

Irregularities

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, November 5, 1943.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:30 a.m. Friday, November 5, 1943. The following members were present: Judge Richard G. Stoll, R. P. Hobson, H. S. Cleveland, and H. D. Palmore. President H. L. Donovan and Comptroller Frank D. Peterson were also present.

A. Approval of Minutes.

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1. Upon motion duly made and seconded, the minutes of August 20, 1943, were approved as published.

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B. Comptroller's Report.

The Comptroller submitted financial statement for the period ending September 30, 1943, showing realized income to date on all appropriations and funds, and expenditures and encumbrances made against budget estimates for all departments, divisions and agencies for the period. He called special attention to various items of income and free balances of budget estimates and answered various questions of members of the Executive Committee, after which the Committee took the following action:

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2. It was moved, seconded and unanimously carried that the report of the Comptroller be received, accepted and filed with the Secretary of the Board.

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C. Contract with Veterans' Administration.

President Donovan submitted contract with the Veterans' Administration (Rehabilitation Form 1903) for vocational rehabilitation training of Milford Noble for the period September 27, 1943, to June 3, 1944, stating that the contract with the Veterans' Administration provided for the payment of tuition to the University for the fall, winter and spring quarters, and outlined courses proposed for the trainee to take. He also reported that, in all probability, this would be the first of a number of contracts similar in nature which would be made for veterans of World War No. 2. The Executive Committee discussed the contract and the purpose of same, and took the following action:

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3. On motion duly made, seconded and unanimously carried, the contract with the Veterans' Administration dated September 28, 1943, is approved and the Comptroller is authorized to execute this contract on behalf of the University of Kentucky, and all future contracts with the Veterans' Administration similar in nature to the contract made by Milford Noble.

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D. C. N. Manning--Report of Patterson Estate.

President Donovan submitted a detailed statement of settlement of account of the Security Trust Company as executor of the estate of James K. Patterson, showing all items of receipts and disbursements since April 28, 1941, the carrying value of securities amounting to \$321,664.30, and a list of all securities held in the name of the aforesaid estate. The members of the Executive Committee examined the list and, after discussing same, took the following action:

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4. Upon motion duly made and seconded, the report of C. N. Manning, President of the Security Trust Company, on the estate of James K. Patterson, is ordered received and filed with the Secretary of the Board of Trustees.

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E. Contract with Commodity Cooperative Association.

President Donovan submitted a contract with Commodity Cooperative Association in the form of a Memorandum of Understanding between the Commodity Credit Association, Washington, D.C., an agency of the United States, and the Kentucky Agricultural Experiment Station, a division of the University of Kentucky. The contract concerns the production of hemp seed, harvesting and sale of same, through said purchase agreement with the Commercial Credit Association. The Executive Association read the Memorandum of Understanding and took the following action:

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5. Upon motion duly made and seconded, Director Thomas Cooper is authorized to sign the Memorandum of Understanding on behalf of the Kentucky Agricultural Experiment Station.

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F. Lease Agreement for Sigma Chi House.

President Donovan submitted a Lease Agreement made with the Carey-Reed Construction Company of Lexington and the University of Kentucky for the use of the Sigma Chi Fraternity house at 271 Kalmia Avenue for ten months beginning September 15, 1943, and ending July 15, 1944, and recommended approval of same. The contract was explained by the Comptroller, after which the Committee took the following action:

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6. Upon motion duly made and seconded, the Comptroller of the University was authorized to execute the contract with Carey-Reed Construction Company on behalf of the University of Kentucky, said contract to be filed with the Secretary of the Board.

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G. Timber Sale Agreement.

President Donovan submitted a Timber Sale Agreement relating to harvesting of timber on one block of the Robinson Sub-Experiment Station forest land. He read the following letter from Dean Cooper, after which he recommended approval of the contract.

September 28, 1943

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

Dear President Donovan:

As you know, for some time we have had under consideration the harvesting of timber on one block of the Robinson forest. It is proposed to offer for cutting, the timber on a 460 tract. We estimate that approximately 791,000 board feet of lumber will be available on this tract and wish to have your permission and to recommend to the Board that authority be given to advertise and provide for an agreement, copy of which is submitted herewith. This agreement is to be signed by the purchaser and provides for the requirements in cutting and handling the timber. Dean Evans has looked over the contract and considers it in a satisfactory form. We should like to advertise in the near future and be ready to make the agreement around the first of November.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director

The Committee took the following action:

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7. Upon motion duly made and seconded, the timber sale agreement is approved, and the Chairman of the Executive Committee is authorized to execute same.

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H. Bonds of Sigma Xi and Phi Upsilon Omicron.

President Donovan submitted the following correspondence and recommended that the Comptroller be authorized to receive said bonds for safekeeping:

October 21, 1943

President H. L. Donovan
University of Kentucky

Dear President Donovan:

The attached letter was received from Mr. Stacy B. Randle, Treasurer, Kentucky Chapter, Society of Sigma Xi, transmitting five (5) \$100.00 United States Savings Bonds Series F, numbers C272321F; C272322F; C272323F; C565267F and C565268F.

He asks that the Comptroller keep these bonds in the University lock box. Please submit to the Executive Committee for record and direction.

Yours very truly,

(Signed) Frank D. Peterson
Comptroller

October 1, 1943

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I received from the Secretary of the Phi Upsilon Omicron, of the University of Kentucky, the following U.S. Treasury Bond:

No. C566329F -- \$100.00, issued in June, 1943.

This bond is being accepted by the Comptroller to be deposited in the University of Kentucky lockbox at the First National Bank & Trust Company.

Yours very truly,

(Signed) Frank D. Peterson
Comptroller

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8. Upon motion duly made and seconded, the Comptroller is authorized to receive bonds, serial numbers C272321F, C272322F, C272323F, C565267F, and C565268F, in the amounts of \$100 each, belonging to the Kentucky Chapter of Sigma Xi and bond No. C566329F, in the amount of \$100, belonging to Phi Upsilon Omicron.

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I. Interpretation of Insured Members of the Federal Savings and Loan Associations.

President Donovan submitted the following correspondence relative to deposits that may be made with savings and loan associations and whether or not these accounts are guaranteed by the Federal Government:

October 28, 1943

President H. L. Donovan
University of Kentucky

Dear President Donovan:

We have various accounts in odd amounts, which do not render themselves very readily to investments of a fixed amount, such as government bonds. You will also recall that by an order of the Board of Trustees we withdrew various restricted funds from Federal Savings and Loan Associations so that the total amount invested does not exceed \$5,000.00 with each association.

I recently made an inquiry of the First Federal Savings and Loan Association of Lexington as to the interpretation of the Federal Government as to what constituted an "insured member" and have received the attached answer which indicates that each of our restricted funds may be considered an insured member. If you think well, this question might be submitted to the Executive Committee, at its next meeting, for legal interpretation of the facts herein given.

Yours very truly,

(Signed) Frank D. Peterson
Comptroller.

FIRST FEDERAL SAVINGS
AND LOAN ASSOCIATION OF LEXINGTON

October 20, 1943

Mr. Frank D. Peterson, Comptroller
University of Kentucky
Lexington, Kentucky

Dear Mr. Peterson:

In answer to your letter of October 19, we would be very pleased to accept investments from the University of various funds over which you have control. It is our opinion that if each of the accounts is kept separately in your own records, the maximum insurance of \$5,000.00 will apply to the various accounts. To support our opinion, the following is a definition supplied by the Federal Savings and Loan Insurance Corporation in their rules and regulations:

INSURED MEMBER. An "insured member" may be an individual, a partnership, an association, or a corporation holding an insured account. An individual, a partnership, an association, or a corporation may be trustee for any number of disclosed beneficiaries, provided the account of each beneficiary is carried separately. Each such account of an insurable type shall be deemed an insured account.

Further, an opinion from the same source, namely, the Federal Savings & Loan Insurance Corporation, is quoted as follows:

Insured accounts may be held in trust. Since the beneficiaries and not the trustees of trust accounts are the real insured parties in interest, for the purpose of insurance, the beneficiaries and not the trustees are insured.

We believe that accounts for these funds in this Association will be most convenient for you. We certainly appreciate the privilege of being of service in any way possible.

Very truly yours,

(Signed) Justin R. McCarthy.
Secretary-Treasurer

The Committee discussed the question involved and it was the opinion of the members of the Committee that the regulations cited do not include accounts carried by the University.

J. Gift of the Algernon Sidney Sullivan Foundation.

President Donovan submitted the following correspondence relative to a scholarship fund received from the Algernon Sidney Sullivan Foundation:

THE ALGERNON SYDNEY SULLIVAN FOUNDATION
New York, N.Y.

October 21, 1943

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

My dear Mr. Donovan:

I am pleased to inform you that The Algernon Sydney Sullivan Foundation is this year renewing its donation to the University of Kentucky in the sum of \$500.00 as a contribution to The Algernon Sydney Sullivan Scholarship Fund established by the Foundation by Deed of Gift dated November 3, 1937, to be available for scholarships for the year ending in June, 1944.

It is intended that this donation shall be administered by the University in accordance with the terms outlined in the aforesaid Deed of Gift of November 3, 1937, and that this letter shall be considered an amendment of that instrument in that regard only.

Assuming that this arrangement will be satisfactory to you I am enclosing check of the Foundation to the order of University of Kentucky in the sum of \$500.00 for the uses and purposes above outlined.

With kind regards, believe me,

Sincerely yours,

(Signed) William E. Bardusch,
President.

The President recommended acceptance of the gift, whereupon the Committee took the following action:

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9. On motion duly made and seconded, the gift of the sum of \$500.00 is accepted and the President was authorized to acknowledge same and thank the Foundation on behalf of the University.

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K. Agreement of Kentucky Agricultural Experiment Station with J. W. Combs.

President Donovan submitted contract of the Kentucky Agricultural Experiment Station, party of the first part, and J. W. Combs, of Quicksand, Ky., party of the second part:

THIS AGREEMENT IS ENTERED INTO BETWEEN THE KENTUCKY AGRICULTURAL EXPERIMENT STATION, THOMAS P. COOPER, DIRECTOR, HEREINAFTER KNOWN AS THE PARTY OF THE FIRST PART AND MR. J.W. COMBS OF QUICKSAND, KENTUCKY, HEREINAFTER KNOWN AS THE PARTY OF THE SECOND PART.

WITNESSETH

THE PARTY OF THE FIRST PART AGREES TO:

1. Sell a sequence of registered and transferred Brown Swiss bulls at approximately beef prices to head the herd of milk cows owned by the Party of the Second Part. The Party of the First Part further agrees to thus furnish a sequence of bulls as they are needed about one every three years, if available. As one bull is replaced with another, the Party of the First Part agrees to repurchase the bull from the Party of the Second Part at the original purchase price plus \$25.00.

THE PARTY OF THE SECOND PART AGREES TO:

1. Accept the bulls selected by the Party of the First Part and use them as sires only on females which are a part of his own herd, and make them available for repurchase by the Party of the First Part when he is through using them.

2. Properly feed, house and manage each bull, keeping him in a lot by himself and not running with the herd of females.

3. Subject his herd to an official test for Bangs' Disease and to take the necessary steps to free it from this disease if it is found in the herd, before the first sire is placed by the Party of the First Part. It is further understood that the Party of the Second Part will maintain a state accredited herd status for both Bangs' Disease and Tuberculosis while this agreement is in force.

4. Cooperate with the Party of the First Part in collecting milk weights and butterfat tests once each month, birth and subsequent weights on calves to six months of age for all female calves and male calves to two months of age or until sold, of both improved and unimproved breeding, and such other data as may be termed pertinent and valuable under Animal Industry Project No. 11 Robinson Sub-Experiment Station.

TERMINATION OF CONTRACT

This contract may be terminated by either Signer of this agreement 30 days after written notice is given to the other Party of the agreement.

Signed _____
Party of the First
Part

Signed J. W. Combs
Party of the Second Part

Date _____

Date August 16, 1943

The Board examined the proposed contract, and suggested one change to be made, whereby the party of the first part agrees to furnish a sequence of bulls as they are needed, about one each three years, "if available." After which the Committee took the following action:

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10. Upon motion duly made and seconded, the contract was authorized executed and made a part of these minutes.

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L. Injury to Willie Smith.

President Donovan submitted correspondence concerning an injury to Willie Smith and a statement for medical services, with recommendation that same be approved. After examining the correspondence, the Committee took the following action:

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11. On motion duly made, seconded and passed, the Executive Committee authorized the payment of the bill submitted by Dr. C. C. Garr for \$9.00 and it is the express understanding that action on this claim is without commitment as to future action of the Executive Committee on requests for payment of medical and other bills incurred in cases of injury to employees and that the Committee does not establish a precedent and does not admit negligence or liability in paying this doctor's bill.

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M. Request for Use of Armory for Training Women.

President Donovan submitted the request of Corporal Mildred Brockaw, local recruiting officer in charge of WAC activities in Lexington:

U. S. ARMY RECRUITING OFFICE
414 Federal Building
Lexington, Kentucky

9 October 1943

Mr. Peterson
University of Kentucky
Lexington, Kentucky

Dear Mr. Peterson:

Confirming our telephone conversation of yesterday, we are herewith requesting use of the Armory for the purpose of drilling women. We would like to use the Armory every Monday evening, starting practice at 7:00 p.m., and continuing same until 8:00 p.m.

Lt. Vera L. Haspel will be in charge of the group and will assume full responsibility for the Armory during the time it is occupied by the drill team.

We will appreciate your advising us if it will be satisfactory with you for us to use the Armory for the

above purpose, and at the specified time.

Yours very truly,

(Signed) Mildred Brockaw
Cpl., WAC

The Committee discussed the purpose for which the Armory will be used and, after discussing the emergency that exists, took the following action:

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12. It was moved, seconded and carried that the Comptroller be authorized to make available the use of the Armory each Monday evening for drilling of members of the WAC or prospective members. The responsibility for the Armory shall be under the charge of Lt. Vera L. Haspel, and the drills in the Armory shall be confined to the hours of 7:00 p.m. and continue until 8:00 p.m. each Monday.

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N. Employment of Mrs. C. G. Latimer.

President Donovan explained to the Board of Trustees the difficulty of securing instructors for the Department of Mathematics at this time and stated that it has been necessary to employ Mrs. C.G. Latimer as part-time instructor in Mathematics during the fall quarter. He further explained that Mrs. Latimer is the wife of Dr. C. G. Latimer, professor in the Department of Mathematics. He recommended that the policy regarding employment of relatives of staff members be waived in this particular instance only during the present emergency, and the Committee took the following action:

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13. Upon motion duly made and seconded, the recommendation of the President is approved relative to the employment of Mrs. C. G. Latimer.

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O. 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

Angelo Eagon, instructor in English, ten months' basis, effective September 1, 1943.

Mary Hester Cooper, part-time instructor in mathematics, October, November and December.

R. C. Layson, temporary instructor, ASTP, for as long as his services are needed, effective September 22, 1943.

W. M. Arnold, Jr., graduate assistant in bacteriology, effective September 1, 1943.

Mrs. Jane Council, nurse (Infirmary), 12 months' basis, effective September 15, 1943.

Juanita H. Shely, secretary in the Department of Physics, 12 months' basis, effective September 20, 1943.

Mrs. Ethel E. Wilner, secretary in the Department of Chemistry, 12 months' basis, effective September 15, 1943. Mrs. Wilner is to succeed Miss Edith Love, resigned.

Owen L. Hange, temporary instructor in physics, ROTC-ASTP students, effective September 28, 1943.

George Herndon, graduate assistant in English, ten months' basis, effective September 29, 1943. Mr. Herndon is to succeed Mrs. Kilroy Harris, who declined the assistantship.

Mrs. J. C. Lamb, part-time instructor in mathematics, for the Fall Quarter.

Mrs. C. G. Latimer, part-time instructor in mathematics for the Fall Quarter.

Mary Jean McElroy, student assistant in the Department of Sociology, eight months beginning October 1, 1943.

Lucille E. Brown, student assistant in the Department of Sociology, for eight months beginning October 1, 1943.

Mrs. Irvin C. Scudder, instructor in the Department of History, for as long as her services are needed.

Esther C. Friedman, student assistant in the Department of Bacteriology, for nine months beginning October 1, 1943.

Bernadine Aulick, student assistant in the Department of Bacteriology, for nine months beginning October 1, 1943.

Mrs. Louise Freeman, part-time assistant professor in the Department of Geology, for the Fall Quarter, effective October 1, 1943.

Joseph F. Calk, storekeeper, Department of Chemistry, 12 months' basis, effective October 7, 1943.

Lillian Heaton, student assistant in the Department of Sociology, for eight months, October 1 through May, 1944.

Ann Garst, student assistant in the Department of Library Science, effective October 1, 1943.

Opal Skaggs, part-time instructor in the Department of Anatomy and Physiology, for the Fall Quarter beginning October 1, 1943.

James A. Beasley, instructor in the Department of Physical Education (ASTP), effective November 1, 1943.

Dietrich Roetter, junior technician in the Department of Bacteriology, effective January 1 to July 1, 1944. Mr. Roetter is to succeed Miss Alice Moran, whose resignation is effective at the end of the Fall Quarter.

Mrs. Ida Dean, assistant librarian in the Department of Art, effective November 1, 1943, to June 1, 1944. Mrs. Dean is to succeed Mrs. E. R. Doll in this work.

Mrs. Ann Frank, student secretary in the Department of Botany, for the months of October, 1943, through May, 1944.

Carola Spurr, student herbarium assistant in the Department of Botany, effective October 1, 1943.

Jack Scharstein, student greenhouse assistant in the Department of Botany, effective October 1, 1943.

Mrs. Sarah B. Holmes, part-time assistant professor of sociology, effective January 1, 1944.

Salary Adjustments

Mrs. Clyde B. Crawley, salary adjustment because of one class added to schedule.

Anna Jane McChesney, part-time instructor and secretary in the Department of Political Science, salary adjustment because of one class added to schedule, effective October 1 through December, 1943.

William Gormley, rating changed from part-time instructor to full-time instructor, with adjustment in salary, effective October 1, for as long as his services may be needed.

Mrs. E. R. Doll, part-time secretary and assistant librarian in Department of Art, position changed to part-time secretary, with adjustment in salary.

Resignations

Charles W. Smith, Jr., associate professor in the Department of Political Science, and acting head of the Department during the Summer Quarter, 1943, effective September 1, 1943.

W. O. Shropshire, instructor, ASTP, to report for military duty, effective September 24, 1943.

Edith Love, secretary in the Department of Chemistry, effective September 15, 1943.

Goldie Wilson, secretary in the Department of Physics, effective September 30, 1943.

James M. Wright, graduate assistant in Chemistry, to report for military duty, effective September 1, 1943.

Mrs. Kilroy Harris, graduate assistant in English. Mrs. Harris declined the appointment previously made and did not report for duty.

Lucille E. Brown, student assistant in the Department of Sociology, effective October 1, 1943.

A. T. Gullette, instructor in Physical Education, effective November 1, 1943.

Alice Moran, junior technician in the Department of Bacteriology, effective at the end of the Fall Quarter.

College of Agriculture and Home EconomicsAppointments

Marguerite Williams, assistant home demonstration agent in Gardner County, effective November 1, 1943.

Mrs. Dorothy Lowry, clerk in the Department of Feed and Fertilizer Control, effective October 15, 1943.

William E. Netherland, assistant county agent in Trigg County, effective October 16, 1943.

Thelma M. Meredith, home demonstration agent in Pike County, effective September 1, 1943.

Myrtle P. Binkley, home demonstration agent in Barran County, effective November 1, 1943.

Frances Amburgey, home demonstration agent in Floyd County, effective September 1, 1943.

Salary Adjustments and Transfers

Henry Noble Sherwood, adjustment of salary as assistant bulletin editor, for the fall quarter, because of part-time temporary assignment in College of Arts and Sciences.

Grace Hardman, clerk in the Office of Farm Labor, adjustment in salary, effective October 1, 1943.

Eudell Jones, clerk in Experiment Station, transferred to position as clerk in Extension Division, with adjustment in salary, effective September 20, 1943.

Gertrude Hanly, clerk, promoted to clerk and tabulating assistant, with adjustment in salary, effective November 1, 1943.

Resignations

Mrs. Hope Hughes, assistant in bacteriology, effective September 25, 1943.

Mrs. Gladys A. Meadors, clerk, Experiment Station, effective September 30, 1943.

C. W. Woodmansee, assistant chemist, Experiment Station, effective November 15, 1943.

Emergency Farm Labor Program

Appointments

Clifton P. Edwards, assistant in Hopkins and Muhlenberg Counties, effective September 7, 1943.

Miss Lois Crooks, clerk, previously on temporary basis, effective October 1, 1943.

Resignation

Roy Bach, assistant, effective October 19, 1943. Mr. Bach is being inducted into the armed forces.

Emergency Farm Labor ProgramResignations

Alonzo F. Kazee, assistant, effective August 26, 1943, to do school work.

William Howard Hardin, assistant, effective August 31, 1943, to enlist in the Navy.

Benjamin D. Nisbet, assistant, effective September 6, 1943, to teach school.

Calvin H. Webb, assistant, effective September 17, 1943.

Appointment Terminated

William F. McGary, assistant, effective August 31, 1943.

College of EngineeringAppointments

Herbert H. Davies, instructor, ASTP, (temporary appointment), in engineering drawing, effective October 1, 1943.

Samuel A. Mory, instructor, ASTP, (temporary appointment), civil engineering, effective October 1, 1943.

Ernst V. Johnson, instructor, ASTP, (temporary appointment), in engineering drawing, effective October 1, 1943.

Biagio C. Mangione, machinist, on temporary basis, with Ferritic Steel Project.

Smith T. Collier, instructor, ASTP, (temporary appointment), in applied mechanics, effective October 15, 1943.

Clinton K. Hoffman, instructor, ASTP, (temporary appointment), in mechanical engineering, effective October 15, 1943.

George F. Ester, laboratory assistant, ASTP, (temporary part-time appointment), effective October 15, 1943.

Joe L. Robbins, junior metallurgist in the Department of Mining and Metallurgical Engineering, to be charged to Ferritic Steel Project.

Edward G. Lee, instructor, ASTP, (temporary appointment), effective November 1, 1943.

Salary Adjustment

Helen Louise Trapp, salary adjustment, effective October 1, 1943.

Army Specialist School

Termination of Employment

J. Frank Grimes, instructor (temporary employment), effective September 30, 1943.

Glenn E. Hammet, instructor (temporary employment) effective September 30, 1943.

Martha Robards, clerk-stenographer (temporary employment), effective September 30, 1943.

Ernst B. Johnson, instructor (temporary employment), effective September 30, 1943.

Samuel A. Mory, Jr., instructor (temporary employment), effective September 30, 1943.

Dorothy T. Leedy, stenographer (temporary employment), effective September 30, 1943.

College of Education

Appointments

Robert M. Tice, physical education assistant in the University School, effective September 22 to the end of the first semester.

Helen Jane Truby, assistant secretary, part-time, effective October 1, 1943.

Huguette Balzola, assistant, University School, to teach two classes in French, effective October 11, 1943.

Leave of absence

Wellington Patrick, professor, History of Education, effective October 1, 1943, to July 1, 1944, on half pay.

Transfer within the Office

Sarah Anne Hall, assistant secretary in the Dean's office, transferred to position of assistant with Sloan Experiment, at same salary.

Resignations

Mrs. Willie Prater Mills, secretary, effective October 1, 1943.

Earl G. Robbins, instructor in Agricultural Education, effective October 16, 1943.

College of CommerceAppointments

Goldie Margaret Wilson, part-time instructor (graduate student) to partly replace vacancy caused by resignation of Dr. Ruth Thomas.

Sarah S. Bogan, student assistant, October through May, effective October 1, 1943.

Dorothy Lipscomb, student assistant, October through May, effective October 1, 1943.

Oleen Majors, secretarial assistant, effective October 1, 1943, through May, 1944.

Amanda C. Miller, student assistant, October through May, effective October 1, 1943.

Salary Adjustment

Jeanne Lowry, secretarial assistant, assigned an additional class in Secretarial Practice, with adjustment in salary, effective October 1, 1943.

Dean of the UniversityUniversity LibraryAppointment

Margaret Erskine, part-time secretary in Librarian's office, 12 months' basis, effective October 1, 1943.

Department of University ExtensionSalary Adjustment

Frances C. Smith, secretary, adjustment in salary.

Office of the Dean of WomenAppointment

Dorothy Hillenmeyer Evans (Mrs. J. R.), social director, effective September 10, 1943. Mrs. Evans is to succeed Miss Dorothy Collins, resigned.

Mrs. T. W. Sweatt, housemother, effective October 1, 1943.

Transfer and Salary Adjustment

Mrs. Robert Henry, formerly housemother for Hamilton House, transferred to Kappa Sigma House as house-director, with adjustment in salary.

Maintenance and OperationsAppointments

Two additional groundsmen, for ten months, to maintain campus and additional property--fraternity houses now used as dormitories for girls.

Elmer G. Downs, night policeman, effective October 1, 1943.

Resignation

William T. Mandy, carpenter, effective September 1, 1943. Mr. Mandy's resignation is because of ill health.

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14. It was moved and seconded 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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P. Adjournment.

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15. Upon motion duly made and seconded, the Board adjourned at 2:00 o'clock to meet again on November 18, at 10:30 a.m.

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