

Minutes of Called Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, June 28, 1940.

The Executive Committee of the Board of Trustees of the University of Kentucky met in meeting called by the Chairman in President McVey's office at the University of Kentucky Friday, June 28, 1940, at 10:30 a.m. The members of the Committee present were Judge Richard C. Stoll, Chairman; James Park, and H. S. Cleveland. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present.

1. Monthly Meeting Date of Executive Committee.

The Chairman stated that it is necessary to fix a date for regular monthly meetings of the Executive Committee. A motion was then made, seconded and carried that the third Friday in each month be fixed as the date for regular monthly meetings of the Executive Committee of the Board of Trustees of the University of Kentucky; the meetings to be held at 10:50 a.m. in the President's Office, University Campus.

2. Approval of Minutes.

The minutes of the meeting of the Executive Committee of May 10, 1940, were approved as published.

3. Financial Report.

The Business Agent filed financial report for month of May, 1940. The report was ordered recorded in the minutes. The report reads as follows:

Statement of Income and Expenditures
Month of May 1940

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Federal Appro-Morrill-Nelson	42,750.00		42,750.00
Vocational Education Board	29,723.28	3,134.70	32,857.98
Fed. Appro.-Bankhead-Jones	38,686.57	5,751.64	44,438.21
State Appro.-Summer School	8,000.00		8,000.00
Special Agr. Appro.	20,000.00	2,000.00	22,000.00
State Appro.-General	638,350.42	66,395.01	704,745.43
Bldg. Revenue Bond & Opera- tions Fund	65,495.01	149.50	65,644.51
Bldg. Rev. Bond & Op. Fund-1938	19,552.00	(12.00)	19,540.00
State Appro.-Repairs to Buildings	8,850.64	(850.64)	8,000.00

2.

Interest on Peabody Endowment	500.00	500.00	1,000.00
Student Fees	207,174.21	6,015.24	213,189.45
Student Fees - Summer School	62,797.25	20.75	62,818.00
Student Fees - Un. H. S.	10,166.00	615.00	10,781.00
Student Fees - El.Tr.School	7,315.00	270.00	7,585.00
Student Fees - Un. Exten.	11,255.92	433.50	11,689.42
Misc. Receipts	12,448.87	407.51	12,856.38
Athletics	40,370.64		40,370.64
Rentals	1,615.00	240.00	1,855.00
Men's Dormitories	19,474.08	1053.19	20,527.27
Engineering Equipment	52,455.93	3,505.23	55,961.16
Sci. and Lab. Equipment	60,000.00		60,000.00
Library Equipment	12,885.70	3,358.68	16,244.38
Int. on Land Grant Bonds	4,322.25	4,322.25	8,644.50
Total	<u>1,374,188.77</u>	<u>97,309.56</u>	<u>1,471,498.33</u>
Expenditures			
Instruction	849,349.51	89,366.37	938,715.88
Adm., Expense & Maintenance	417,492.68	25,108.80	442,601.48
Additions and Betterments	57,854.10	7,618.34	65,472.44
Total	<u>1,324,696.29</u>	<u>122,093.51</u>	<u>1,446,789.80</u>
Excess of Income over Expend.	<u>49,492.48</u>	<u>(24,785.95)</u>	<u>24,708.53</u>
Patterson Hall Income			
Board	85,263.24	2,699.85	87,963.09
Miscellaneous	81.75		81.75
Room Rent - Summer School	1,147.08		1,147.08
Total	<u>86,492.07</u>	<u>2,699.85</u>	<u>89,191.92</u>
Expenditures			
Expense	52,759.58	7,262.38	60,021.96
Additions and Betterments	17,472.12		17,472.12
Total	<u>70,231.70</u>	<u>7,262.38</u>	<u>77,494.08</u>
Excess of Income over Expenditures	<u>16,260.37</u>	<u>(4,562.53)</u>	<u>11,697.84</u>
General Fund Income	<u>1,460,680.84</u>	<u>100,009.41</u>	<u>1,560,690.25</u>
General Fund Expenditures	<u>1,394,927.99</u>	<u>129,355.89</u>	<u>1,524,283.88</u>
Excess of General Fund Income over Expenditures	65,752.85	(29,346.48)	36,406.37
Excess of Receipts over Expend. for General Ledger Accounts	16,891.37	7,254.91	24,146.28
Accounts Payable	(14,811.35)		(14,811.35)
Excess of Receipts over Expenditures for the fiscal year to date - General Fund	<u>67,832.87</u>	<u>(22,091.57)</u>	<u>45,741.30</u>
Excess of Receipts over Expenditures for the fiscal year to date - General Fund			45,741.30

Experiment Station Income

Hatch-Federal Appropriation	15,000.00		15,000.00
Milk and Butter - Cash Rec.	10,582.67	920.88	11,503.55
Beef Cattle Sales	937.50		937.50
Sheep Sales	1,217.88		1,217.88
Dairy Cattle Sales	1,529.63	100.00	1,429.63
Swine Sales	2,032.38	16.03	2,048.41
Poultry Sales	2,483.52	359.38	2,842.90
Farm Produce Sales	2,557.32	31.00	2,588.32
Horticultural Sales	1,144.08		1,144.08
Seed Tests	1,458.18	3.75	1,461.93
Seed Inspection	24,134.85	3,054.27	27,169.12
Rentals	5,417.12	119.67	5,536.79
Miscellaneous	623.46	42.93	666.39
Fertilizer-Fees	43,609.52	14,073.75	57,683.27
Public Service - State Appro.	15,519.00	1,598.96	17,117.96
Public Service - Misc.	60.00		60.00
Feeding Stuffs - Fees	58,273.38	6,466.22	64,739.60
Adams - Federal Appro.	15,000.00		15,000.00
Serum - Sales	1,213.62	27.76	1,241.38
Serum - Virus Sales	32.30	.30	32.60
Serum - Live Stock Sales	104.35		104.35
Serum - Supplies	37.80	13.80	51.60
Serum - Miscellaneous	22.17	1.09	23.26
Horticultural Appropriation	6,865.19	1,093.75	7,958.94
State Appropriation	40,678.92	3,665.24	44,344.16
Creamery - License Fees	8,648.50	13.50	8,662.00
Creamery - Testers Licenses	3,146.02	25.50	3,171.52
Creamery - Glassware Tested	458.31	14.90	473.21
Creamery - Miscellaneous	13.68		13.68
Robinson - State Appropriation	10,796.02	1,278.50	12,074.52
Robinson - Misc. Receipts	3,086.90	262.26	3,349.16
West Ky.-State Appropriation	11,617.16	1,072.72	12,689.88
West Ky.-Misc. Receipts	5,968.93	273.27	6,242.20
Purnell - Federal Appro.	60,000.00		60,000.00
Bankhead-Jones - Fed. Appro.	78,938.04		78,938.04
Nursery Inspection - State Appro.	1,600.00	200.00	1,800.00
Nursery Inspection - Fees	2,025.00	95.00	2,120.00
Total	<u>436,633.40</u>	<u>34,804.43</u>	<u>471,437.83</u>

Expenditures

Expense	349,284.56	59,661.51	388,946.07
Additions and Betterments	5,879.51	654.61	6,534.12
Total	<u>355,164.07</u>	<u>40,316.12</u>	<u>395,480.19</u>
Excess of Income over Expend.	81,469.33	(5,511.69)	75,957.64
Accounts Payable	(7,246.44)		(7,246.44)
Excess of Expend. over Receipts for General Ledger accounts	<u>(21,268.66)</u>	<u>(42.65)</u>	<u>(21,311.31)</u>
Excess of Receipts over Ex- penditures	<u>52,954.23</u>	<u>(5,554.34)</u>	<u>47,399.89</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Experiment Station			47,399.89

Extension Division Income			
Federal - Bankhead-Jones	443,610.87		443,610.87
Federal - Smith-Lever	148,308.76		148,308.76
Federal - Cappter-Ketcham	36,800.97		36,800.97
State Smith-Lever	99,988.50	9,988.50	109,977.00
County and Other	21,928.75	2,574.87	24,503.62
Total	<u>750,637.85</u>	<u>12,563.37</u>	<u>763,201.22</u>
Expenditures			
Expense	<u>624,133.68</u>	<u>64,078.40</u>	<u>688,212.08</u>
Excess of Income over Expenditures	<u>126,504.17</u>	<u>(51,515.03)</u>	<u>74,989.14</u>
Excess of Income over Expenditures for the fiscal year to date - Extension Div.			74,989.14
Trust Fund			
Student Loan Fund	1,299.03	184.45	1,483.48
Student Notes Paid	2,570.45	248.80	2,819.25
Total Receipts	<u>3,869.48</u>	<u>433.25</u>	<u>4,302.73</u>
Expenditures			
Expense	893.63	70.12	963.75
Student Notes	870.00	275.00	1,145.00
Total Expend.	<u>1,763.63</u>	<u>345.12</u>	<u>2,108.75</u>
Excess of Receipts over Expenditures			<u>2,193.98</u>
Excess of Receipts over Expenditures for the fiscal year to date - Trust Fund			2,193.98
Summary			
General Fund Income	1,460,680.84	100,009.41	1,560,690.25
Experiment Station Income	436,633.40	34,804.43	471,437.83
Extension Div. Income	750,637.85	12,563.37	763,201.22
Trust Fund Income	1,299.03	184.45	1,483.48
Total	<u>2,649,251.12</u>	<u>147,561.66</u>	<u>2,796,812.78</u>
General Fund Expenditures	1,394,927.99	129,355.89	1,524,283.88
Exp. Sta. Expenditures	355,164.07	40,316.12	395,480.19
Extension Div. Expenditures	624,133.68	64,078.40	688,212.08
Trust Fund Expenditures	893.63	70.12	963.75
Total	<u>2,375,119.37</u>	<u>233,820.53</u>	<u>2,608,939.90</u>
Excess of Income over Expenditures			274,131.75
Excess of Receipts over Expenditures for General Ledger Accounts			(4,377.29)
Petty Cash Account			(2,200.00)

Accounts Payable	(22,057.79)		(22,057.79)
Student Loan Fund Notes	<u>1,700.45</u>	<u>(26.20)</u>	<u>1,674.25</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Combined Fund	<u>247,197.12</u>	<u>(79,072.81)</u>	<u>168,124.31</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Combined Fund			168,124.31

Abstract of item shown on Statement
of Income and Expenditures as "Excess"
of Receipts over Expenditures for
General Ledger Accounts \$2,834.97.

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	18,257.18	
Sundry Accounts		6,950.49
Notes and Bills Payable	<u>18,257.18</u>	<u>14,141.66</u>
		<u>21,092.15</u>
		<u>18,257.18</u>
		<u>2,834.97</u>

4. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from May 2, to June 27, 1940, closing the business of the fiscal year. The report showed orders made by the Business Office on authority of the Requisition Committee in the manner prescribed by the Board of Trustees and State Laws, running from No. 6296 to 10983. The report was examined, and, on motion and second, the orders named therein were ratified and approved and payments on said orders were authorized and approved. Budget additions: to balance budget expenditures for the year.

5. Powers of Acting President --- Check Signing.

On motion and second, Thomas P. Cooper, who at the meeting of the Board of Trustees June 7, 1940, was appointed acting president of the University of Kentucky to succeed President Frank L. McVey, was given all powers authorized to be exercised by the president of the University of Kentucky. He was authorized to have his

secretary or assistant sign his name to University of Kentucky warrants and checks at his discretion.

6. Expenditures Authorized on Basis of Balance of Income.

The Business Agent reported an estimate of balance of income over commitments for fiscal year 1939-40 to be in excess of a minimum of \$1700.00. The Acting President was authorized to appropriate such balance to expenditures for completion of buildings and small construction, and to notify the Superintendent of Buildings and Grounds to proceed with such work as funds become available.

7. Audit.

a. Approval of Accountants - Suggestion

Entries Suggested by Peat, Marwick, Mitchell
and Company's Auditor

Haggin Trust Fund	1.00	
General Capital Account		1.00
To record, at a nominal value, the interest of University of Kentucky in the Trust Fund		
To write off to Surplus		
University Commons-Operating Account	2.00	
Heating Plants-Murray and Western Kentucky Colleges	26.38	
Patterson Memorial	49.91	
Public Welfare, 1938-39 Account	8.50	
To close Old Account - Commons Equipment		
Transfer to the following equipment accounts on Property Ledger		
Buildings and Grounds	4,828.88	
Patterson Hall	3,475.00	
Home Economics Department	27.05	
Men's Dormitories	1,985.88	
	<u>10,316.81</u>	
Transfer to		
Union Building	195.05	
Kentucky Kernel	55.00	
	<u>10,566.86</u>	
Transfer to Training School Cafeteria on Sundry Ledger		
	4,000.00	
Write off to Surplus	2,977.00	
Balance now on Account	<u>\$17,543.86</u>	

b. Business Office's Report

REPORT ON ENTRIES CARRIED
AS ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE

1. Accounts payable

Balance due on 1931-32 Salaries \$13,075.42

2. Accounts receivable

Amount advanced to P. W. A.
Construction Accounts 4,697.14

c. Resolution

On motion, seconded and carried, the suggestions made by the Accountant shown in report, marked "a", were approved and the Business Agent was directed to make entries as indicated thereon. It was further ordered that item 1, report, marked b, be charged by the Business Agent to surplus and that there be reserved from miscellaneous collections or fees for the fiscal year 1940-41 an amount sufficient to discharge item 2, report marked b, provided it is not paid within the year.

8. Funds not Remitted to State Treasurer.

Business Agent's Report.

The Business Agent reported a list of collections and funds not remitted to State Treasurer but ordered to be controlled and expended by direction of the Board of Trustees. He filed with the list copies of the minutes of the Board and Executive Committee continuing such resolutions.

No changes were made in the resolutions, but the Business Agent was directed to compile the resolutions and send copies to members of the Board of Trustees.

9. Coding Funds and Expenditures by Department of Finance.

Letter of Director of Division of Accounts and Control:

8.

Commonwealth of Kentucky
DEPARTMENT OF FINANCE
Frankfort

June 13, 1940

President Frank L. McVey
University of Kentucky
Lexington, Kentucky

Dear President McVey:

I am enclosing the suggested re-classification of expenditures of the state institutions of higher education, with the suggestion that you delegate someone connected with your institution, possibly the Business Manager, to go over this suggested classification with the view of accepting or recommending changes.

It is my definite conviction that the classification the State is now using is inadaptable, if not worthless, and I believe it is highly desirable to adopt a classification which can be adapted to all the state institutions of higher education.

At the present time the State is trying to code expenditures of your institution. I am definitely of the opinion that expenditures should be coded at the institution of origin. To get the best results we should have a uniform classification of expenditures that will meet the needs of the institutions of the State, and I request that you notify me if it will be possible for your representative to meet in Frankfort, Monday, June 24, 10:30 a.m. to discuss with representatives of other institutions of higher education and with Dr. Maney, representing my Department, the enclosed proposed re-classification of expenditures.

Your cooperation in this matter will be greatly appreciated and I believe the results will work towards a satisfactory solution of this problem as it relates to your institution.

Yours very truly,

(Signed) Frank D. Peterson
Director of Accounts
and Control.

The Business Agent stated that at President McVey's request, L. H. McCain, of the Business Office, Coleman Smith of the Experiment Station, and D. H. Peak, Business Agent, attended the meeting called by the above copied letter. He reported that representatives of each of the institutions of higher education were present, and the proposed reclassification was discussed at length. It was stated by Mr. Peterson that the object was not to put additional burdens of labor and expense on the institutions, that no additional accounting will be required of the institutions, that all bookkeeping will be done within the Division of Accounts and Control, and that the object is to better systematize the accounting of groups of state institutions of similar nature. A coding system is to be set up and perfected, and the institutions are asked to place the code numbers on each requisition and each voucher, including reports of collections, sent to the Department of Finance.

The Business Agent was authorized by the Executive Committee to comply with the request of the Division of Accounts and Control in so far as that may be done without conflict with the accounting of the University of Kentucky, under resolutions and orders of the Board of Trustees.

10. Fees, 1939-40, not Collected.

a. Report of Business Agent

UNCOLLECTED FEES

1939-1940

First Semester - - - - -	\$1,680.20
Second Semester (Estimate) -	<u>4,500.00</u>
	\$6,180.20

This is about \$1,200.00 in excess of last year's uncollected fees. This amount of uncollected fees for 1939-40 is about 2% of total estimate of fees for the two semesters, \$310,000.00. The per cent last year was 1.8.

This increase is due partly to about \$1,700.00 delinquency of N. Y. A. students. The delinquencies in second semester are due largely to students who work during the summer, consequently the large amount of collections in following year.

Old fees collected during this fiscal year amounted to \$4,117.18, which does not include amount credited to activities. The amount charged off last year was \$4,954.10, and most of the collections were for 1938-39 fees. I estimate the actual loss for that year at less than two-fifths of one per cent.

I suggest that an order be made similar to that made June 29, 1939, which reads as follows:

b. Resolution

It was ordered, on motion and second, that the amount of uncollected fees for the year 1938-39 be charged off and not carried as assets on the books of the University, and that the part thereof distributable to General Fund of University that may hereafter be collected, be set aside for P. W. A. Building and Revenue account.

It was suggested that charging off accounts receivable or charging accounts to surplus, in no wise changes obligations of payment of such accounts.

11. Fees - Out-of-State.

a. Report on Graduate Students.

1. President McVey, complying with the order of the Board of Trustees, Sec. 8, minutes of June 7, 1940, filed communication copied as follows:

June 18, 1940

President Frank L. McVey
University of Kentucky

My dear President McVey:

Pursuant to your request the Committee on Graduate Work and Research met to consider recommendations to the Board of Trustees regarding the increase in fees to out-of-state students in the Graduate School. For the reasons set forth by the committee's chairman, Professor E. N. Fergus, in a letter to you dated June 4, 1940, and because of the University's published announcements regarding the fees to be expected in the Graduate School, the committee unanimously approved the following recommendation:

The Committee on Graduate Work and Research at the University of Kentucky recommends that the ruling of the Board of Trustees of the University regarding the increase of fees for out-of-state students be not applied to scholars, fellows, graduate assistants, or graduate student technicians for the academic year of 1940-41.

Very truly yours,

(Signed) C. C. Ross
Secretary of
Committee

On motion, seconded and carried, it was ordered that the compensation of non-resident scholars, fellows, graduate assistants and graduate student technicians employed for the academic year of 1940-41, be increased in each instance in the amount of the increase in non-resident fee of such fellow, scholar, assistant or technician.

b. Registrar's Letter.

President McVey presented a communication from the Registrar regarding the difficulties that arise in the collection of non-resident fees, especially as regards the determining of what is called legal residence. The communication was accompanied by a statement of "Rules and Policies Governing Residence and Non-Residence at the University of Kentucky."

The question of residence was debated at some length by members of the Committee. It was stated that facts and the intention of the party must be considered in each case of establishment of legal residence. It was suggested that the acting president and registrar consult Dean Evans, of the Law College, and try to get the rules of the University Senate and the interpretation thereof in line with what really constitutes legal residence.

12. Engineering Equipment--Report of 1939-40 Purchase.

a. Letter of Dean Graham

June 3, 1940

President Frank L. McVey
University of Kentucky

My dear President McVey:

I attach hereto a condensed statement of expenditures

for engineering equipment under "Account No. 2430" as compiled under date of June 1, 1940. You viewed and inspected personally the results of these expenditures in your inspection of the College of Engineering on May 7. The individual requisitions representing these expenditures have been approved during the fiscal year 1939-40 by the Board of Trustees of the University or by the Executive Committee thereof; but we believe it proper to furnish you with this condensed summary at this time.

You will recall, in this connection, that through the aid of Governor Johnson, a further appropriation of \$25,000 for each of the fiscal years of 1940-41 and 1941-42 was made specifically by the 1940 General Assembly in order to round out and to complete the equipping of the laboratories and shops of the College of Engineering in accord with the program inaugurated in September, 1935. The first sum of \$25,000 will be available for expenditure on July 1, 1940. In anticipation of this, the several departments of the College have studied their further needs in relation to the program and the equipment already installed, have written specifications and have obtained prices thereon, and I am ready to make the several allocations therefor, all of which is predicated upon and in accord with the aforesaid program. However, we may expect some administration changes shortly and something in the nature of a "twilight zone" during the next few months and as I find that I am in duty bound to remain with the University until I have concluded finally P. W. A. Docket No. KY-1305 and also execute certain assignments or responsibilities given me by Governor Johnson, I request some expression from the Board of Trustees as to its desire concerning procedure for the allotment and expenditures of the aforementioned appropriation. In other words, shall I proceed with the plans as formulated, by and with the approval of the Executive Committee of the Board, under the practice in effect for the first two fiscal years? I may state in this connection that to do otherwise will cause probable delays in execution, which will render the equipment in question non-effective during the next College year.

In like case is the appropriation of \$20,000 for scientific equipment. You and I have discussed the allotments of this sum to the several departments and in accord therewith, we have planned and specified certain purchases with Dean Funkhouser and others interested and these are now ready for execution promptly in order that the new equipment may be available for use in the Biological Sciences Building when the University opens next September.

Yours truly,

(Signed) James H. Graham
Dean.

b. Report of Expenditures

STATEMENT

ENGINEERING EQUIPMENT

Account No. 2430

Compiled - June 1, 1940

PARTICULARS	ITEM	SUB-TOTAL	TOTAL
CIVIL ENGINEERING DEPARTMENT:			
300,000# Testing Machine	7,729.50		
Dynamometer	1,658.15		
Water Turbine	1,358.29		
Sub-Grade Soil Testing Equipment	375.68		
Bentzel Velocity Tube	92.00		
Current Meters	22.00		
Surveying Camp Buildings	1,532.24		
Marchant Calculator	212.50	13,180.36	
ELECTRICAL ENGINEERING DEPARTMENT:			
Dynamometer	1,850.00		
Camera, etc.	462.96		
Pre-Amplifier Equalizer	153.26		
A. C. Polyrangers	136.80		
Cathode-Ray Oscillograph, etc.	316.71		
Winding Study Motor, etc.	192.59		
Ampro Projector	296.25		
Rheostats	120.12		
Meters	881.12		
Miscellaneous Radio Equipment	701.08		
Transformers	279.49	5,390.38	
MECHANICAL ENGINEERING DEPARTMENT:			
Steam Turbines	3,932.06		
Condensers, etc.	2,319.00		
Torsion Dynamometer	585.00		
Diesel-Electric Set	1,401.25		
Air-Receiver Tank	167.00		
Psychrometers	200.00		
Platform Scales and Weights	112.50		
Micrometer and Level	122.75		
Reduction Gear Assembly	225.00		
Strobolux and Strobotac	270.00	9,334.56	
MINING AND METALLURGY DEPARTMENT:			
Motor Driven Crane	1,135.58		
Ore Dressing Equipment	4,951.17		
Optical Pyrometer	247.91		
Analytical Balance	135.00		
Variacs	98.24		
Hardness Testing Machine	97.50		
X-Ray Diffraction Tube and Cathodes	108.00	6,773.40	

PARTICULARS	ITEM	SUB-TOTAL	TOTAL
GENERAL (All Departments):			
Photographic Developing Tank		196.50	
Glass Optical System		575.00	
Grinder and Quills		228.44	
Magnetic Chuck, etc.		238.50	
Self-Centering Chuck		86.40	
Furniture, etc.		397.81	
Wood Laboratory Furniture		345.78	
Cabinets, Lockers, Shelving, etc.		1,249.20	
Miscellaneous Lab. Equipment		2,521.51	
Labor Constructing Laboratory Equipment		11,072.06	
Materials to Construct Lab. Equipment:			
Pipe, Fittings, etc.		1,675.03	
Steel, Sheet Metal			
Floor Plates, etc.		1,031.27	
Electrical Supplies		1,488.89	
Paint, etc.		386.18	
Lumber		220.66	
Building Materials		701.96	
Miscellaneous		2,778.35	
		8,282.34	
		25,194.01	59,872.24
UNEXPENDED PORTION OF FUND TO DATE			<u>127.76</u>
TOTAL - ACCOUNT NO. 2430			60,000.00
SCHOOL YEAR 1939-1940			

c. Order

The report was received and ordered recorded in the minutes.

13. Scientific Equipment Appropriation - Budget Approved.

a. Submission

June 24, 1940

President Frank L. McVey
University of Kentucky

My dear President McVey:

I attach hereto a tentative budget for the expenditure of the appropriation in the sum of \$20,000 for scientific equipment, and available for the fiscal year beginning July 1. This distribution has been studied and drawn in accord with our several discussions of this problem since last February and the various items listed

comply with the desires of the several departments involved. You will note that the largest item (\$10,200) is for microscopes for the Department of Zoology, which is in accord with the wishes of Dean Funkhouser and the Department.

You will remember that we discussed together and reviewed the needs of the Department of Art, which will occupy one wing of the Biological Sciences Building. Accordingly we have listed the sum of \$2,200 which will be largely expended for materials wherewith the Department of Buildings and Grounds may manufacture the equipment. I am not familiar with just how far you instructed the Department of Buildings and Grounds to proceed in the planning of this particular item, but I suggest that they prepare a bill-of-material for purchase as promptly as possible.

I can state that all other items are in readiness for prompt execution and installation. If it should be your desire, we can place the orders, in due form, for the equipment during the coming week, as we have secured prices, etc., in accord with specifications prepared in consultations with the departments.

Yours truly,

(Signed) James H. Graham
Dean

b. Budget

BUDGET - APPROPRIATION OF \$20,000 FOR
SCIENTIFIC AND LABORATORY EQUIP-
MENT

ACCOUNT NO. 2420

DEPARTMENT OF ZOOLOGY:

Photomicrographic Camera and Accessories	\$335.00	
6 cu.ft. refrigerator	102.00	
Slide boxes	113.00	
2 special steel cabinets	240.00	
Models	353.00	
Laboratory chick hatchery	42.00	
Misc. display jars, etc.	600.00	
Balances	45.00	
Ovens and accessories	700.00	
Microscopes	10,200.00	
Misc. apparatus	<u>370.00</u>	\$13,000.00

DEPARTMENT OF ANATOMY AND PHYSIOLOGY:

Machinery & installation	
Constant Temperature Rooms	2,500.00

DEPARTMENT OF ART:

Art laboratories, furniture and apparatus	2,200.00
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<u>DEPARTMENT OF BACTERIOLOGY</u>	1,700.00
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MISCELLANEOUS LABOR, MATERIALS FOR CONNECTION
OF SERVICES, ETC.:

	600.00
TOTAL	<u>\$20,000.00</u>

c. Order

On motion, seconded and carried, the budget was approved as set out in Section 13-b.

14. Haggin Fund.

The President reported receipt from Haggin Trust Fund as shown in communication copied as follows:

BANK OF NEW YORK

48 Wall Street, New York

June 24, 1940

University of Kentucky
Lexington
Kentucky

Gentlemen:

Under a deed of trust dated July 14, 1938, Mrs. Margaret Voorhies Haggin created a trust with William M. Haupt, James W. Gerard and our Bank as Trustees, in memory of her late husband, James Ben Ali Haggin, for the purpose of providing an income for your institution and for others.

At present we have income on hand amounting to \$13,271.40 available for distribution. Your 50% interest amounts to \$6,635.70 and we are very pleased to enclose our check for this amount, drawn to the order of the University of Kentucky. May we request that you sign and return the attached receipt.

Yours very truly,

(Signed) A. A. Allen
Assistant Trust Officer

He was directed to acknowledge the receipt, and to place the amount received to Haggin Trust Fund account in the hands of the Treasurer of the University of Kentucky.

15. Insurance.

a. Renewals by State Division of Insurance

1. Letter from Director

DIVISION OF INSURANCE

Frankfort

June 26, 1940

Mr. D. H. Peak, Business Manager
University of Kentucky
Lexington, Kentucky

Dear Sir:

Inclosed you will find riders which should be attached to Certificates No. 810, 804, 818 and 806, all of which were issued July 1, 1939. These riders will extend the insurance covered by the State Fire and Tornado Insurance Fund on the property identified by said Certificates. This coverage is extended to June 30, 1941, or until replaced by revised certificates.

Very truly yours

State Fire and Tornado Insurance
Fund

By
(Signed) Sherman Goodpaster

DIRECTOR OF INSURANCE

2. Certificates of Renewal

The coverage contained in Certificate No. 810 issued July 1, 1939, is extended to June 30, 1941, or until replaced by revised Certificates.

(Signed) Sherman Goodpaster
DIRECTOR OF INSURANCE

The coverage contained in Certificate No. 804 issued July 1, 1939, is extended to June 30, 1941 or until replaced by revised Certificates.

(Signed) Sherman Goodpaster
DIRECTOR OF INSURANCE

The coverage contained in Certificate No. 818 issued July 1, 1939, is extended to June 30, 1941, or until replaced by revised Certificates.

(Signed) Sherman Goodpaster
DIRECTOR OF INSURANCE

The coverage contained in Certificate No. 806 issued July 1, 1939, is extended to June 30, 1941 or until replaced by revised Certificates,

(Signed) Sherman Goodpaster
DIRECTOR OF INSURANCE

b. Insurance Ordered on New Buildings and Contents

On motion, seconded and carried, it was ordered that the Business Agent request the Director of Insurance to place following fire and tornado insurance:

On Biological Sciences Building - - - - -	\$50,000.00
On Contents of Biological Sciences Building -	10,000.00
On Home Economics Building - - - - -	25,000.00

Accordingly, the Business Agent wrote as follows to Director of Insurance:

June
Twenty-eight
1940

Honorable Sherman Goodpaster
Director of Insurance
Frankfort, Kentucky

Dear Mr. Goodpaster:

I have your letter of June 26 in regard to renewals of certificates of insurance. The Board of Trustees approved today the renewal of this insurance and the placing of further insurance as follows:

New Home Economics Building \$25,000.00
 New Biological Sciences Building 50,000.00
 Contents in Biological Sciences
 Building 10,000

I am enclosing herewith a description of each of these buildings.

Very truly yours,

(Signed) D. H. Peak
 Business Agent

16. Report on Investments.

The Business Agent made report on investments as follows:

REPORT ON INVESTMENTS

The following securities of the University of Kentucky are now in the hands of the Custodian of Securities, J. E. McFarland, of the First National Bank and Trust Company, Lexington, Kentucky, and D. H. Peak, Business Agent, University of Kentucky.

- 4 United States $2\frac{1}{2}\%$ Treasury Bonds, of \$1,000.00 each, numbered 2586F to 2589K, - Peabody Fund.
- 10 United States $2\frac{1}{2}\%$ Treasury Bonds of \$1,000.00 each, numbered 52257H to 52266F, - Student Loan Fund
- 10 United States Savings (Baby) Bonds of \$1,000.00 each, numbered M963112C to Student Loan Fund.
- 10 United States Savings (Baby) Bonds of \$1,000.00 each, numbered M863366D to M863375D - Student Loan Fund
- Certificate No. 603, Lexington Federal Savings and Loan Association, Lexington, Kentucky, \$5,000.00 - Student Loan Fund.
- Certificate No. 86, First Federal Savings and Loan Association, Lexington, Kentucky, \$5,000.00. - Student Loan Fund.
- 10 United States Savings (Baby) Bonds of \$1,000.00 each, numbered 1237892D to 1237901D, - Haggin Fund.
- Certificate of Deposit No. 814, Lexington Federal Savings and Loan Association, \$700.00, Meredith Fund.
- City of Madisonville Street Improvement Bond, \$500.00, Brent Fund.

City of Louisville Street Improvement Bonds, face value \$18,890.12, with premium and interest added makes the total \$19,937.43.

In addition to these we have:

Bennett Fund, \$400.00 invested by Security Trust Company, Lexington, Kentucky; accrued interest in interest bearing account, \$214.59.

Crum Fund, \$500.00, invested by Security Trust Company, Lexington, Kentucky; accrued interest in interest bearing account \$626.31.

Following are interest bearing accounts in the First National Bank and Trust Company, Lexington, Kentucky, as of June 30, 1940:

Student Loan Fund	\$3,946.84
Sullivan Medallion	232.68
Chemistry Fund	138.43
Brent Fund	519.44
Waddy Fund	2,439.21
Organizations Fund	5,000.00
Group Insurance Fund	1,819.60
Robinson Sub Experiment Station Fund	16,738.26
Western Ky. Sub Experiment Station Fund	1,460.14
Building Revenue Bond Fund, Project of 1938	4,385.00
Building Revenue Bond Fund, Project of 1935	31,705.15

Lexington Federal Savings and Loan Association:

Group Insurance	2,700.00
SuKy Circle	1,000.00
Organizations Fund	5,000.00

First Federal Savings and Loan Association:

Organizations Fund	5,000.00
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(Signed) D. H. Peak
D. H. Peak, Business Agent

The Report was received and ordered inserted in the minutes.

17. Investment - Louisville Street Improvement Bonds - Student Loan Fund.

a. At the meeting of the Executive Committee of May 10, 1940, the Business Agent was authorized to invest \$10,000.00 of Student Loan Fund in Louisville Street Improvement Bonds. Afterward it was found that a larger amount of such bonds could be secured and on recommendation of Mr. Robert P. Hobson, member of the Executive Committee, the following purchase was made.

18,890.12 City of Louisville Street Improvement
6% at 105 $\frac{1}{2}$. \$19,929.08. Interest \$6.30.
Total \$19,935.38.

Series 89
Due 6-24-1914-49
12-24 Asca.

On motion, seconded and carried, the investment in the amount shown in the above statement was ordered ratified and approved; the bonds to be filed with the Custodians of Securities. This was done June 29, 1940, and placed in lock box in the First National Bank and Trust Company Building.

It was further ordered that the following U. S. Treasury bonds be transferred from Student Loan Fund investment account on Books of the Business Office to the Haggin Trust Fund investment account:

Ten United States 2 $\frac{1}{2}$ Savings Bonds of \$1,000.00 each, numbered M631112C to M631121C, dated November 1, 1938.

The present redemption value of these bonds is \$770.00 each; making the total amount to be charged to the Haggin Fund \$7700.00.

Ten United States Savings Bonds of \$1,000.00 each, numbered M863366 D to M863375 D, dated January 1, 1939. The present redemption value of these bonds is \$760.00 each, making the total amount to be charged to the Haggin Fund \$7600.00.

18. Military Uniform Contract - Advanced Course.

The contract of the University of Kentucky with Fechheimer Bros. Co. of Cincinnati, Ohio, for uniforms for students in the advanced course, for year 1940-41, the uniforms to cost \$35.25 each, was ratified and approved.

19. Maxwell Place.

a. Care of

The matter of securing some reliable person to room at Maxwell Place, during the period it is not occupied by University president as a residence, was referred to Mr. Cooper in his capacity of acting president.

President McVey was requested to make a list of the equipment in house belonging to the University and to deliver it to the acting president.

The acting president was further directed to have the Department of Buildings and Grounds make report of the repairs needed to be made to the property.

b. Purchase of Furniture

The following suggestion and request were made by Mrs. McVey:

June 28, 1940

To the Members of the Executive Committee of
the Board of Trustees of the University of
Kentucky:

My dear Sirs:

Since we are moving into a smaller house than Maxwell Place, and since we cannot use the large dining room furniture, I am anxious to sell this suite, consisting of a side-board, china closet, buffet, extension table seating eighteen, and twelve chairs, all mahogany in Empire design.

Because this furniture is adapted to Maxwell Place, I am asking you first of all, if you would like to purchase it as a permanent possession of the President's House. As you know, the furnishing of a large house is sometimes a heavy responsibility to demand of a president.

I should think that the dining room furniture could not be replaced for a large amount of money and although it needs some refinishing, it is well worth six hundred dollars. If you are interested in buying the furniture I shall be glad to have it appraised by anyone you designate.

Very sincerely yours,

(Signed) Frances Jewell McVey

(Mrs. Frank L. McVey)

On motion seconded and carried, it was ordered that furniture listed below, property of Dr. and Mrs. Frank L. McVey, now in Maxwell Place House, be purchased from them as permanent possessions of the President's House, at a consideration of \$600.00. The Business Agent is directed to make the purchase from University funds for year 1940-41, in the usual prescribed way.

The property is described as follows:

Dining Room Set

1 Sideboard - - - - -	\$125.00
1 Buffet	40.00
1 China and glass cabinet	70.00
1 Extension table 18' six leaves	125.00
12 Mahogany chairs at \$20.00	240.00
	<hr/>
	\$600.00

20. Report on College Catering Company - Cafeteria.

Mr. Park, chairman of the Committee to make investigation of conditions and operation of the College Catering Company, reported that business engagements had made it impossible for him to meet with the Committee until the morning of this meeting of the Executive Committee. A memorandum made by other members of the Committee, together with papers, reports, etc., assembled by the Secretary of the Board, were presented at that time. However, no satisfactory report could be made, and the Committee was continued.

21. State-wide Recreation Project, W.P.A.

The question of University sponsorship of State-wide Recreation Project of W.P.A., deferred from the meeting of May 10, 1940, was presented for further consideration. The purpose of the project and the obligations of the University are stated as follows:

Project to Furnish Recreational Leadership

Project will operate throughout the State. Headquarters for purposes of supervision will be located in Louisville, Kentucky. District supervisory headquarters located at Madisonville, Owensboro, Louisville, Lexington, London and Paintsville, Kentucky.

It is expected that the contributions listed on this proposal will be made by local co-sponsoring groups in the communities in which this project will operate. The University of Kentucky does not guarantee these contributions and is under no obligation to contribute in any material way other than through the professional services of its representatives who shall give technical advice and assistance in cooperation with the State Supervisor of the project.

The obligation and liability of the University having been satisfactorily stated in the project, on motion and second, the President was authorized to have it executed by the University.

22. Naming Science Building.

President McVey presented a proposal made by Dr. A. C. McFarlan of the Department of Geology, and Dr. Hobart Ryland, of Department of Romance Languages, to name the Science Building "Miller Hall", in honor of Professor A. M. Miller, deceased. As this is a matter for consideration of the Board of Trustees, action thereon was deferred to the September meeting of that Board.

23. Lease - Smith Hall.

Renewal of lease of Smith Hall to the Chi Omega Sorority, which expires June 30, 1940, was authorized for period of September 1, 1940, to June 30, 1941; rental \$100.00 per month, payable in advance. The following repairs and renewal to the building set out below were authorized. The acting president was authorized to have the contract prepared and executed.

List of repairs and renewals:

- Complete the roof on the sleeping porch
- Install a small heater on sleeping porch
- Install more floor plugs upstairs
- Paint the outside of the house, provided this can be done with W. P. A. labor
- Repair plumbing fixtures
- Mow the lawn and keep the grounds in shape during summer sessions
- Exterior repairs
- Lay new kitchen floor
- Refinish floors downstairs
- Papering and interior painting.

24. Athletic Funds.

A report of the director of the Department of Athletics heretofore made contemplated a balance of funds for this fiscal year in the Athletic account. The Athletic account is now carried as a sundry ledger account, and the balance of funds after payment of game expense is remitted to State Treasurer and carried in the College Revolving Fund. Thus the balance of athletic funds after payment of budget expenditures operates as what is usually termed a book balance not necessarily reflected in actual cash. President McVey and Mr. Shively said that it was contemplated that the unexpended balance of athletic funds be allowed to accumulate and not be covered into the University General Fund. This question was discussed in the meeting, and it was the consensus of opinion of the members of the Committee that funds of the Department of Athletics collected from games and other sources should be kept separate from the General Fund of the University so that balance may be available

for expenditures for operation of the Department only.

To this end it was ordered on motion, seconded and carried, that the balance of Athletic funds for the year 1939-40, after payment of game expenses and departmental expenses be transferred from the General Fund of the University to the Organizations Fund, and the Business Agent was ordered to make the transfer on the books of the University.

On motion seconded and carried, it was ordered that beginning with next fiscal year all collections made by and through the Department of Athletics for purposes of conducting athletic contests and the operation of the Department of Athletics be paid to the Treasurer of the Organizations Fund and that all orders of the Department of Athletics be made through the secretary of the Organizations Fund. The Athletics funds account shall be carried on the Organizations Funds ledger, so that balances in that fund may be reflected in cash, and athletic funds may be expended only for purpose of operating the Department of Athletics.

25. Grant of General Education Board Continued.

Telegram received.

June 14, 1940

President E. L. McVey
University of Kentucky, Lexington, Ky.

Am happy to advise you informally trustees today appropriated twenty-two thousand dollars in addition to unexpended balance for your rural social economics program as requested. Stop Board's Secretary will send formal notification soon.

A. R. Mann.

On motion and second, the appropriation was accepted, and Dean Cooper was directed to notify the General Education Board of the acceptance, expressing appreciation for the appropriation.

26. Auditorium of Quicksand.

In the WPA project for the erection of an auditorium and service building at the Robinson Substation, approved at the April meeting of the Board of Trustees, certain changes were required which modified the amount of funds requested by the sponsor. Dean Cooper reports that the funds are available and requested approval of the changed agreement on both the changes and the President is authorized to execute the agreement.

27. Tobacco Barn - Experiment Station.

Report of Dean Cooper:

June 18, 1940

President Frank L. McVey
University of Kentucky

Dear President McVey:

In accordance with the action of the Board of Trustees (January 1940 meeting), authorizing the construction of an experimental tobacco barn on the Experiment Station farm, we have drawn requisition in favor of Smith-Haggard Company for \$1135.00. This barn is to be erected in conformity with plans and specifications drawn up by Professor Kelley of our Agricultural Engineering Section, and are on file in his office.

Very truly yours,

(Signed) Thomas Cooper
Dean and Director

On motion, seconded and carried, the action of Dean Cooper set out in above copied report was accepted and ratified.

28. P. W. A. - Matters of Finance.

On motion, seconded and carried, the Business Agent was directed to make following transfers to Operation and Maintenance Account from college collections, Sundry Ledger account, fees and other collections in amount sufficient to balance the account.

29. Payment of Salaries of Agricultural Extension Agents.

a. Proposal submitted

June 26, 1940

President Frank L. McVey
University of Kentucky

Dear President McVey:

During the winter I discussed with you at various times question of our paying the entire salary of county agricultural and home demonstration agents on funds paid through the University. You will recall that a request was made of the legislature for a special amount to meet these payments. The request was not granted, but \$10,000 additional was appropriated.

After considering the matter, it seems advisable to set up a number of experimental counties in which to try out this method, and thus determine something of its effectiveness and the problems that would arise. Therefore, we have selected a number of counties, list of which is attached, in which the entire salary of the county agricultural and home demonstration agent will be paid through University funds. The county funds will be used as offsets in the payment of travel expense, clerical hire, etc. The payment of the entire salary of the group of agents in these counties will come within the funds allotted.

Very truly yours,

(Signed) Thomas Cooper
Dean and Director

b. List of counties

The following is a list of the counties to which it is recommended that the proposal apply:

Adair, Anderson, Ballard, Bracken, Breckinridge, Bullitt, Clay, Crittenden, Edmonson, Fleming, Graves, Grayson, Hickman, Hopkins, Johnson, Knox, Laurel, Lawrence, Lewis, Logan, McCreary, Nicholas, Ohio, Oldham, Owen, Russell, Spencer, Trigg, Washington.

c. Resolution

On motion, seconded and carried, the proposal of Dean Cooper set out above was approved and ratified, and he was directed to proceed with its institution.

29. The University and War Matters.

President McVey brought to the attention of the Executive Committee several communications relative to the activities of the University in connection with national defense. These communications dealt with two matters in particular; one was what part it should have in the matter of training students for the aeronautical service; the other, whether it would be in a position to offer courses for students in vocational fields to prepare them as mechanics. It was pointed out that the University has sent a number of students to Army posts, and that a considerable group, about twenty-two in all, had received training in the Air Service at those posts. The University can do something in the field of engineering training, but so-called trade courses should be offered elsewhere. In case there should be need for young engineers, the University would be in a position to assist, but not in the matter of vocational training. It was recommended that these matters be kept before the committee, that the Engineering College be informed of the action and requested to keep in contact with the situation.

30. Automotive Building.

Judge Stoll stated that the next item on the Call was the consideration of the donation of an aviation research laboratory building for the use of the College of Engineering by the Viking Foundation and asked Dean Graham to explain the situation to the Committee.

Dean Graham stated that, while no definite proposal had been received from the Viking Foundation, he had had a general discussion with Mr. Axel L. Wenner-Gren, an official of the Foundation, with respect to the matter and felt, based upon such discussion, that there was a probability that the Foundation would offer to make the donation. Dean Graham proceeded to outline briefly the type of laboratory under consideration. It was stated that the estimated cost of the building would be approximately \$30,000, the estimated cost of the equipment would be approximately \$50,000 and the estimated cost of operation and service of the laboratory approximately \$50,000 per year.

Plans of the proposed building were then presented and explained, --the building to be of one story, approximately 160 feet in length by 50 feet in width, of concrete and brick construction, and to be equipped with the most modern methods of soundproofing for both within and without the building.

The site for the proposed building was then discussed with the statement that several sites upon the campus and upon the Experimental Farm had been studied carefully, the space needed being approximately 200 feet by 100 feet, and the space finally selected was the plot immediately opposite the Central Heating Plant on Upper Street and parallel to the spur line railway serving the heating plant, which was the major reason for the selection of this site.

Therefore, the site on Upper Street opposite the Central Heating Plant adjacent to the Southern Railway spur track had been chosen. President McVey objected to placing the length of the building parallel to Upper Street as the south end of such a long building would come very close to the College of Education building. After discussion, it was decided to ascertain if the building could not be erected parallel to the spur railway track, upon the assurance of the engineers that the building would be adequately soundproofed.

It was the consensus of opinion of the Executive Committee that if the Viking Foundation should offer to make a donation to the University of a laboratory along the lines discussed at the meeting, such donation should be accepted.

31. Appointments and Other Staff Changes.

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

AppointmentsCollege of Arts and Sciences

John Estill Reeves, Department of Political Science, to fill the vacancy caused by Professor Manning's leave of absence, for the year 1940-41, at a salary of \$1600.00 a year.

James F. Hopkins, Instructor, Department of History, for the year 1940-41, at a salary of \$1500 a year. Mr. Hopkins received his A. B. degree "with distinction" from the University of Mississippi and his M. A. degree from the University of Kentucky. He is now a fellow at Duke University.

Nolan Fowler, Graduate Assistant in Department of History, for the year 1940-41, at a salary of \$500.00. He received the A. B. degree from Marshall College and the M. A. degree from the University of Kentucky.

Fred Hill, student with junior standing, assistant publicity man, Department of Athletics, for the year 1940-41, effective August 1, at a salary of \$300 for the period, payable as follows: \$50 for the month of August, and \$25 a month for the following ten months.

Miss Jessie Irvine, reappointment as full-time clinical graduate assistant, Department of Psychology, for the year 1940-41, at salary of \$1000.00 for the year.

Miss Mary Engle, reappointment as graduate assistant part time, on student maladjustment cases, for the year 1940-41, at salary of \$300.00.

Miss Elizabeth Johnston, half-time secretary, Department of Psychology, for the year 1940-41, at salary of \$400.00.

Miss Ellen Schoene, graduate assistant in the Department of German, for the school year 1940-41. She is a graduate of the University of Kentucky. Salary will be \$500 for the school year.

Miss Laura K. Martin, Associate Professor, Department of Library Science, for the year 1940-41, at salary of \$2800.00. She received the A. B. degree from the University of California, and the M. A. degree from Stanford University.

College of Law

Ewing C. Baskett, Law Librarian, effective September 1, 1940, on twelve months' basis, at salary of \$1400.00 for the year.

Dean J. W. Morland, as visiting professor, for the year 1940-41, at a salary of \$3,800. Dean Morland received his A.B. and M.A. degrees from the University of Indiana, and the degree of Doctor of Jurisprudence from University of Chicago.

College of Agriculture and Experiment Station

Miss Joyce Cotton, Assistant Home Demonstration Agent, Fayette County, at salary of \$1200 a year, effective June 17, 1940. Miss Cotton received the degree of B. S. in Home Economics from the University of Kentucky.

Donald W. MacLaury, Assistant in Poultry and Genetics in the Experiment Station, at salary of \$2000 a year, effective July 1, 1940. Mr. MacLaury is a graduate of Cornell University.

Robert B. Hallmark, graduate assistant in Department of Animal Husbandry, salary of \$600 a year, beginning July 1, 1940. He is a graduate of Oklahoma A. & M. College.

Dean of Women's Office

Miss Mary Margaret Lester, Director of Women's Residence Halls, at salary of \$1800 a year, effective September 1, 1940. She is a graduate of the University of Tennessee.

Mrs. Helen G. Dickey, house mother for Kappa Delta Sorority, salary \$100 per year, effective September 1, 1940.

Business Office

Miss Frances Brack, Clerk, at salary of \$900 a year, effective July 1, 1940.

Miss Nell Turner, Clerk, at salary of \$1200 a year, effective July 1, 1940.

Miss Clara Hughes, Secretary of the Organizations Fund, at salary of \$900.00 a year, effective July 1, 1940.

Miss Virginia Pettus, temporary assistant, on weekly basis, at \$15.00 a week.

Registrar's Office

Russell S. Wright, Registrar's Fellowship for 1940-41, amount \$500.00 for the year. He is a graduate of the University of Kentucky.

Resignations

C. W. Bradshaw, custodian, Experiment Station Building, effective June 30, 1940.

Miss Anne Odor, graduate assistant, Department of German, resigned to accept appointment at University of Illinois.

Leaves of Absence

George B. Byers, Assistant in Farm Management in Experiment Station, leave of absence without pay for ten months, effective October 29, 1940, and continuing through August 28, 1941. Mr. Byers will carry graduate study at Iowa State College.

Amos H. Eblen, leave of absence without pay from September 1, 1940, to September 1, 1941. He will be visiting professor in College of Law at Ohio State University.

Change in Salary

Clinton W. Woodmansee, from \$2400 a year to \$2000 a year.

On motion, properly seconded, the Committee adjourned.

D. H. Peak
Secretary, Board of Trustees