12500 | 21140 |
| Chemistry | 16140 | 1500 | 17640 |
| Diseases of Live Stock | 5735 | 30000 | 35735 |
| Entomology & Botany | 13300 | 3100 | 16400 |
| Farm Management | 1200 | 1500 | 2700 |
| Feed Control | 7820 | 8000 | 15820 |
| Fertilizer Control | 8300 | 5000 | 13300 |
| Food and Drug Control | 17800 | 9600 | 27400 |
| Horticulture | 4720 | 3780 | 8500 |
| Miscellaneous | 120 | | 120 |
| | <u>104032.08</u> | <u>116691.25</u> | <u>220723</u> |

Extension and Mulligan property 35000
 Unbudgeted balance to be derived from
 Fertilizer and Feed fees in latter part of year 18556
274279

List showing salaries and parts of salaries paid by The Teaching Division.

| | 1916-17 | Proposed 1916-17 |
|---------------------------------------|---------|------------------|
| Permanent Dean | | 1500 |
| George Roberts | 950 | 500 as agr |
| H. Garman | 700 | 700 |
| J. J. Hooper | 1250 | 1250 |
| E. S. Good | 500 | 750 |
| A. H. Gilbert | 1625 | 1800 |
| W. D. Nicholls | 1000 | 500 |
| R. L. Pontius | -- | 600 |
| C. S. Adams | 450 | 700 |
| P. E. Karraker | 1200 | 1500 |
| J. A. Farra | 1200 | -- |
| W. R. Pinnell | 500 | -- |
| F. T. McFarland | 1300 | 1500 |
| L. B. Mann | 300 | 600 |
| E. J. Kinney | 400 | 500 |
| A. N. Gordon | 750 | 1000 |
| Germaine Crumbaugh (9 mo. in 1916-17) | 450 | 720 |

| | 1916-17 | Proposed 1916-17 |
|----------------------------|---------------|---------------------|
| C. D. Bohannon | 1000 | -- |
| Jessie Caswell | 180 | 180 |
| Mary E. Sweeney | 1500 | 1500 |
| Ruby Buckman | 1090 | 1500 |
| Clara White | 750 | 750 |
| Linda Purnell | 250 | 750 |
| Ruby Stivers | 360 | 540 |
| Ellen Reynolds | 1000 | -- |
| G. H. Vansell | 1300 | 1500 |
| C. F. Stiles | 1000 | 1000 |
| R. H. Wilkins | -- | 200 |
| A. J. Olney | -- | 700 |
| E. J. Gott | -- | 1200 |
| J. W. Nutter | -- | 200 |
| Successor to G. N. McCarty | -- | 300 |
| W. S. Anderson | -- | 400 |
| J. B. Hutson | -- | 400 |
| Total | <u>22,155</u> | <u>26,240</u> |

General Expense Budget in the
Teaching Division.

| | | |
|-------------------------|-----------------|--------------|
| Administration | 450 | 600 |
| Agronomy | 550 | 750 |
| Animal Husbandry (Good) | 400 | 500 |
| " " (Hooper) | 400 | 500 |
| Horticulture | 400 | 500 |
| Botany | 700 | 750 |
| Animal Diseases | 000 | 500 |
| Bacteriology | 450 | 500 |
| Agr. Economics | 150 | |
| Entomology & Zoology | 315 | 500 |
| Home Economics | 1580 | 1280 |
| Farm Management | 150 | 200 |
| Student Travel | 400 | 800 |
| Rural Kentuckian | 319.60 | 100 |
| Advertising | <u>85</u> | <u>000</u> |
| | 6349.60 | 7480 |
| Total General Expense | 6349.60 | 7480 |
| Total Salaries | <u>22155.00</u> | <u>26240</u> |
| | \$ 28504.60 | \$ 33720 |

The above statement does not include special appropriations made last year for remodeling and fitting up offices in the Agricultural building.

The budget for Home Economics, including salaries, is given just as submitted by Miss Sweeney.

The statement of the salaries to be paid in whole and in part by the teaching division shows a number of persons to receive a part of their salaries from the teaching division this year, who received nothing from this source last year. I regard it as unsatisfactory, and I believe it illegal, for persons entirely on the Experiment Station payroll to devote a part of their time to teaching. The more limited resources of the Station this year make it more necessary that the Teaching Division pay an equitable portion of their salaries.

The \$5000 share for teaching from the appropriation recently made by act of legislature to the College of Agriculture will practically cover both the increases in salaries and the expense budgets recommended. The small increases asked for in the expense budgets for the Teaching Division are very essential to the proper conduct of the work.

RECOMMENDATIONS.

1. I recommend the transfer of E. J. Gott from the Experiment Station to the Teaching Division, as instructor in Bacteriology to have full charge of this work. Heretofore, the work has been done by Messrs. Pinnell, Healy, and Gott, the two latter receiving no compensation from the division. This is an unsatisfactory arrangement to all parties concerned. Doctor Pinnell was employed as bacteriologist in the food and drug work, but was placed in the teaching service to relieve an emergency. It is not to the best interest of the work to keep in the teaching service a man who was not appointed for it, who does not like it and who objects to it.
2. Doctor Robert Graham, head of the Department of Diseases of Live Stock, has been appointed to a position in the University of Illinois, and expects to leave about October 1. Inasmuch as Doctor Graham will finish the work on forage poisoning, which he has been carrying on for the past two years, I recommend that no successor be appointed to his place during the year, and that Dr. R. L. Pontius be designated Acting head of the Department. This will give an opportunity to recover somewhat from the large expenditures that have been made in this department.
3. The feed control work has increased to such an extent that more chemical assistance is needed. Also, Mr. R. B. Taylor, has recently resigned from the fertilizer control work. I recommend the appointment of an assistant chemist at \$900 per year, to serve jointly the two laboratories.
4. Professor R. M. Allen's leave of absence expired

April 1, 1917 and was extended a few weeks. He has signified no intention of returning to the work. Furthermore, we have been unable to get a definite expression from him, although several attempts have been made. I recommend, therefore, that Professor J. O. LaBach be made head of the Food and Drug Department, if by July 1st, Professor Allen does not signify his definite intention to return.

5. I recommend the appointment of J. B. Hutson, a graduate of the College of Agriculture, as instructor in Farm Management at a salary of \$1200, to be paid as indicated in the schedule of salaries.

6. I also recommend the appointment of Miss Linda Farnell, a graduate of the Department of Home Economics of this institution, as instructor in Home Economics at a salary of \$750 per annum.

These two appointments will, of course, come under the rule of the Board of Trustees that they can serve not more than two years with a rank not higher than that of instructor.

7. I recommend that the work in Botany be separated from the Department of Horticulture, with Professor A. H. Gilbert as head. There has been considerable friction between Professor Gilbert and Professor McFarland, which can not be tolerated any longer. It is my purpose to indicate to each in very plain terms what will be expected of them, and to inform them that if the friction develops again, it will be sufficient cause for a full investigation of the charges which each has brought against the other, and the recommendation for the removal of one or both, as circumstances may warrant.

I wish to add as a passing remark that friction in departments should no longer be tolerated. A large part of my time as acting dean has been taken up with such matters and their adjustment.

I should like your instruction as to what my procedure shall be - whether to deal with these affairs, or await the appointment of the new president and permanent dean and director. I have no desire to shirk any responsibility, nor do I desire to assume the responsibility of settling these controversies, if it is your policy that they should be left to the permanent administration for adjustment.

8. Judge Lafferty has been on the salary list of the Experiment Station for the past year at \$500 as legal

adviser. In view of the shortage of funds and for the further reason that I do not think we need the services of a regularly employed legal adviser, I recommend that this salary be discontinued.

I am told that the Attorney General has ruled that this salary could not legally be paid out of the food and drug funds. I believe that this ruling would apply with equal force to all other funds of the Experiment Station. Further, I can hardly see why one division of a college of the University should have a legal adviser. It seems to me that if we are to have a legal adviser, he should be a general University official.

For sometime, there has been in the Experiment Station what is known as the Research Department, which really existed only on paper, as the members of the department were all members of other departments, with the exception of Doctor Healy. Any man who is capable of doing research can do it in the department in which his subject really belongs. It seems to me, therefore, that it serves no good purpose to have such an arrangement, and so far as I know, it is the only case of its kind in the country. I recommend that it be discontinued.

10. I have to report the resignation of Professor C. D. Bohannon, acting head of the Department of Agricultural Economics, effective July 1st. Mr. Weason, assistant in the department is to remain until September 1, to finish some work now under way. Inasmuch as this work is rather new and is closely related to a line of work now under way in the Extension Division, I think it wise not to fill these positions until we have had time to carefully mature plans for organizing and unifying all this work in a single department.

I have also to report the resignation of Dr. L. A. Brown, drug chemist, effective July 1st.

11. Messrs. Roger Jones and Elmer Ingram, inspectors in the feed and fertilizer control work, have entered the military service of the country. Under a resolution of the Executive Committee, their places will be held for them. I ask for authority to fill these positions temporarily, however, upon the recommendation of the heads of their departments.

12. When the horse barn on the Experiment Station farm

was torn down three years ago, no provision was made for another. We have been compelled to keep work animals in the implement shed which is inadequate for the implements alone. This shed can be converted into a stock barn at practically no cost and is well suited for the purpose. I recommend that \$5000 be appropriated from Station funds to build an implement barn, which could also be used for instructional work in farm machinery. This is a real need.

We also need to spend at least \$2000 on macadam roads on the farm. The mud roads to the poultry plant and beef cattle barn, No. 2 are almost impassable in winter time.

The fences around the farm are old and dilapidated and are a discredit to the institution. A considerable sum of money should be set aside for this work. A number of general repairs are needed. You will note that \$10,000 is set aside for this work in the administration budget of the Station. I earnestly recommend the improvements named in this section.

13. We are sadly in need of a stock judging pavilion. As it is now, this work can be done only in good weather out of doors. A rough building that would answer the purpose for sometime could be erected for about \$2500. This should be paid for out of college funds. The Animal Husbandry Departments would be willing to give up their stock judging trips for a while, if this building could be provided.

14. Professor Farra resigned last year on account of small salary and lack of equipment, and I am not recommending a reinstatement of the work this year, unless at least \$1500 can be provided for a salary for an instructor in farm mechanics, and a place and equipment provided for the work. No man will accept the work under the conditions under which Professor Farra labored.

It is highly desirable that provision be made for the work in farm mechanics, and I hope some way may be found to do it. This work is highly developed in most Agricultural Colleges, and it will certainly add nothing to our reputation to be without it.

I desire to call your attention to the fact that this year the College of Agriculture had 37 graduates in agriculture and 4 in home economics, a total of 41 or 4 more than any other college in the University, and that most of these students take up residence in the State. This is said in no spirit of comparison, and with no purpose of trying to detract from any other college, but to indicate how important the work of the Agricultural College

is in building up the University as a whole. It is my opinion that we will suffer no serious falling off in attendance next year, and we should be properly equipped to care for all who come.

I earnestly hope you may be able to approve the recommendations submitted.

I have made no recommendation for the adjustment of my own salary as acting dean. The statement in the budget for my salary is made on the basis of my position as agronomist. I drew one half my salary last year from the extension funds as extension specialist in agronomy. I have not felt at all comfortable about it, for I was not able to give sufficient time to the extension work to earn that part of my salary. So long as I am acting dean, it will not be possible for me to do so. I leave it to you to make such adjustment as you think should be made in the case.

Respectfully submitted,

George Roberts,

Dean pro tem.

I fully concur in the recommendations in this report relative to the Experiment Station, these having been framed in consultation with me, and I earnestly hope that Board will see their way clear to making all of them effective.

A. M. Peter,
Acting Director.

With reference to that section in this report which refers to the allaying of friction in the department of Botany, Mr. McKee moved, Mr. Stoll, seconding, that Dean Roberts act finally and authoratively to settle the friction referred to in section 7 of this report. Section 7 of the report, by unanimous vote was then adopted.

The following communication was received and ordered spread upon the minutes:

Extract from the minutes of the Library Committee, a meeting held Wednesday, March 21, 1917:

Consideration of the proposed budget for 1917-18 was taken up and after discussion, the following motion was made by Doctor Tuttle:

That the librarian's salary be increased from \$1000 to \$1200, and that she have the rank of an assistant

professor. Seconded and carried unanimously.

Motion was made by Doctor Tuthill that in addition to the present library staff, a library school graduate be employed as a full-time assistant, at a salary of \$600 to \$700. Seconded and duly carried.

Motion was made by Doctor Tuthill, seconded and un-animously carried, that the budget for next year, exclusive of salaries, be recommended as follows:

| | | |
|-------------|------------|-------------|
| New Books | \$2000 | |
| Periodicals | 700 | |
| Memberships | 20 | |
| Binding | 500 | |
| Supplies | <u>250</u> | |
| | | \$3470 |
| Salaries | | <u>2250</u> |
| Total | | 5720 |

The committee then adjourned.

Mrs. Elizabeth King Smith, Secretary, and Mrs. S. T. Harbison, member of the Board of Control of Patterson Hall appeared before the Executive Committee. Mrs. Smith made a verbal report to the Executive Board. Mrs. Smith asked to be instructed how to proceed in the expenditure of funds in balance now to the credit of Patterson Hall.

Mr. Stoll -- Mrs. Smith, permit me to say that the Board of Trustees has ordered that all books of this institution, which include those of Patterson Hall, must be kept in the business office by the Business Agent and all funds to be disbursed by Patterson Hall should be disbursed through the Business Agent. I would suggest that checks on this fund be countersigned by someone of you in your board designated to do so. That, I take it, Mrs. Smith, will regulate the disbursement of funds and make the record thereof on the books of the Business Agent perfectly clear.

Business Agent, D. H. Peak, was called in at this point.

Mr. Stoll -- I think, Mr. Peak, you should sign all checks for expenses at Patterson Hall but they should be countersigned by someone designated by the Board of Control of Patterson Hall. Who, in your opinion, should sign such checks?

Mr. Peak -- My idea is merely that all bills made at Patterson Hall should receive proper O.K.

before they come to the Business Office for payment. For example, the President signs all checks for the University, and Extension Department and the Director of the Experiment Station signs checks for the Experiment Station.

Mr. Stoll -- I think there should be three names on these checks, including of course your own, Mr. Peak. that is to say, the President's and the name of the person who buys materials and makes accounts for Patterson Hall.

Mr. Stoll reported that at the present time the University was without a Commandant. He said that Captain Fairfax had told him he thought the War Department might detail a man who was too old for active service in the Army, in which case such a man might be placed upon the retired list at the expense of the Government. Captain Fairfax, Mr. Stoll said, promised that he would advise with the Executive Committee on such appointment.

Mr. Stoll then moved that the Chairman of this Board appoint a Committee of two to take up the question of the procuring of a Commandant, to act in conjunction with the War Department and report as soon as possible to this committee its conclusions with reference to selection of a Commandant. Seconded by Mr. Johnston, this motion was adopted unanimously.

The Chairman then appointed P. P. Johnston and Claude Terrell to act on this committee.

It was moved and seconded that the Board of Control of Patterson Hall make a final report for the year to the Business Agent and that the same be included in his report to the Executive Committee at its next meeting. This motion was adopted unanimously. The Secretary was instructed to notify the Board of Control to prepare such report, which notice was duly sent to its Secretary.

In this connection, suggestion was made by Mr. Stoll that Mr. Peak adopt a system with reference to the paying of accounts in all departments of the University that should be uniform and that such permanent system should be reported by the Business Agent to this Board at a later meeting.

With reference to Patterson Hall expenditures, Mr. Stoll suggested that, temporarily at least, any bill or account signed and O.K.'d by Miss Pickett should be paid.

Mrs. Smith made a statement to the Executive Board that the Patterson Hall Board of Control expected henceforth to come to the Executive Board at all times for advice and authority with reference to the carrying out of the conditions

imposed by the report of the Board of Survey as recommended and adopted by the Board of Trustees in its June meeting.

Mrs. Smith made the statement that the Board of Control of Patterson Hall desired a complete understanding with reference to limitations of authority between the management of Patterson Hall as the line of demarcation between these two functionaries was not clearly defined.

Mr. Stoll moved that in order that Mrs. Smith's request that duties of the Board of Control and the Dean of Women might be more clearly defined, Doctor Marks be appointed to represent this Committee at a conference to be called by him of the Board of Control, the Dean of Women and Patterson Hall Board of Control and report the result of that conference to this Committee at its next meeting. Seconded by Mr. Johnston, the motion was adopted unanimously.

Before retiring, Mrs. Smith stated that the Board of Control desired the temporary partitions placed last year in the recreation room at Patterson Hall taken out in order that the room might be decorated, and asked that this work be done as soon as possible. Mrs. Smith asked also that the Business Agent attend to this work, and reported that Miss Pickett was ready for the work to begin at once.

The following communication from President Barker was ordered spread upon the minutes as follows:-

To the Executive Committee,
University of Kentucky.

Gentlemen:-

As you know, our vacation has begun and the colleges are all adjourned for the summer, except the Summer School, which is going on with a fair attendance considering the circumstances.

Since the adjournment of the Board of Trustees, I have notified Professor W. E. Rowe of his retirement and appointed Professor Dan V. Terrell as Acting Dean, subject to your approval. I think Mr. Terrell is the best man for the place right now and I hope you will approve what I have done in the premises.

One of the chief duties for your consideration today is the making of the budget for the coming year. I suggest that you appoint a Budget Committee who shall hold meetings from time to time until the work is completed, calling before them the Deans of the various colleges and discussing all of the financial problems with them.

Mr. Stoll moved that the action taken by President Barker as set out in this communication be approved. Duly seconded, the motion was adopted.

Mr. Stoll offered the following resolution:

RESOLVED that until a superintendent of buildings for the University is appointed and provision made for payment of his salary, any employee or officer or head of department of this institution shall, upon request of the Business Agent, advise with him concerning improvements to be made on any buildings in his charge on the grounds, but it is understood that no such officer, employee or head shall make or authorize to be made any repairs or changes without authorization of the Business Agent. Seconded by Mr. McKee, the motion was adopted unanimously.

At this point, Mr. McKee suggested that in view of the fact that Professor Bohannon had resigned, a Bureau of Marketing should be installed at the Experiment Station with a competent man in charge. Mr. McKee said that the Federal Government would take care of all expense of salary except a \$1000. He said that the salary of a competent man would be about \$4000 and that if the University would supply the \$1000, the \$3000 could be provided out of the Extension Fund. He believed that a Bureau of Marketing properly handled would be a valuable asset to the Commonwealth and should be established by all means.

Mr. Stoll moved that the Budget committee set aside \$1000 to provide for the University's part of a fund to meet the expense of the Bureau of Markets, that Mr. McKee act as a Committee and report back to this Committee a plan in detail looking toward the establishing of such Bureau. Seconded by Mr. Terrell, the motion was adopted.

The Business Agent of the University then presented the following report, which was acted upon section by section as herein indicated:

President H. S. Barker and
The Executive Committee.

Gentlemen:-

STREET IMPROVEMENT

In addition to notice of amount purported to be due for sidewalk improvement on Winslow Street reported last meeting, I have since received a notice of a

charge for asphalt on same street, which notice I delivered to the President. On advice of Mr. R. C. Stoll, I have paid no further attention to either of these notices, but I have since been asked about the sidewalk, and I stated that the matter has been referred to the Executive Committee.

(No action taken).

Further notice has been received of installment of \$633.38 due for asphalt improvement on Limestone Street, and \$114.01 interest. This must be paid by June 30, to avoid penalty. If it is proper, will you kindly make an order that it be paid? Exhibit "A".

(So ordered).

TELEPHONE

I submit, exhibit "B", the proposal of the Fayette Home Telephone Company for installing "private branch exchange telephone system"; and, exhibit "C", a similar proposal from the Automatic Electric Company. Mr. Taylor of the local company says that he believes such a system will not decrease the cost of service, although it may give more satisfactory service. I deem it advisable to postpone action on this.

(Accepted).

STAFFORD ENGRAVING COMPANY

I file letters, exhibit "D", from the Stafford Engraving Company. This should be considered in connection with my last report.

(No action).

TREASURER'S BOND

I have for your inspection the bond of Mr. Downing, Treasurer of the University. I shall place it in safety box at Security Trust Company as soon as you have approved it.

(Approved by unanimous vote).

STATE HALL

I file report, exhibit "E", concerning the operation of State Hall.

EXHIBIT "E"

RECEIPTS

| | |
|---|--------------|
| Receipts for meals and lunch..... | \$ 2122.72 |
| Less rebate on meal tickets..... | <u>36.77</u> |
| | 2085.95 |
| Sale of goods to Ricketts & Potts..... | 102.69 |
| Cash sale of equipment..... | 5.25 |
| Cash on hand beginning of year..... | <u>45.84</u> |
| | 2239.73 |
| | |
| Transferred to University Supplies..... | <u>44.20</u> |
| | 2283.93 |

EXPENDITURES

| | |
|--|----------------|
| Paid operating expenses..... | 2358.69 |
| " on old indebtedness..... | 249.51 |
| " on equipment, old and new purchases... | <u>116.55</u> |
| | 2714.75 |
| Less receipts..... | <u>2283.93</u> |
| | 430.82 |

The above balance is part of the ledger account known as State Hall Advances. The loss in operating State Hall amounted to \$241.91 -- Cost of light, heat, gas and water included therein being an estimate.

RENTAL

After November 15, 1916, State Hall was leased to Ricketts and Potts, students who operated it until March 25, 1917, when it was turned over to Wilson and Schaber, students, who operated it until April 28. I am informed that there was considerable loss in the operation by the students. These students were charged \$1.00 per day for gas, water, heat and light. This was probably 20 per cent less than the actual cost to the University, but I think the operation of the cafeteria was worth to the University the amount of such loss.

Very respectfully,

D. H. Peak, Business Agent.

SALARIES OF INSTRUCTORS LEAVING

The following professors and instructors left for training camp or elsewhere:

W. S. Webb about May 14; George Hill about May 1
M. H. Bedford " May 25; E. U. Bradley " May 13
Herbert Graham " May 14; Homer Reid, about May 14
R. B. Hutchcraft.

Pending further action by the Board, I have held up part of the salary of each. I file statement, exhibit "F", showing facts and asking for full payment. It may be proper to pay these in full.

(Business Agent ordered to adhere to former rulings, that is, to pay for services rendered.)

COMMENCEMENT EXPENSE

I submit, exhibit G-1, for your consideration a statement of commencement expenses. As several of these items were ordered by the Committee in charge, without requisition to this office, and as I think some of the charges are excessive and perhaps might have been avoided altogether, I do not feel like paying them without the approval of the Executive Committee. I would like your ruling as to whether Committees shall place all orders through the business office or otherwise.

"EXHIBIT G-1"

| | |
|--|---------------|
| Michler Brothers Co. Decorating | 14.50 |
| W. R. Milward (1000 chairs) | 50.00 |
| E. O. Kidd (Orchestra) | 22.00 |
| C. F. Brower & Co. (Decorating chair) | 6.00 |
| Southern Tent & Awning Co. (rent tent 2 d) | 100.00 |
| Conner, McGowan (Decorating) | 35.45 |
| Kresge & Co. (Flags) | 23.75 |
| State Journal (Com. Programs) estimated | 30.00 |
| Ross Shipp Company (Ribbon) | 14.00 |
| Speaker (Not received) | |
| Watching Tent | 4.00 |
| Frank Battaile (caps and gowns) | <u>136.25</u> |
| | 435.95 |

(Ordered paid).

PATTERSON HALL

My attention was called by Miss Hopper to Patterson Hall books. I examined them with her, and they seem to be well kept. Do you wish them audited, by whom, the business office force or by someone else? Miss Hopper

gave me the statement--exhibit "G-2", which I think is an excellent showing. In addition to balance in bank \$2170.93 shown on statement, I have deposited checks amounting to \$23.56. The unpaid accounts amount to only \$150.02, and Miss Hopper informs me these are practically all collectible. The provision bills from June 1 to 8 have not been paid. I am informed they are small.

TORNADO

The windstorm on night of May 27, did considerable damage on the campus, especially to the trees. We had the work of cleaning up done by the janitors, giving them the wood as an incentive to work. Buildings were damaged as follows: Patterson Hall, \$22; Education, \$15.00; Old Dormitory, \$349.81; Administration, \$135.75; Science Building, \$12.55; New Dormitory, \$308.50. Each loss is covered by tornado insurance. The claims are in process of collection. Most of the damage has been repaired.

BUILDINGS AND GROUNDS

It has been suggested to me by several that there should be a supervisor of janitors. It has also been suggested that Mr. Jack Dicker be made superintendent of buildings and that his salary be increased and also that Mr. Joe Dicker be made superintendent of boilers and engines, and that his salary be increased. Both of the Dickers are good men for such work, and they are already giving attention to such things. They have been of much assistance. I doubted whether I should mention this, in view of the recommendations of the Investigating Committee. However, I wished that this suggestion be before you in your consideration of the Investigating Committees' recommendations.

(See action of Board on this matter in foregoing paragraph of these minutes.)

CARLYLE EXPENSE

W. L. Carlyle, Dean of Agriculture, Oklahoma A. & M. College, sent his statement for traveling expense for payment. I suggested to the President that this probably should be paid by Experiment Station. The authorities there thought it more properly a charge against the University. Will you please pass on this question? Mr. Carlyle has recently written the President concerning this expense.

(Ordered paid, half by University and half by Experiment Station).

STUDENT TRAVELING EXPENSE

Two students, Mr. Crum and another came to me for payment of traveling expense. Crum did not have the proper receipt, and I am further informed that Crum is not an appointee. I informed each that I had no authority from the Executive Committee to make payment of such expense. I ask your advice as to future action on this point.

(No action).

CHANGE OF BUSINESS OFFICE

Your committee for re-arranging rooms and providing for vault for business office herewith files its report. The work on this can not be completed so as to make it expedient to get the offices united by July 1 in this building, and there are two other reasons for delay, one the suggested audit of the books and another, the close of the year's work.

In view of the recommendations of the Investigating Committee, it may be well for a committee from your board to act with the proper persons in determining what portion of the work shall remain at the Experiment Station. I ask your very careful consideration of this. It is a matter of vital concern in the conduct of the business office.

(Previously disposed of. See Vault Committee report).

BUDGET

I file statement of probable income for 1917-18, the amount is \$210,384.50, exhibit "H". In this connection, I wish to say that many items of known expense were omitted from the budget last year, and it has been trying on me to keep within bounds. I have tried to correct this in the present budget. Heretofore, it seems that the surplus not appropriated has been regarded as part of University General, and consequently this has been a dumping ground. I feel that such surplus should be entirely within the hands of the Executive Committee, and subject to appropriation only. I have had made copies of the various budgets, and I have them at hand for your consideration. It appears to me that all proposed budgets should be first filed with the business agent so that he may get the totals and be able to advise the Executive Committee as to how such totals compare with the probable income. The total proposed budget for salaries is \$172598.83; for supplies \$70085.00, making a grand total of \$242683.33. This is \$32298.83 more than the estimated income.

SALARIES PAID IN ADVANCE

Early in my work as business agent, the question of overdrawn salaries and salaries paid in advance was discussed by this Committee. We have eliminated overdrawn salaries, but not salaries paid in advance, that is paid at sometime before the end of the month. I think that is not advisable, neither do I think that traveling expense money should be advanced, which is sometimes asked. Such things are nuisances to bookkeepers, liable to cause errors, destroy system. I hope I may have your sanction in stopping them.

(Recommendation concurred in by Board.)

LIGHTING SYSTEM

At my request, Mr. Gassaway, of the Lexington Utilities Company, was sent out to look into the question of reconstruction of lighting system. We discussed the problem, but nothing has been done, and I shall have to ask for further time.

(Further time granted).

KOLBE ACCOUNT

I ask your consideration of a bill of \$13.75 to Good Samaritan Hospital for H. J. Kolbe, student, who had his eye injured. Mr. Kolbe was not sent to the hospital by the University; but he is poor and seems to be a deserving student. There have been several occasions where the University has incurred some expense on account of sick students. When paid by the University such expense has been charged to the student and an effort made to collect it.

(Report indicated Kolbe was sent to hospital by police and not by University. Declined to assume responsibility).

MORRIS ACCOUNT

In regard to the John F. Morris account due by Mr. H. Davies for work in the Business Office, it appears that he is claiming \$200. I am informed that Mr. Morris did about two weeks' work in the office in November 1915, putting in a new system of books. I refer you to a copy of a letter from Mr. Morris to Mr. Robert Gordon, exhibit "1".

The Business Office books show that the following

checks, issued to Mr. H. Davies, No. 3, November 30, 1915, \$125.00; No. 338, December 17, 1915, \$125.00; No. 794, January 31, 1916, \$125.00, were cancelled April 29th, 1917. The reason for the cancellation of these checks does not appear of record, and this committee knows better than I whether or not Mr. Davies is entitled to the amount of these checks. A reorganization of Business Office is mentioned in the minutes of January 19, 1916. This may recall to you the time Mr. Davies' services ceased.

It appears that Mr. Davies is indebted to the University for cash, October 21, 1915, \$20.00; and that J. B. Lyons holds against him three checks amounting to \$50.00, for which he informs me he put up the money for cash taken from what was known as key money, this being money left on deposit for dormitory keys.

It is my judgment that if anything is due Mr. Davies, it should first be applied to the discharge of his indebtedness to the University, next to that of Mr. Lyons, and finally to that of Mr. Morris.

(Passed for further action).

MRS. STOUT'S ACCOUNT

I have made such investigation of the account of Mrs. Stout for \$79.00 as I can. There is no record of any authority given through the business office concerning the items therein. It does appear however, that a check was issued to Miss Alexander for one month's pay, part of the \$45, charged in the account, which check was cancelled, because she was considered as being employed by Mrs. Stout and not the University.

It appears that Mrs. Stout has given private physical education lessons for the past two years under an agreement with the University that she receive half the fees collected for such lessons. The total collected is \$119.50, \$59.75 of which is due Mrs. Stout. As against this it appears that she has paid nothing to the University for water for swimming pool or coal for gymnasium furnace for either the 1915-16 or 1916 seasons. According to figures compiled by Mr. Lyons this amounts to the following:

| | |
|--------------------------|---------------|
| One half coal bill 1915 | 12.12 |
| " " " " 1916 (estimated) | 12.12 |
| " " water " 1915 " | 45.00 |
| " " " " 1916 " | 35.00 |
| Total | <u>104.24</u> |
| Amount due Mrs. Stout | <u>59.75</u> |
| Balance due University | 44.49 |

Mrs. Stout is not here and will not be for the summer, and I have not been able to discuss the above with her.

In this connection, I may say that Mrs. Stout is now having private swimming lessons given by an instructor. The University gets no part of the fees. Mrs. Stout says she is to pay one half the water bill, but one half the coal bills appear in charges of former seasons.

(No action taken by Board).

FINANCIAL REPORT

The monthly financial report shows a balance of income unspent of \$16627.25, from which must be deducted \$2250 budgeted as interest, leaving \$14377.25. My estimate of expenses and salaries yet to be paid will consume all this, so that there will be no surplus.

Apparent overdrafts of department accounts will be practically eliminated when all credits are given.

Very respectfully,

D. H. Peak, Business Agent.

The report of the Committee on construction of the vault and change of rooms incident to consolidation of the various departments of the University follows:

Your committee on change of rooms and construction of vault beg to report that we have made examination of various buildings and find that there are several rooms in the Civil and Physics building that may be used as class rooms. We also found one room in the Education building that is not in use.

The construction of the vault and enlarging of the Business Office will make it necessary to make one change in class room. We therefore recommend that Professor Cannon who now has the Northwest basement room in the Administration building be given the vacant room in the Education building; and that the Post Office and store-room be put in the room to be vacated by Professor Cannon. We further recommend that a door be cut into this room in place of corner window, North side of building. We expect this to save much passing through the halls of the building.

We recommend that a vault 23 feet by 18 feet by 10½

feet outside measurement, walls 2 feet thick, be constructed in the Northwest basement and first floor rooms of the Administration building with entrance into each room; and that the present Business Office and the Northwest room be arranged and properly fitted for a business office.

We had Professor Frankel draw plans and specifications of vault and door to basement, and the Congleton Lumber Company, the Hendricks-Moore Young Co, and the Combs Lumber Company were called by phone June 11, and asked to make bids. No bid was made except by the Combs Lumber Company which is \$1281.50 for construction and material for vault and \$161 for door to basement room. We attach the bid as submitted by the Company. Professor Frankel has examined it, and he says that it is reasonable. Professor Anderson and Professor Frankel offer to superintend the construction.

These recommendations are made only in contemplation of the offices of administration remaining in the present building indefinitely, and that all of the business of the University be attended to in one office.

We recommend if the above work is done the change of the office rooms now in Northwest first floor room to the room now used for Post Office and storeroom; and further and in any event the office of Journalism department room be enlarged by the tearing away of a partition between it and a closet adjoining it. The cost of all these last named changes need not exceed \$100.

Respectfully submitted,

(Signed) D. H. Peak,
Enoch Grehan

This report was concurred in unanimously.

In connection with the matter of consolidating the Business Offices of the various departments of the University, Professor H. E. Curtis of the Experiment Station appeared before the Committee in protest against the physical taking over of the offices of the Experiment Station by the Business Agent and the placing of them in the Administration building of the University. Professor Curtis stated that the change contemplated would work considerable inconvenience to the staff of the Experiment Station and that he has hoped a plan might be worked out by which the work could continue on the grounds of the Experiment Station, even though under the supervision of the Business Agent of the University.

On this point, however, the Board called Professor Curtis' attention to the recommendation of the Inquiry Board as adopted by the Trustees of the University in session June 8, 1917.

Mr. Stoll in discussing the matter explained to Professor Curtis that it had, for sometime, been the purpose of the governing authorities of the University, to centralize the business offices and activities of the University's various departments. "We realize, said Mr. Stoll, that this change entails some inconvenience both upon the Experiment Station forces and those of the University, but this Board has no alternative, and will be compelled to carry out, in my opinion, the order of the Board of Trustees." Professor Curtis replied that he had come before the Board merely to ascertain if some scheme might not be adopted to prevent the inconvenience that this merger would entail so as to keep the handling of the Experiment Station's business on the Station's ground.

The Secretary was authorized to note in these minutes that the previous action of the Board of Trustees concerning the merger of the business offices of the various departments of the University was sustained.

Mr. Stoll offered the following resolution:

BE IT RESOLVED that the books of the Experiment Station, the Extension Department and Patterson Hall be audited as of July 1, 1917, and as of that date, the business agent shall take over the books, accounts, etc. of the said Experiment Station and Extension Division, but no audit at this time shall be taken of the books of the Business Agent, as such audit has already been made; that the President of the University be authorized to employ an auditor to do the work here outlined.

Seconded by Mr. Terrell, the motion was unanimously adopted.

The following communication was received and ordered spread upon the minutes from F. P. Anderson of the firm of Anderson & Frankel:

June 20, 1917.

To the Executive Committee,
University of Kentucky.

Gentlemen:-

At the recent meeting of the Board of Trustees there was an order passed, determining a course of procedure relative to members of the instructional staff

of the University doing outside work.

For the past twenty years F. Paul Anderson has been doing engineering and architectural work. For a number of years he was associated with Professor John T. Faig, now of the University of Cincinnati. For the past eleven years he has been associated with Professor L. K. Frankel and we have been doing architectural and engineering work under the name of Anderson and Frankel.

At the present time we have a number of pieces of architectural engineering work on hand; namely-

The buildings for the Tuberculosis Sanatorium
Bryan and Hunt wholesale grocery plant
Additions to two school buildings at Paris, Kentucky
The high school for Lexington, Kentucky.

We propose to comply with the order of the Board of Trustees and do not propose taking on any additional work. We would like, however, to have the privilege of finishing the work on this list as we feel this is only fair to our clients and we do not assume that the Board wishes to make its order retroactive.

As long as either one of us is connected with the University, we do not propose to carry on any additional architectural work as a firm or as individuals. We would appreciate, however, the Executive Committee making a ruling in reference to the contracts we have on hand.

Yours truly,

F. Paul Anderson,
L. K. Frankel.

Moved by Mr. Stoll that it is the sense of this Board that the firm of Anderson & Frankel may complete the work for employees named in this communication. Seconded by Mr. Terrell, the motion was adopted.

The following communication was received from Dean F. Paul Anderson:

June 20, 1917.

To the Executive Committee,
University of Kentucky

Gentlemen:-

Two months ago, we established in the College of Mechanical and Electrical Engineering, classes in

automobile engineering and in wireless telegraphy--four recitation and laboratory periods each week have been given to this work.

Personally I have supervised the instruction and will continue to do so during the summer. The classes have been handled directly by Mr. J. R. Duncan.

I respectfully request that \$300 be appropriated to pay for Mr. Duncan's services during the summer.

This work seems to be very profitable and interesting to about one hundred women and I think the University can do no kind of extension work that will be any more profitable at the present time, but I have no authority for ordering Mr. Duncan to do this work without compensation and I respectfully request that the Executive Committee provide \$300 for the purpose indicated.

Yours truly,

F. Paul Anderson, Dean.

No action was taken on this recommendation.

Mr. Stoll submitted the following report, action upon which by the Board is indicated in sections as shown in this communication:

THE EXECUTIVE COMMITTEE OF THE UNIVERSITY OF KENTUCKY:

The Board of Inquiry of the University made sixty-eight recommendations to the Board of Trustees, all but one of which were adopted. Certain of these recommendations are self-executing; others are dependent upon action of the Legislature, and some others perhaps require action by this Committee.

For the consideration of the Committee, I desire to make the following suggestion, using the same number in the suggestion as appears in the recommendations of the Committee:

1. This has already been done.
2. This recommendation was defeated.
3. This has been done.
4. The Chairman of the Board of Trustees has appointed the following committee to recommend to the Board a new President.

Richard C. Stoll, Chairman
Robert G. Gordon
J. I. Lyle
Frank McKee
George Roberts
P. P. Boyd
W. E. Freeman

5. No action is necessary by the Executive Committee.
6. This provision is self-executing.
7. The investigation referred to should be made; whether it was the intention of the Board that these investigations be made by President Barker or the incoming President, I do not know.

(Ruled that it should be by new President).

8. The assistant high school supervisor I do not believe can be provided under the present financial condition of the University, especially at this time.
9. This provision is self-executing.
10. This provision is self-executing.
- 11, 12, 14, and 15 relate to legislation, which must be considered by the General Assembly of Kentucky.

13. I would suggest that the Code of Rules for the administration of the University be prepared by the University council, and be by it submitted to the University faculty for its consideration; and then final action be reported to this Committee or to the Board of Trustees; that the Chairman appoint a Committee of three and revise and recommend a complete set of by-laws for the guidance of this Board and for the Executive Committee to be reported to this Committee; that the by-laws and code of rules be printed for general circulation amongst those interested.

(Chairman Nichols appointed on this committee, Messrs. Stoll and Johnston.)

16. The Legislative Committee referred to should be appointed at the proper time.
17. This provision is self-executing.

18. The general plan or scheme for the future location of buildings on the campus should be prepared by a landscape gardener. I submit to the Executive Committee for its consideration and to the Extension Department of the University that a landscape gardener be employed in

the Department of Extension, whose duty it shall be to aid the farmers and people of the State in beautifying their homes. If this is done the plan of future location of the buildings can be prepared for the University by this man.

19. I believe that a committee should be appointed by the Executive Committee to consider the investments of the Peabody Fund and report as soon as it can to this committee.

(The committee appointed for this work were Messrs. Stoll, Marks and Peak.)

20, 21 and 22 are self-executing.

23. I would suggest that the University Council be notified that it is revived; that the registrar is its ex-officio secretary, and that it be required to hold weekly meetings throughout the academic year, and that the minutes of these meetings be presented to the Executive Committee at each meeting.

24, 25, 26 and 27 are self-executing.

28. I do not believe that the funds of the University will permit giving the necessary clerical assistance to the registrar, but that this should be given as soon as the funds do permit.

29. The adoption of the principle of departmental unity, I believe should be left to be worked out by the new President of the University.

30. The attention of all of the members of the University should be especially called to Clause 31 of the Report. This clause is self-executing in 32 and 33.

34. When the President nominates the Executive Committee on graduate work, his action should be reported to this Committee so that it should be a matter of record.

35, 36 and 37 are self-executing.

38, 39, 40 and 41 are especially referred to the faculty with directions to consider and report the result of their consideration, and as to whether in their opinion it is advisable to put their recommendation into effect at once or defer the matter until the new President is chosen. (Adopted)

42, 43, 44 and 45 are self-executing.

46. That this matter be referred to the New President for his recommendation as to the detail of the recommendation.

(Adopted)

47, 48, 49, 50, 51, 52, 53, and 54 are self-executing.

55 and 56 will require an expenditure of money, the exact amount of which is not known to this Committee. Before employing the Superintendent of Buildings or the Superintendent of Grounds. I would suggest that the President re-appoint the present Superintendent of Grounds, which is without expense to the University.

(Adopted).

57, 58, 59, 60 and 61 and 62 are self-executing.

63. This section requires legislative action.

64. This provision is self-executing.

65, 66 and 67 are dependent upon fund appropriation to the University by the Legislature.

68. Requires new legislation.

Chairman Nichols appointed Messrs. R. C. Stoll and P. P. Johnston, Jr. to act as Budgeting Committee in conjunction with the Business Agent.

The Board adjourned.

Respectfully,

(Signed) Enoch Grehan
Secretary .

INCOME

| <u>SOURCES</u> | <u>ESTIMATED INCOME</u> | <u>MAY RECEIPTS</u> | <u>COLLECTION TO-DATE</u> | <u>AVAILABLE BALANCE</u> |
|-------------------------|-----------------------------|-------------------------|-------------------------------|------------------------------|
| Federal Approp. | 42750.00 | -- -- | 42750.00 | -- -- |
| 1/2% State Tax | 57500.00 | 5200.00 | 54532.47 | -- -- |
| Interest on Bonds | 8644.50 | 43 -- | 8644.50 | -- -- |
| State Approp. | 85000.00 | -- -- | 85000.00 | -- -- |
| Patterson Hall | 2000.00 | -- -- | 2000.00 | -- -- |
| General Education Board | 3000.00 | -- -- | 3000.00 | -- -- |
| Interest & Discount | 2250.00 | -- -- | -- -- | 2250.00 X |
| Agric. Approp. | 5000.00 | 851.48 | 3245.45 | 1754.55 |
| Student Fees | 13000.00 | 177.83 | 12476.17 | 523.83 |
| Rents | 500.00 | -- -- | 120.00 | 380.00 X |
| Student Damages | 750.00 | -- -- | -- -- | 750.00 X |
| Sundries | <u>1000.00</u> | <u>49.15</u> | <u>161.99</u> | <u>838.01</u> |
| Total | \$221394.50 | 6278.46 | 211930.58 | 6496.39 |

Only about \$158.01 of the items marked "X" above is available, because of errors in income estimate. This leaves the probable balance available \$3416.39.

SURPLUS

| | |
|-------------------------------|-----------------|
| Surplus as shown July 1, 1916 | 17347.63 |
| Appropriations 1916-1917 | <u>17119.49</u> |
| Balance | 228.14 |

FINANCIAL STATEMENT

MAY 1917.

| | | |
|---|---------------|-------------------|
| Overdrawn as per Bank Statement 5/1/17 | 20496.24 | |
| Outstanding checks 5/1/17 | 17000.36 | |
| Receipts: | | |
| $\frac{1}{2}$ State Tax | 5200.00 | |
| Agric. Approp. | 851.48 | |
| Student Fees | 177.83 | |
| Sundries | <u>188.09</u> | 6417.40 |
| Checks issued on Salaries: | | |
| Federal Approp. | 13438.00 | |
| Agriculture | 1462.78 | |
| Other Funds | 10024.02 | |
| Gen. Education Board | <u>250.00</u> | 25174.80 |
| Checks issued on Accounts: | | 14676.13 |
| Outstanding checks 4/30/17 | | 26658.48 |
| Overdraft as per Bank Statement 5/31/17 | | <u>44271.65</u> |
| | | 77347.53 77347.53 |

ACCOUNTS RECEIVABLE

| | |
|--|----------|
| Total as shown July 1, 1916 | 16905.59 |
| Total as shown by Report to Board of Trustees June, 1917 | 29997.12 |

The increase is due in chief to insurance paid in advance.

CLASSIFICATION OF EXPENDITURES

May 31, 1917

| | <u>1916-17</u> <u>Budget</u> | <u>Spent in</u> <u>May</u> | <u>Spent</u> <u>to Date</u> | <u>Balance</u> <u>Unspent</u> |
|----------------------------|---------------------------------|-------------------------------|--------------------------------|----------------------------------|
| Salary | 151070- | 23766.04 | 144471.67 | 6598.33 |
| Supplies | 24672- | 1968.39 | 22336.25 | 2335.75 |
| Telegraph & Tele. | 624- | 85.60 | 899.15 | 275.15 X |
| Janitors & Labor | 5950- | 578.22 | 5937.93 | 12.07 |
| Engineers & Firemen | 1750- | 160.00 | 1402.75 | 347.25 |
| Coal | 4500- | 177.61 | 5701.59 | 1201.59 X |
| Electricity | 3500- | 276.22 | 3289.71 | 210.29 |
| Gas | 1650- | 87.15 | 1523.90 | 126.10 |
| Water | 1800- | 111.93 | 1627.58 | 172.42 |
| Janitors' Supplies | 250- | 24.28 | 369.99 | 119.99 X |
| Freight & Express | 50- | 15.10 | 134.82 | 84.82 X |
| Advertising | 1400- | -- -- | 791.05 | 608.95 |
| Travelling Expense | 3500- | 498.43 | 1762.50 | 1737.50 |
| Glee Club | 200- | 5.00 | 200.00 | -- -- |
| Kentucky Kernel | 750- | 72.00 | 747.00 | 3.00 |
| Debating Team | 100- | -- -- | 103.04 | 3.04 X |
| Interest | 2250- | -- -- | -- -- | 2250.00 |
| Assoc. Membership | 50- | -- -- | 70.00 | 20.00 X |
| Postage | 100- | 95.00 | 132.23 | 32.23 X |
| Office Sundries | 742.25 | 934.53 | 3647.54 | 2905.29 X |
| Ice | 50- | -- -- | 14.70 | 35.30 |
| Bldg. Repairs | 4350- | 124.05 | 4776.45 | 426.45 X |
| | 209308.25 | 28979.55 | 199939.85 | 14436.96 |
| Additional Approp.: | | | | |
| Physics | 1325.00 | -- -- | 1325.00 | -- -- |
| Agriculture | 1477.00 | 105.00 | 1092.70 | 384.30 |
| Home Economics | 300.00 | 191.68 | 300.00 | -- -- |
| Patterson Hall | 343.15 | -- -- | 343.15 | -- -- |
| 50th Anniv. | 2500.00 | -- -- | 2334.92 | 165.08 |
| Grounds | 5000.00 | -- -- | -- -- | 5000.00 |
| Chemistry | 400.00 | -- -- | 400.00 | -- -- |
| English | 1000.00 | 100.00 | 900.00 | 100.00 |
| Business Agent | 50.00 | 5.00 | 50.00 | -- -- |
| Military | 1500.00 | -- -- | 1500.00 | -- -- |
| F. P. Anderson | 100.00 | -- -- | 100.00 | -- -- |
| R. R. Memorial | 157.09 | -- -- | 157.09 | -- -- |
| Law | 200.00 | -- -- | 200.00 | -- -- |
| Journalism | 100.00 | 50.00 | 90.00 | 10.00 |
| Grounds & Bldg. Rep. | 50.00 | 10.00 | 40.00 | 10.00 |
| Dean of Men | 60.00 | 3.35 | 3.35 | 56.65 |
| Mod. Language | 5.00 | -- -- | 3.04 | 1.96 |
| Bus. Agent | 70.00 | -- -- | 70.00 | -- -- |
| | 1500.00 | 440.94 | 547.28 | 952.72 |
| | 225445.49 | 29885.52 | 209896.38 | 21117.67 |

DEPARTMENT EXPENDITURES

MAY 31, 1917

| | <u>1916-17</u> <u>Budget</u> | <u>Salary</u> <u>Approp.</u> | <u>Spent</u> <u>in May</u> | <u>Spent to-</u> <u>Date</u> |
|-------------------------|---------------------------------|---------------------------------|-------------------------------|---------------------------------|
| 1. Executive | 6585- | 6220- | 518.33 | 5703.63 |
| 2. Business Agent | 4815- | 4630- | 309.44 | 3640.27 |
| 3. Registrar | 4720- | 3870- | 300.21 | 3568.26 |
| 4. Dean of Women | 560- | 500- | 100.00 | 500.00 |
| 4½. Dean of Men | 200- | 100- | 20.00 | 100.00 |
| 5. Chemistry | 13640- | 10800- | 1635.50 | 10156.00 |
| 6. Physics | 10185- | 6900- | 1160.00 | 6700.00 |
| 7. Geology | 2480- | 2340- | 460.00 | 2330.00 |
| 7½. Arts & Science | 750- | 600- | 50.00 | 550.00 |
| 8. Physiology | 2313- | 2250- | 450.00 | 2250.00 |
| 9. Mathematics | 8585- | 8500- | 1635.00 | 8410.00 |
| 10. Education | 10025- | 8800- | 1340.00 | 8500.00 |
| 11. History & P.E. | 3502- | 3400- | 680.00 | 3400.00 |
| 12. Ancient Language | 3665- | 3650- | 730.00 | 3650.00 |
| 12½. Modern Language | 6575- | 6550- | 1310.00 | 6550.00 |
| 13. English | 9415- | 9350- | 1770.00 | 9250.00 |
| 14. Journalism | 2935- | 2700- | 505.00 | 2625.00 |
| 15. Agric. & Bot. | 19077- | 13955- | 2458.18 | 13193.88 |
| 16. Zoo. & Ent. | 3215- | 2900- | 400.00 | 2300.00 |
| 17. Home Econ. | 6300- | 4770- | 868.00 | 4720.00 |
| 18. Mech. & Elec. | 25670- | 21340- | 3236.66 | 20753.26 |
| 19. Mines & Met. | 4865- | 4425- | 805.00 | 4216.05 |
| 20. Civil Eng. | 8005- | 6505- | 1220.00 | 6420.00 |
| 21. Law | 8725- | 6805- | 781.81 | 6973.93 |
| 22. Physical Educ. | 4095- | 3600- | 700.00 | 3615.00 |
| 23. Military | 2912- | 1007- | 48.00 | 931.30 |
| 24. Summer School | 1500- | 1500- | -- -- | 1490.70 |
| 25. Library | 3209- | 1350- | 123.33 | 1261.63 |
| 26. Univ. General | 28090- | 7900- | 743.22 | 7540.68 |
| 27. Grounds & Bldg. | 4400- | 650- | 60.00 | 420.00 |
| 28. Patterson Hall | 2343.15 | -- | -- -- | -- -- |
| 29. Boys' Dorm | 800- | 800- | 58.33 | 741.63 |
| 30. Y.M.C.A. & Y.W.C.A. | 1500- | 1500- | 303.25 | 1716.83 |
| | <u>215656.15</u> | <u>160167-</u> | <u>24779.26</u> | <u>154178.05</u> |
| 31. 50th Anniv. | 2500.00 | -- | -- | -- |
| 32. Grounds | 5000.00 | -- | -- | -- |
| 33. R. R. Memorial | 157.09 | -- | -- | -- |
| 34. F. P. Anderson | 100.00 | -- | -- | -- |
| 35. Farmers' Week | 360.00 | -- | -- | -- |
| 36. W. R. Milward | 172.25 | -- | -- | -- |
| Total | 223945.49 | 160167- | 24779.26 | 154178.05 |

| <u>Balance Unspent</u> | <u>Approp. for Supplies</u> | <u>Spent in May</u> | <u>Spent to Date</u> | <u>Balance Unspent</u> |
|----------------------------|---------------------------------|-------------------------|--------------------------|----------------------------|
| 516.31 | 365- | .96 | 272.55 | 92.45 |
| 989.73 | 185- | 7.65 | 185.00 | -- -- |
| 391.74 | 850- | 47.34 | 744.73 | 105.27 |
| -- -- | 60- | 2.00 | 39.50 | 20.50 |
| -- -- | 100- | 5.85 | 51.34 | 48.66 |
| 644.00 | 2840- | 191.61 | 2605.60 | 234.40 |
| 200.00 | 3285- | 19.15 | 3302.85 | 17.85 X |
| 10.00 | 140- | 14.09 | 153.10 | 13.10 X |
| 50.00 | 150- | 6.70 | 59.92 | 90.08 |
| -- -- | 63- | -- | 62.52 | .48 |
| 90.00 | 85- | -- | 76.19 | 8.81 |
| 300.00 | 1225- | 143.43 | 1095.36 | 129.64 |
| -- -- | 102- | -- | 8.50 | 93.50 |
| -- -- | 15- | -- | 27.03 | 12.03 X |
| -- -- | 25- | -- | 23.21 | 1.79 |
| 100.00 | 65- | -- | 42.88 | 22.12 |
| 75.00 | 235- | 25.25 | 172.91 | 62.09 |
| 761.12 | 5122- | 210.04 | 4774.26 | 347.74 |
| 600.00 | 315- | 2.00 | 189.79 | 125.21 |
| 50.00 | 1530- | 204.46 | 1300.02 | 229.98 |
| 586.74 | 4330- | 194.31 | 4183.56 | 146.44 |
| 208.95 | 440- | 4.60 | 192.26 | 247.74 |
| 85.00 | 1500- | 4.50 | 1391.23 | 108.77 |
| 168.93 | 1920- | 6.61 | 2017.85 | 97.85 X |
| 15.00 | 495- | 43.30 | 457.35 | 37.65 |
| 75.70 | 1905- | 19.47 | 1797.23 | 107.77 |
| 9.30 | -- | -- | -- -- | -- -- |
| 88.37 | 1859- | 89.19 | 1858.73 | .27 |
| 359.32 | 20190- | 2651.49 | 18444.40 | 1745.60 |
| 230.00 | 3750- | 184.05 | 4356.45 | 606.45 X |
| -- -- | 2343.15 | 1028.21 | 2207.75 | 135.40 |
| 58.37 | -- | -- -- | -- -- | -- -- |
| 216.83 | -- | -- -- | -- -- | -- -- |
| <hr/> | | | | |
| 6389.71 | 55489.15 | 5106.26 | 52094.07 | 4142.36 |
| 42 -- | 2500.00 | -- -- | 2334.92 | 165.08 |
| -- -- | 5000.00 | -- -- | -- -- | 5000.00 |
| -- -- | 157.09 | -- -- | 157.09 | -- -- |
| -- -- | 100.00 | -- -- | 100.00 | -- -- |
| -- -- | 360.00 | -- -- | 360.00 | -- -- |
| -- -- | 172.25 | -- -- | 172.25 | -- -- |
| <hr/> | | | | |
| 6389.71 | 63778.49 | 5106.26 | 55218.33 | 9307.44 |