

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, February 17, 1945.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 11:00 o'clock Saturday, February 17, 1945. The following members were present: J. C. Everett, H. D. Palmore, H. S. Cleveland, and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board, were also present.

A. Temporary Chairman.

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1. Upon motion duly made, seconded and carried, R. P. Hobson was directed to act as chairman of the Executive Committee meeting in the absence of Judge Richard C. Stoll, who is ill.

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B. Report of the Comotroller.

The Comptroller submitted detailed financial report for the period July 1, 1944, to January 31, 1945, showing realized and unrealized income, budget appropriations, expenditures and incumbrances, of each department and division; also Restricted and Agency funds. The members examined the report in detail and took the following action:

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2. Upon motion duly made, seconded and carried, the report is accepted, approved, and ordered filed.

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C. A. D. Kirwan Transferred.

President Donovan presented the following letter from A. D. Kirwan, requesting transfer from the Department of Athletics, as Head Football Coach, to the Department of History:

February 14, 1945

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Pursuant to my conversation with you several weeks ago, I should like to request that I be transferred from the Department of Athletics to the Department of History at the University of Kentucky to become effective September 1, 1945.

Also I would like to request that I be granted a sabbatical leave for the school year 1945-1946 in order that I might do graduate study.

Respectfully yours

Albert D. Kirwan
Football Coach

President Donovan recommended that the request be granted. The Committee discussed the transfer and the granting of sabbatical leave and took the following action:

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3. Upon motion duly made, seconded and carried, Mr. A. D. Kirwan is ordered transferred from the Department of Athletics as Head Football Coach to the Department of History, effective September 1, 1945, and it is further ordered that he be given sabbatical leave on one-half pay for three quarters beginning September 1, 1945.

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D. E. A. Shively Made Football Coach.

President Donovan presented a recommendation of Dean Chamberlain, in which he concurred, that Mr. B. A. Shively, Athletic Director, be appointed Head Football Coach, with an adjustment in salary, as recommended by the President.

The Committee discussed the question of Mr. Shively serving as Director of Athletics and Football Coach, and took the following action:

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4. On motion duly made, seconded and carried, it is ordered that Mr. B. A. Shively, Director of Athletics, be made Head Football Coach.

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E. Contracts with Architects.

President Donovan reported to the Committee that contracts had been drawn for plans, specifications and supervision of the Memorial Auditorium-Field House with John T. Gillig, architect; for the Women's Residence Hall and Dining Hall Unit with Frankel & Curtis, architects; and for the Men's Dormitory with John T. Wilson, architect. The following action was taken:

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5. Upon motion duly made, seconded and carried, it was ordered that the action of the President in signing the contracts above enumerated be approved, and that the architects be requested to begin without further delay the plans for the buildings noted above.

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F. Recess for Luncheon.

The Committee recessed at 12:45 p.m. for luncheon in the Student Union Building, and invited Mr. B. A. Shively, the newly-elected Football Coach, to have lunch with the Committee.

The Committee again assembled in meeting at 2:00 p.m.

G. Declaratory Judgment Suit.

President Donovan reported that Judge Charles I. Dawson and Mr. Leslie Morris have agreed to represent the University in declaratory judgment suit to test the right of the University of Kentucky to keep gifts, endowments, and restricted funds locally and not clear same through the State treasury. The President stated that Judge Dawson and Mr. Morris, due to their interest in the University, have agreed to give their services free of charge. The Committee received the news of Judge Dawson's and Mr. Morris' decision to assist in the suit with much enthusiasm, and asked the President to express to them the appreciation of the University for their magnanimous offer.

H. Agreement with War Manpower Commission.

The following agreement with the War Manpower Commission was presented:

January 23, 1945

President H. L. Donovan
University of Kentucky

Dear President Donovan:

We should like to enter into an agreement for the year 1945 with the War Manpower Commission for the State of Kentucky, for furnishing facilities and services. This arrangement would be the same as we had during the past year. I enclose copy of the proposed agreement. I should like authority to sign, in accordance with the requirements of the Farm Labor Act.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director

COOPERATIVE AGREEMENT BETWEEN STATE EXTENSION
SERVICE AND WAR MANPOWER COMMISSION FOR FURNISH-
ING FACILITIES AND SERVICES

THIS COOPERATIVE AGREEMENT made this 1st day of January, 1945, by and between the Cooperative Extension Service of the College of Agriculture and Home Economics, University of Kentucky, Lexington, Kentucky, hereinafter called the "Extension Service", and the War Manpower Commission, through its Manpower Director for the State of Kentucky, hereinafter called the "State Manpower Director".

WHEREAS, pursuant to Public Law 229 - 78th Congress, approved February 14, 1944, as supplemented, hereinafter called the "Act", the War Food Administrator and the Extension Service are responsible for assisting in providing an adequate supply of workers for the production, harvesting, and preparation for markets, of agricultural commodities essential to the prosecution of the war; and

WHEREAS, the War Food Administrator, hereinafter called the "Administrator", has apportioned funds to the State of Kentucky for expenditure by the Extension Service for carrying out certain purposes of the Act; and

WHEREAS, the Extension Service desires to utilize certain specified facilities and services of the War Manpower Commission and its United States Employment Service in the State of Kentucky, hereinafter called the "Employment Service", to assist in carrying out some of those purposes; and

WHEREAS, both parties hereto have legal power to enter into this agreement.

NOW, THEREFORE, this agreement witnesseth:

1. Recognizing that the Extension Service is fully responsible for the determination of need for, and the recruitment (exclusive of interstate and foreign workers) and placement, of all agricultural labor: the State Manpower Director agrees to furnish specified services of the Employment Service (as listed in Exhibit "A" attached hereto and made a part hereof) to the Extension Service to carry out responsibilities of the Extension Service for the period January 1, 1945, through December 31, 1945.

2. The Extension Service will make available to the War Manpower Commission from payments by the Administrator not more than \$9,600 to be expended within the State of Kentucky to perform the services listed in Exhibit "A" hereof; to be paid in advance in quarterly installments, the first installment as soon as practicable after the date hereof and subsequent installments 30 days in advance of the quarter, according to the following estimates:

	<u>Personal services</u>	<u>Travel</u>	<u>Other</u>	<u>Total</u>
January 1945	\$ 590	\$ 160	\$ 50	\$ 800
February 1945	590	160	50	800
March 1945	590	160	50	800
<u>1st Quarter</u>	<u>\$1770</u>	<u>\$ 480</u>	<u>\$150</u>	<u>\$2400</u>
April 1945	\$ 590	\$ 160	\$ 50	\$ 800
May 1945	590	160	50	800
June 1945	590	160	50	800
<u>2nd Quarter</u>	<u>\$1770</u>	<u>\$ 480</u>	<u>\$150</u>	<u>\$2400</u>
July 1945	\$ 590	\$ 160	\$ 50	\$ 800
August 1945	590	160	50	800
September 1945	590	160	50	800
<u>3rd Quarter</u>	<u>\$1770</u>	<u>\$ 480</u>	<u>\$150</u>	<u>\$2400</u>
October 1945	\$ 590	\$ 160	\$ 50	\$ 800
November 1945	590	160	50	800
December 1945	590	160	50	800
<u>4th Quarter</u>	<u>\$1770</u>	<u>\$ 480</u>	<u>\$150</u>	<u>\$2400</u>
<u>Totals</u>	<u>\$7080</u>	<u>\$1920</u>	<u>\$600</u>	<u>\$9600</u>

3. The funds available under section 2 hereof shall be expended by the State Manpower Director, through the Employment Service, in accordance with fiscal procedures applicable to the expenditure by the War Manpower Commission of its own funds, to provide the Extension Service with such specified facilities of its offices and services of its personnel in Kentucky in accordance with general policies of the Administrator and the Extension Service and the provisions of Exhibit "A", said provisions to be subject to such modifications, procedures, and instructions, not inconsistent with any provision of this agreement, as may hereafter be mutually agreed upon by the Extension Service and the State Manpower Director.

4. It is agreed that during the period covered by this agreement, as to all employees paid pursuant to it, there shall be charged to Extension Service funds available pursuant to section 2 only such annual leave and sick leave as may accrue during the period of this agreement and in accordance with standard Government leave regulations.

5. It is agreed that the salaries to be paid employees of the Employment Service engaged under this agreement will be in accordance with the salary rates and compensation plan applicable to all employees of the Employment Service in Kentucky. In event presently unknown changes in classification or salary rates occur, in accordance with regular Federal employment procedure, such changes will apply to employees paid pursuant to this agreement and any necessary increase will be paid from the amount advanced by the Extension Service.

6. The State Manpower Director shall arrange for each unit of the Employment Service covered by this agreement to submit to the Extension Service a monthly report of its activities. He shall also submit or cause to be submitted to the Extension Service such other reports as may be requested by the Extension Service from time to time, provided that the estimate cost of preparing any such report is advanced by the Extension Service under this agreement.

7. The State Manpower Director shall submit to the Extension Service a monthly statement of expenditures as early as practical following the period covered by such expenditures. This statement shall itemize all expenditures made by the WMC and the USES in Kentucky in farm placement activities and shall include an accounting specifically in the following categories and covering any other services not herein afterward mentioned if performed by the USES-WMC:
Actual cost of the services of all full time and part time WMC-USES personnel, (part time personnel services to be determined by USES time and cost study schedule); proportion of rent and public utilities used, based upon percentage of full and part time personnel engaged in the farm placement

activity to total number of employees in the USES offices; local and toll call telephone services; all office supplies; all travel performed by personnel when engaged in the farm placement function.

8. If the services rendered to the Extension Service by the Employment Service in any one quarter do not require the expenditure of the budget estimates set forth above, the unexpended portions of such estimate may, with the approval of the Extension Service, be continued available for expenditure at a later time during the period hereof in furtherance of the purposes of this agreement.

9. In the event that it becomes necessary to incur the expenditures in any one quarter of sums larger than the budget estimate for that quarter, the State Manpower Director may, with the approval of the Extension Service, use funds made available for expenditure at a later date. The services covered by this agreement will be rendered only to the extent that funds are made available.

10. Personnel of the Employment Service while assigned pursuant to this agreement shall remain under the supervision and direction of the State Manpower Director and shall be responsible to him, but will receive such functional direction from the Extension Service at State and county levels as may be mutually arranged for by the State Manpower Director and the Extension Service and set forth in Exhibit "A".

11. This agreement may be terminated at the request of the State Manpower Director or the Extension Service upon the filing of a written notification at 30 days in advance of such termination or at any time by their mutual consent.

12. Any part of advance installments paid by the Extension Service to carry out the provisions of this agreement which are not used for such purposes shall be returned to the Extension Service as soon as practical after the termination of this agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day, month and year first above written.

Cooperative Extension Service
College of Agriculture & Home
Economics, University of Kentucky.

(Signed) W. H. Fraysure
State War Manpower Director
State of Kentucky

Director

(Signed) Robert C. Goodwin
Regional War Manpower Director
WMC Region Number V

Approved on behalf of War
Food Administrator

Approved on behalf of War Manpower
Commission and United States
Employment Service.

Deputy Director of Extension

~~Director, Bureau of Placement~~

Exhibit "A"

Plan of work for carrying out the provisions of the agreement between the United States Employment Service of the War Manpower Commission and the Kentucky Agricultural Extension Service for the recruitment and placement of agricultural labor in Kentucky to which this is attached and made a part hereof and subject to such modifications, procedures and instructions as may hereafter be mutually agreed upon.

Funds advanced to the Director of the United States Employment Service, War Manpower Commission for the State of Kentucky, Frankfort, are to be used to provide full-time services of designated personnel and such other facilities as the Employment Service may be able to supply in the counties of McCracken and Daviess, for a full-time farm labor program for the purpose of recruiting and placing agricultural workers within those counties. Full responsibility for recruitment and placement of agricultural workers is thus assumed by the Employment Service in these counties and all efforts toward the recruitment and placement of these workers shall be channeled through the Employment Service offices in these counties. The Employment Service also agrees to render assistance to the Selective Service in furnishing information on the contribution that individuals are making to agricultural production, as called for in Public Law 229 as supplemented. The Extension Service agrees to assist the Employment Service in these counties in such manner as carrying on a general educational program, assisting in the calling of meetings pertaining to farm labor and such other ways as can be carried out in connection with regularly assigned duties of the Extension Service. The Extension Service will further assist the Employment Service in helping to encourage the swapping of labor between neighbors and the exchange of and full use of machinery and farm equipment.

The Employment Service also agrees to assume responsibility for the recruitment and placement of farm labor for such farm labor problems as may occur in such parts of counties adjacent to McCracken and Daviess Counties as represents the normal commuting distance and it is practical to transport labor to and from Paducah and Owensboro. Determination of this boundary is to be agreed upon by the two agencies. As in the previous paragraph, the Extension Service agrees to carry on general educational work in connection with such farm labor requirements.

The United States Employment Service further agrees to assist in recruitment activities in the cities of Paducah and Owensboro for such farm labor as may be needed in other counties in this section of Kentucky, such needs being indicated to the Employment Service by actual orders secured by the Extension Service in these counties.

In all other sections of Kentucky not covered in the above paragraphs, the Employment Service is to refer all agricultural workers, applicants for agricultural workers and workers available for agriculture applying to the Employment Service offices to the nearest farm labor office of the Extension Service. Likewise, the Extension Service, in the territory covered by this paragraph, will refer any non-agricultural workers wishing employment in industry and applying to their offices to the nearest Employment Service office.

The Employment Service, as the action agency of the War Manpower Commission for Kentucky, will, through its various offices, interpret the rules and regulations of the War Manpower Commission relative to the transfer of workers. They shall expedite, in every way possible, any clearance procedure that may be stipulated by the War Manpower Commission, toward the end that the transfer of agricultural workers may be accomplished with the least possible delay.

For informational purposes and to prevent conflicting recruitment programs, it shall be the responsibility of Extension to keep the appropriate local office manager of the United States Employment Service informed of orders for agricultural workers sent to that particular Employment Service manager's local office territory. It shall be the policy of the Employment Service not to arrange pooled interviews for the recruitment of qualified agricultural workers in any territory which will conflict with the recruitment of such workers by the Extension Department when the Employment Service has been previously informed by Extension that definite recruitment in that area is contemplated for a definite agricultural order.

The Extension Service has an agreement with the Director of Vocational Education, State of Kentucky, providing for participation of the schools in a labor recruitment program. The Employment Service in carrying out the provisions of this plan of work, agrees to carry out the activities outlined in accordance with the provisions of the agreement with the Director of Vocational Education. A copy of the agreement referred to is attached to this exhibit. (Exhibit B)

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A STATEMENT OF RELATIONSHIPS BETWEEN THE KENTUCKY
AGRICULTURAL EXTENSION SERVICE AND THE VOCATIONAL
DIVISION OF THE KENTUCKY STATE DEPARTMENT OF EDU-
CATION WITH RESPECT TO THE FARM LABOR TRAINING
PROGRAM

To relieve the acute shortage of farm labor, it has become necessary to inaugurate a farm labor program for Kentucky. Several months ago, the Agricultural Extension Division of the United States Department of Agriculture and the United

States Office of Education formulated a cooperative working agreement with respect to the participation of each agency in the farm labor program.

1. In Kentucky, the public schools in cooperation with the State Division of Vocational Education will be responsible for recruiting and enrolling in-school* nonfarm youth in farm labor training classes to prepare them for work on farms.
2. The schools will provide preliminary and in-service training.
3. The in-service training will involve supervisory visits to the farms where the boys are working.
4. The schools will be expected to make available to the Extension Service the list of people available for farm work and such information as may be readily available that would be of service in making suitable placement of young people on farms.
5. The Extension Service will have the responsibility of determining the need on farms for youth and will certify such need to the school. The Extension Service will have the responsibility of placing youth on farms and the supervision of living and working conditions and other matters not related to training. The schools shall have the responsibility of supervision incident to training.
6. In areas served by teachers of vocational agriculture, it is expected that the teacher of agriculture will assist with the recruitment, training, and supervision of nonfarm in-school youth*.

This agreement is intended to cover all the in-school youth of the program properly known as the Victory Farm Volunteers. Close cooperation between the schools and the Extension Service will be the watchword in order that the need for and the satisfactory placement of workers may closely parallel recruitment and training.

*In-school youth refers to youth who have not completed or discontinued regular training at high schools.

As a basis for facilitating the inauguration of a training program in the several city areas of the state, the following approximate numbers are suggested for immediate training:

Lexington	150
Covington and Newport.....	50
Louisville	300
Owensboro	50
Henderson	50
Paducah	100
Hopkinsville	50
Bowling Green	100

State Committee

A state advisory committee for the Victory Farm Volunteer program in Kentucky will be created to consist of the following: The Assistant Farm Labor Supervisor, Victory Farm Volunteers, the State Director of Vocational Education, a County Superintendent of Schools, a City Superintendent of Schools, an Executive of the Fourth Region - Boy Scouts of America and at least two representative farmers. Such committee is to be a sub-committee of the State Emergency Farm Labor Program Committee. School members of this committee are to be selected by the Director of Vocational Education and farmer members are to be selected by the State Director of Extension.

(Signed)

 John W. Brooker
 State Superintendent of
 Public Instruction
 State of Kentucky

(Signed)

 Thomas P. Cooper
 Director of Extension Service
 College of Agriculture & Home
 Economics
 State of Kentucky

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6. On motion duly made, seconded and carried, the Agreement was approved, and Dean Thomas Cooper was authorized to sign same on behalf of the University of Kentucky.

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I. Registered Bonds.

President Donovan read the following letter, which was received, approved, and ordered made a part of the minutes.

February 7, 1945

President H. L. Donovan
University of Kentucky

My dear President Donovan:

The Board of Trustees, at its meeting November 22, 1944, directed that government coupon bonds then held should be changed to registered bonds. This is to report that, pursuant to this order, \$113,500.00 government coupon bonds have been exchanged for registered bonds, and that proper notations have been made on the Investment Ledger of the University.

Very truly yours,

(Signed) Frank D. Peterson
Comptroller

J. Sale of Government Bonds.

President Donovan reported that, pursuant to order of the Board of Trustees, the Comptroller had sold Government Bonds belonging to the Peabody Fund and to the Student Loan Fund.

February 5, 1945

President H. L. Donovan
University of Kentucky

My dear President Donovan:

The Board of Trustees, at its meeting on January 19th, 1945, authorized the Comptroller to sell \$40,000.00 government coupon bonds due September 15, 1952, belonging to the Peabody Fund, and \$10,000.00 government coupon bonds due September 15, 1952, belonging to the Student Loan Fund at a price of 107.21. This is to advise that these bonds have been sold at 107.25, yielding a net premium, after allowance for brokerage commission of \$3,841.94. The principal of both accounts will be reinvested in government bonds.

Very truly yours,

(Signed) Frank D. Peterson
Comptroller.

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7. On motion duly made, seconded and carried, it was directed that action of the Comptroller be approved, and that \$40,000 of the Peabody Fund and \$20,000 of the Student Loan Fund be invested in 2-1/2% Series G Government Bonds, interest semi-annually.

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K. Gifts.

President Donovan reported two gifts, one from the General Education Board in the sum of \$19,470 for Forest Project; the other from the Kentucky Federation of Women's Clubs--International Scholarship Fund, in the sum of \$1,000.

GENERAL EDUCATION BOARD

January 19, 1945

My dear President Donovan:

I am pleased to inform you that at a meeting of the Executive Committee of the General Education Board on January 19, 1945, the sum of \$19,470, or as much thereof as may be necessary, in addition to any unexpended balance in the sum of \$46,600 voted December 4, 1941, was appropriated to the University of Kentucky toward support during the period terminating June 30, 1948, of the study of the utilization of the forest resources of the Eastern Kentucky Highlands region.

The appropriation was voted pursuant to the proposal submitted with your approval under date of December 13th by Dean Thomas Cooper, and is for use substantially in accord with the budget presented. It was noted that for the period January 1 to June 30, 1945, the project will be financed by unexpended balances remaining in the current appropriations of the University and of the General Education Board, and that the appropriation of \$19,470 will be required at the approximate rate of \$6,490 a year beginning July 1, 1945, for salaries, travel, field and incidental expenses.

Payment will be made by our Comptroller in the same manner as heretofore. At the beginning of each year please send us a budget and at the close of each year a statement of expenditures. Any part of the combined appropriations remaining unused on June 30, 1948, reverts to the Board.

Sincerely yours,

(Signed) A. R. Mann

President H. L. Donovan
University of Kentucky
Lexington 29, Kentucky

Copy to Dean Cooper
KEO

KENTUCKY FEDERATION OF WOMEN'S CLUBS

February 1, 1945

Dr. Herman L. Donovan, President
University of Kentucky
Lexington, Kentucky

Dear President Donovan:

The Kentucky Federation of Women's Clubs, at the mid-winter Board Meeting held in Lexington in January voted to create an International Scholarship Fund.

It was voted to send a foreign student to the University of Kentucky for one calendar year beginning in September 1945. The value of the scholarship to be one thousand dollars (\$1,000.00). The Federation would like to pay this amount in four equal payments. This sum, we understand, will pay tuition, room, board, books and incidental expenses for a student for one calendar year.

The Executive Committee had the pleasure of meeting a group of foreign students on the University campus in December and since that time we have been most enthusiastic over encouraging more foreign students to study in the universities in this country. We have discussed this project with the acting chairman of the Foreign Student Committee on the campus.

With very best wishes for the continued success of the university, I am

Sincerely,

(Signed) Susan S. Johnson
Mrs. Robert E. Johnson, President
KENTUCKY FEDERATION OF WOMEN'S
CLUBS

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8. On motion duly made, seconded and carried, the above gifts were accepted, and the President is directed to write a letter of appreciation to each of the donors on behalf of the University.

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L. Death of Dr. Hume Bedford.

President Donovan reported with regret the death of Dr. Hume Bedford, who for 31 years had been a member of the faculty of the University of Kentucky. He presented a resolution prepared by a committee of the Department of Chemistry.

With the death of Dr. Matthew Hume Bedford, Professor of Physical Chemistry, on February 3, 1945, the University lost one of its older distinguished faculty members. Dr. Bedford came to the University in 1913, and during his thirty-one years of service contributed much to the growth of the Department of Chemistry and to the University.

Modest and unassuming, many of his contributions to the life of the University were observable only to those intimately associated with him. He and his wife took many students into their home and by doing so made possible the continuance of their education. Though these students are now widely scattered and have risen to positions of responsibility in their profession, they have always considered the Bedford home as their own.

Dr. Bedford was greatly interested in Masonry and was honored by election to the highest state offices of the Knights Templars. At the time of his death he was chairman of the committee in charge of the Knight Templar Educational Foundation of the Grand Commandery of Kentucky.

In his teaching he always insisted that his students do independent thinking as well as memorize. This training is greatly appreciated by his students in later life who are making a living in a highly competitive field.

Well trained in his field, kind and considerate, Dr. Bedford leaves a loyal alumni to mourn his passing. The Department of Chemistry has lost a true friend.

Department of Chemistry
by its Committee:

Charles Barkenbus, Chairman
O. J. Stewart
J. R. Mitchell

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9. On motion duly made, seconded and carried, the resolution is ordered spread upon the minutes, and a copy of same is ordered sent to the family of the deceased.

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M. Change of Occupation for Mr. George Duncan.

President Donovan presented recommendation of Dean Thomas Cooper for Change of Occupation for Mr. George Duncan, an employee of the Experiment Station, and read the following letter:

January 30, 1945

President H. L. Donovan
University of Kentucky

Dear President Donovan:

In accordance with the resolution of the Board of Trustees, under date of January 21, 1944, with regard to change of occupation of employees other than academic, administrative or field personnel, I wish to recommend change of work for Mr. George Duncan. Mr. Duncan has been employed as a farm laborer at the Experiment Station since 1922. He attained the age of 70 in 1942. The maximum received by him was \$70 a month. Up until the past few weeks Mr. Duncan was able to perform full time duties and as you will recall, in my letter of April 12, I recommended that his change of occupation and adjusted salary be deferred. He has had a heart attack and from reports of his physical condition, he will not be able to resume the full time duties which he has heretofore carried. I therefore wish to recommend that, effective February 1, he be paid for twenty years' service plus twenty percent, or forty percent of his

maximum wage of \$70, making a total of \$28 a month. He will be assigned to the inspection of fences, minor repairs on small tools and helping about farm buildings, as his physical abilities will permit.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director

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10. On motion duly made, seconded and carried, it is ordered that the occupation of George Duncan be changed as recommended, and adjusted salary be made effective February 1, 1945.

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N. Appointments and Other Staff Changes.

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

College of Arts and Sciences

Appointments

Jacob R. Meadow, Associate Professor of Chemistry, effective February 1, 1945. Dr. Meadow will be the director of freshman classes in Chemistry, for twelve months.

George Barr Carson, Jr., Assistant Professor of History, effective September 1, 1945.

James H. Poteet, instructor in History, on temporary basis (A.S.T. Program), effective February 1, 1945, through April 30, 1945.

William Morris, student assistant in the Department of Social Work, effective January 1, 1945.

Louise M. Railey, secretary, Department of Bacteriology, effective January 16 to July 1, 1945. Mrs. Railey replaces Mrs. Phillips, resigned.

Marjorie Freeman, part-time secretary in the Department of Psychology, effective February 1, 1945. Miss Freeman replaces Miss Betty Capen, resigned.

William Buckler, reappointed graduate assistant in the Department of English, effective January 1 to July 1, 1945.

R. C. Layson, instructor in Physics, AST Program, reappointed, effective February 1 through April 30, 1945.

Adjustments in Salary

Mrs. Lucille N. Clay, instructor in English, adjustment in salary, effective February 5 through March 17, 1945. Mrs. Clay will take over an additional civilian class, to release another instructor for a class of army students.

W. C. Tucker, associate professor of Journalism, adjustment in salary to continue as long as his services are needed in work at The Herald-Leader.

Promotion

Professor Thomas D. Clark, promoted from Acting Head to Head of Department of History, on permanent appointment, effective July 2, 1945.

Leave of Absence

Dr. Charles E. Snow, Associate Professor of Anthropology and Archaeology, leave effective January 23, 1945, for an indefinite period. Dr. Snow is to serve as Consultant in Anthropology to the Climatic Research Institute, United States Army.

Resignation

Betty Capen, part-time secretary in the Department of Psychology.

Death

Dr. M. Hume Bedford, Professor of Chemistry, February 3, 1945.

College of Agriculture and Home Economics

Appointments

Charles L. McGriff, county agent in Harlan County, effective January 15, to June 30, 1945.

William B. Ball, Assistant State Farm Labor Supervisor, V.F.V., effective February 1 to December 31, 1945.

Estelle Boles Nickell, Emergency Food Conservation Assistant, in Morgan-Menifce and Magoffin Counties, effective February 1-June 30, 1945.

Donald W. Martin, Field Agent in Farm Labor, effective February 5-December 31, 1945.

Nancy Scrugham Beck, home demonstration agent in Caldwell County, effective January 30-June 30, 1945.

Rowena I. Sullivan, home demonstration agent in Simpson County, effective February 16-June 30, 1945.

Elizabeth C. Alexander, clerk in the Department of Markets and Rural Finance, effective Feb. 1, 1945. Mrs. Alexander replaces Miss Marjorie Geary, resigned.

Beatrice F. Deaton, clerk-stenographer part-time on hourly basis, placed on full time, effective February 1, 1945.

Betty Jean Tuttle, clerk, 4-H Club Department, effective February 7, 1945. Mrs. Tuttle replaces Miss Elizabeth Wells, resigned.

Ruby E. Morrow, Clerk, Extension-Administration, in College of Agriculture and Home Economics, effective March 1, 1945. Miss Morris replaces Mrs. Dorothy Barkley, resigned.

Salary Adjustments

Grace Hardman, stenographer in the Department of Farm Labor, adjustment in salary, effective January 1, 1945.

Garla Long, assistant herdsman, Experiment Station, adjustment in salary, effective February 1, 1945.

Winfield Underwood, night watchman on the farm, adjustment in salary, effective February 1, 1945.

Owen Blakeman, laborer in the Department of Agronomy, adjustment in salary, effective February 1, 1945.

Joe Goodlett, farm laborer in the Department of Agronomy, adjustment in salary, effective February 1, 1945.

Earl Reynolds, dairyman, transferred from dairy to administration service, with adjustment in salary, effective February 1, 1945.

George Duncan, laborer in the Department of Agronomy, given change of occupation status with adjustment in salary, effective February 1, 1945.

Resignations

Pearl S. Snider, home demonstration agent at Franklin, Kentucky, effective February 15, 1945.

James W. Davenport, assistant county agent at Madisonville, Kentucky, effective January 20, 1945.

Frances McCourt, clerk in the Dairy Department, effective January 31, 1945.

Elizabeth Dan Wells, clerk, 4-H Club Department, effective January 31, 1945.

Dorothy Barkley, clerk, date resignation effective changed from February 15, as given in January 19 minutes, to February 28.

College of EducationAppointments

Maurene Rose, secretary, Department of Business Education, effective January 15, 1945.

Odis Lee Harris, assistant in Vocational Education, effective January 22, 1945.

Mildred Rhoads, study hall supervisor on temporary appointment, effective February 1 through May 31, 1945. Mrs. Rhoads is to relieve some members of the staff who have been carrying too great a load.

College of CommerceAppointment

Goldie Wilson, visiting instructor, for nineteen days, effective January 29, 1945.

University LibraryResignation

Juanita Warren, secretary, effective December 31, 1944.

Office of the Dean of MenAppointment

Mrs. T. W. Sweatt, housemother for the unit for freshman students, for ten months, effective February 1, 1945.

Personnel OfficeAppointments

Anne C. Ensminger, clerk, effective February 1, 1945. Mrs. Ensminger replaces Miss Margaret Newell, resigned.

The following persons are reappointed as freshman faculty advisers, effective January 15, 1945, for the winter quarter: Dr. R. S. Allen, Miss Marie Barkley, Professor W.E. Beals, Dr. A. Capurso, Professor C. W. Hackensmith, Dr. D. V. Hegeman, Professor W. Heinz, Professor J. S. Horine, Dr. Otto Koppius, Professor John Kuiper, Professor A. J. Lawrence, Professor R. G. Lunde, Professor Roy Moreland, Dr. C.C. Ross, Professor R. E. Shaver, Dr. D.S. Steele, Professor W. C. Tucker, Dr. W. S. Ward, Dr. R. M. Weaver, Dr. S. H. Wender.

Resignation

Margaret Newell, clerk, effective February 1, 1945.

Office of the Dean of WomenAppointment

Mrs. Ethel Fish, housemother, effective February 1, 1945. Mrs. Fish succeeds Mrs. John Hagan.

Resignation

Mrs. John Hagan, housemother, effective February 1, 1945.

Student Union BuildingAppointment

Mrs. Elizabeth S. Luxon, hostess, effective January 15, 1945. Mrs. Luxon succeeds Mrs. Shirley Beeler, deceased.

Death

Mrs. Shirley Beeler, January 1, 1945.

Stenographic Bureau

Appointment

Mrs. Kathyne W. Shelburne, stenographer, effective January 29, 1945. Mrs. Shelburne succeeds Miss Marjorie Dennis, resigned.

Resignation

Miss Marjorie Dennis, stenographer, effective February 2, 1945.

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- 11. It was moved, seconded and carried that, on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes be concurred in and record made in the minutes.

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O. Adjournment.

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- 12. Upon motion duly made, seconded and carried, the Executive Committee adjourned at 3:30 p.m.

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