

MINUTES OF BOARD OF TRUSTEES,
CALLED MEETING DECEMBER 10, 1917.

The Board of Trustees of the University of Kentucky met in a called session in the Trustees' room at noon with the following present: V. J. Harris, H. M. Froman, J. M. Elliston, Tibbis Carpenter, R. C. Stoll, Dr. James K. Patterson, R. G. Gordon, Frank Battaile, J. Irvine Lyle, P. P. Johnston Jr., Dr. Samuel B. Marks and President F. L. McVey.

In the absence of Governor Stanley R. C. Stoll was elected chairman and presided. On account of the urgency of the business to be brought before the Board and the severity of the weather which prevented certain members from reaching the city on time, Mr. Harris moved that those present resolve themselves into a committee of the whole to pass upon business brought before the body and report the same to a subsequent meeting of the Board of Trustees for final ratification. Seconded by Mr. Elliston this motion was adopted and the members present went into a committee of the whole.

The minutes of the previous meeting were read and approved.

Reading of the minutes of the Executive Committee was dispensed with. The following report by President McVey was then submitted:

December 3, 1917.

To the Board of Trustees,
University of Kentucky.

Gentlemen:

I am making a brief report to you about the activities of the President's office since my assumption of the position in September.

I have met with the Executive Committee four times, have held general sessions of the Faculty the same number of times, have been in conference with the University Council three times. In addition to that, I have attended a meeting of the Vocational Education Board at Frankfort and held a general conference with representatives of the Normal Schools in regard to the course of study to be worked out under the Smith-Hughes Bill; have also held a conference with the Advisory Board of Patterson Hall. I have been in conference with the Governor regarding University matters twice, and have met numerous committees on various matters relating to the welfare of the University.

Of the sixty-nine points made in the report of the Probe Committee, twenty-four have been accomplished. Some of the points were admonitions, so that the number remaining to be worked out is not so large as would be indicated by the figure given.

One of the points of that report was the organization of the University under a constitution. A committee was appointed to work this out, and after study of the constitutions of other institutions, a tentative constitution was presented to the Council and finally, after some modifications, brought before the University Faculty. The Faculty unanimously adopted the instrument after the reading and discussion of every paragraph, and recommended it to this board as the instrument for the government of the internal affairs of the University.

Rules and Regulations for the government of the business of the Board have been drawn up, and are submitted at this meeting for your consideration.

A committee has been appointed, whose object is to organize the stenographic service of the stenographers on the campus and to make it more effective and satisfactory. This committee is now making a survey and will report to me in a few days the necessary steps to be taken to bring about such an organization.

I have also appointed a committee on Nurse and Infirmary. Considerable illness has prevailed in the dormitories and very little provision exists for the care of students. The University ought to have a nurse and infirmary. The expense would be comparatively small, and would protect the University against possible epidemics.

During the time at the University, I have had numerous conferences with the Business Agent, Mr. Peak, and steps have been taken to bring about the coordination and union of the two business offices. Some necessary changes will have to be made in the forms and books, but it is hoped that the transfer can be accomplished in the course of a few weeks.

I have also to report to this Board the recommendations of the Executive Committee concerning the Dean for the College of Agriculture. I trust that the action of this Board upon this recommendation will be favorable.

In looking at the needs of the University, I think they may be classified in two groups:

First, the coordination of the different departments and their organization into greater unity. Steps are now being taken to bring this about, but it will take some time before the whole thing can be put into smooth working order.

The second thing is the need of more funds, both for capital and for current expenses. The plant of the University is in a bad condition. It needs many repairs and considerable additions. Very few of the buildings are provided with adequate water closets and toilet facilities, and some of those are very inferior, badly lighted and unsanitary. They are in fact, in these days of sanitation, a reflection upon the University. The first thing to be done in this direction, therefore, is to place the whole University plant in first class order. The second thing the University needs is a heating plant. As things are now, many of the buildings are inadequately heated in the severe weather, and there is a waste of coal and added cost of heating, due to the inefficiency of the existing plant.

Besides this, the University should have more income for its current expenses. Salaries are low, and many of the departments that should exist in the institution are not to be found here. In the field of Agriculture, especially in the College of Agriculture, there is yet much to be desired. As an instance, we have no department of Farm Mechanics, and other evidences of the deficiencies in the College could be pointed out.

When it comes to the College of Liberal Arts, there is no provision for instruction in business education, such as Accounting. We have no Department of Music, a thing that every university should have, especially in view of the call for instruction in the public schools in this field. The Department of Education is only partially manned, and the new demands that will be made upon it by the Smith-Hughes Bill, from which the University will receive some money, will require additions to its staff. Other instances could be cited, but these will illustrate the point.

When it comes to new buildings, the University undoubtedly needs an auditorium. It needs a Farm Mechanics building; it needs a stock-judging pavilion; it needs new dormitories and a University commons.

Just how far the University should go in asking for these things in the coming Legislature, is a matter I have not yet been able to determine. I would suggest that the whole question be left to the Executive Committee, who can be kept in close touch with these problems and with the general financial situation in the State.

In closing, I may say that I think there has been some change in the spirit of the University in the last few months, and there is a more hopeful view concerning its future. It seems to me that there are great possibilities here in Kentucky that ought to look forward to the development of a great university, that can be a constant source of helpfulness in the State.

Respectfully submitted,

Frank L. McVey

President.

On motion of Senator Froman, duly seconded, the report of the President was approved and ordered made part of the minutes.

With reference to that part of the President's report which advised the introduction of an adequate heating plant, President Patterson said in substance:

It seems to me most urgent that a heating plant for the University, adequate to its needs, be established at the earliest possible moment. I am thoroughly in accord with President McVey's views with reference to economy in various branches of service in the University. Looking over the list of employees of the University I find no less than 35 stenographers, clerks and secretaries whose salaries in the aggregate cost the University no less than \$25,000 a year. With other such improper expenses I think it not unlikely that the aggregate figure would probably reach \$50,000. I believe our expenditures along this line exceed those proportionately of other colleges between 50 and 150%. Economy will be the watch word of the next Legislature. That Legislature I believe will give us the money we need for substantial and proper purposes but if it becomes apparent to them that we are wasting money I believe we will encounter difficulties in getting funds. I have every reason to believe however, that the forthcoming Legislature will be liberal in its attitude toward the University. I believe President McVey, as his report shows, has grasped the situation fully and I agree with the suggestions made in his report.

At the conclusion of his report President McVey recommended the appointment of Thomas P. Cooper, Fargo North Dakota, as Dean of the College of Agriculture and Director of the Experiment Station.

In commenting upon the recommendation of Mr. Cooper for the position here mentioned, among other things, President McVey said:

When some of the big men of the Northwest were taking up the question of bettering the agriculture, particularly of North Dakota, they looked around for a man to take charge of that work. They had collected \$50,000 a year for three years, and in that time they hoped to make a practical demonstration of what could be done in the way of creating a greater diversity of crops and a better tilling of the soil.

They asked Dean Woods, of the College of Agriculture of the University of Minnesota, for the best man that he could recommend, and he said: "The man you want is Tom Cooper." Cooper had been assistant agriculturist, in charge of farm management and demonstration work in the Agricultural College, and was one of the experts on cost of production for the U.S. Department of Agriculture.

The Better Farming Association engaged him as Director, and in the time that he was associated with this work, an immense improvement was brought about.

When the three years were completed, Mr. Cooper was elected Director of the Experiment Station in the North Dakota Agricultural College, and since then he has been carrying on, with increasing success, the work of directing extension and experiment research work.

Regarding him, Mr. Bradford Knapp, Chief of the Division for Extension Work in the South, says: "I believe he is the kind of man who will make a success in Kentucky. If you are fortunate enough to get him, I shall feel a degree of confidence in his administrative ability to handle men and problems in your State, which I think will settle such difficulties as may be apparent in the Institution."

Mr. Arthur Rogers, a well known man in the Northwest who has extensive business interests, states that Cooper has done more than marvelous work in North Dakota, and "I do not believe there is any one in the country who could have done what he has done in the way that he did it. The State will be a severe loser, and I am sure Kentucky will be the gainer. He is an agreeable man with fine disposition, and it is a pleasure to have him around."

Mr. Cooper is a member of the Board of Directors of the North Dakota Farmers' Institute; member of the American Association of Agricultural Scientists; American Academy of Political and Social Science; Society for Promotion of Agricultural Science; American Farm Management Association; member of the Cosmos Club of Washington. He was born in Pekin, Illinois, 1881; graduate of University of Minnesota; married Miss Essie M. Burgan, of Minneapolis, June 8, 1912.

President McVey further said that the salary proposed to be paid Mr. Cooper was \$6000 a year and use of the Scovell house on the Nicholasville Pike as a residence, and that his understanding with Mr. Cooper was that he would arrive and take up his work early in January. President McVey then called for comments.

Mr. Stoll - When your committee, appointed to recommend a president for the University to succeed President H. S. Barker, first met Dr. McVey in Chicago, it suggested that he look over the situation and recommend a suitable man for Dean of the College of Agriculture and Director of the Experiment Station. He did take the matter up and I happen to know that he has very thoroughly canvassed the field. He has had the matter under consideration ever since he was elected President of the University and I believe that his judgment in this instance is safe.

Dr. Patterson - I wish to say that as an original proposition I would prefer a Kentuckian for this place, believing that a Kentuckian would be better acquainted with conditions in the Commonwealth but I am quite willing to accept the recommendation of Dr. McVey in this instance. I believe the President should have the initiative in all appointments because this gives the institution organic unity. I am willing therefore to acquiesce in the judgment of President McVey.

Mr. Gordon then moved the following:

Resolved: That the recommendation by President McVey of Thomas P. Cooper to be Dean of the College of Agriculture and Director of the Experiment Station be concurred in and that the salary of the said Thomas P. Cooper be \$6200 a year and the use of the Scovell home as a residence but that the said Cooper shall pay as rental for the said residence the sum of \$200 a year.

Seconded by Mr. Lyle this motion was adopted unanimously by a viva voce vote.

President McVey submitted the following recommendation from Ezra L. Gillis, secretary of the faculty, containing action of the faculty on the granting of certain degrees.

December 10, 1917.

To the Board of Trustees of the University of Kentucky:

The faculty of the University of Kentucky in session December 7, 1917, on receipt of evidence that all requirements for graduation had been satisfactorily complied with, respectfully recommend the following persons for the degrees indicated below:

Bachelor of Arts in Education

Sterling Day
Vaught Mills
Myrtle R. Smith

Bachelor of Arts

William T. Lafferty

Bachelor of Science in Agriculture

Berthus B. McInteer

Respectfully submitted,

Ezra L. Gillis

Secretary.

On motion duly seconded the recommendations of the faculty affecting degrees were adopted by unanimous vote.

President McVey then made the following recommendation of fees for admission to schools and colleges in the University, the moneys accruing therefrom to be converted into the general fund of the University.

FEEES

1. College of Arts and Science.
\$12.50 per semester.
2. Engineering College
\$15.00 per semester.
3. Law School
\$25.00 per semester.
4. Student Activities
\$ 4.50 per semester.
5. Abolish Diploma fee
Law Library fee.
6. Breakage fee returnable
\$ 2.50 per semester.
7. Dormitory
\$ 1.00 per week, University to furnish sheets,
towels and pillow cases and launder them.

78% of student activities fee to go to athletics
12% to Kernel
6% to Y.W.C.A. and Y.M.C.A.
4% to Lecture Fund.

A laboratory deposit fee in Chemistry.

President Patterson moved that the recommendation of President McVey on schedule of fees for entrance into certain colleges of the University be adopted; that this order go into effect with the semester beginning September 1918 and that all moneys accruing therefrom be converted into the general fund of the University. Seconded by Mr. Gordon, Dr. Patterson's motion was adopted unanimously by viva voce vote.

Under section 9 of general order of business before the Board namely, "establishment of dispensary." President McVey explained that it was desirable to have a nurse on the grounds to cooperate with the director of Patterson Hall with reference to dormitory students and for the purpose of giving them proper care and treatment in case of illness; that such nurse should have the advice of a physician who would spend not less than 3 hours a week at stated times at the University. President McVey said he believed that such step should be taken now and said that the expenses attached to it for the remainder of the University year would be about \$650.

Commenting upon the advisability of such step Dr. Marks of the Board made a statement in which he said he heartily approved President McVey's recommendation and that he believed the wisdom of such action would be apparent the first time any contagious disease made its appearance because proper and prompt attention invariably prevented serious results in cases like these.

On motion of Senator Froman seconded by Mr. Gordon this recommendation was adopted by unanimous vote.

With reference to the suggestion under section 7 of recommendation of fees, namely "dormitories" the Board indulged in some discussion with reference to the payment of \$1.00 a week by dormitory students inclusive of the item of sheets, towels, and pillow cases furnished and laundered by the University. It was the sense of the Board that if it were found that such service could be given at a price less than a dollar a week the same should be done. It was impossible in this connection to reach any decision as to the actual cost of sheets, towels and pillow cases on account of vacillating prices incidental to the European War.

President McVey's reason for suggesting this innovation was that the University might be in position to enforce regularity in matters of cleanliness and sanitation of beds etc.

The Board of Control of Patterson Hall then submitted a report of conditions financial and otherwise affecting the conduct of that dormitory. On motion duly seconded this report was accepted and ordered filed.

Mr. Lyle called attention to the fact that the Board of Inquiry recommended in its report last summer that the dormitories should be razed at the end of the academic year. He said therefore that he desired to call the matter up at this time that it might not escape consideration.

Mr. Gordon said he thought it advisable for the President to consider the matter in all its phases and make recommendation at a subsequent meeting of the Board concerning disposition of dormitory buildings. Attention in this connection was called to the fact that a recent decision of the Court of Appeals sustaining the contention of the University in the imposing of certain fees upon county appointees, which to his mind settled the question of razing of the dormitories but that he believed the President should give the matter consideration in order to ascertain whether these buildings might not be used advantageously for other purposes.

Thereupon Mr. Gordon moved that the President's attention be directed to that section of the recommendations of the Board of Inquiry which referred to dormitories with a request that he make specific report at the June meeting of this Board on the dormitory question.

Seconded by Mr. Harris, this motion was adopted unanimously.

Rising to a point of information Senator Froman asked for views of the members of how much money the University would ask the forthcoming Legislature to appropriate for its use.

Chairman Stoll requested President McVey to outline any plans he might have formulated touching this subject.

President McVey in response said that assistance for the University should be sought in two groups:

First: Under the head of capital account, appropriation to meet the expense of a new heating plant and such repairs on buildings as will put them into efficient service, aggregating approximately \$190,000.

Second, Current expenses. Under this head the President said that there should be an appropriation for the library of about \$5000 a year, as the present appropriation is inadequate; \$3000 a year for care of grounds; \$6500 a year for maintenance of a business department to train accountants etc., which the University has not at this time; \$7500 a year for development of new fields of mining engineering, especially in Ceramics; \$5000 a year for Summer School; \$7500 a year for current repairs; approximately \$20,000 a year for increase in salaries.

The President said that the chapel which now seats only about 400 should be elaborated so as to seat about 1200 and that this change would cost approximately \$6000. For upkeep and apparatus he said the minimum should be between \$15,000 and \$20,000. In round numbers therefore the President stated that needs of the University would call for the expenditure of between \$360,000 and \$400,000 for the biennial period.

President McVey said that he had not gone into these matters sufficiently to do more than give approximate figures at this time.

At this point Mr. Lyle moved that the new rules and regulations of the Board of Trustees and those relating to government of the faculty be read, discussed and acted upon section by section. Duly seconded this motion was adopted and the reading of the rules and regulations of the Board of Trustees was then taken up as follows:

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES
OF THE
UNIVERSITY OF KENTUCKY

I. GENERAL ORGANIZATION

1. Board of Trustees.

Within the limits set by the State Constitution and the organic law the Board of Trustees exercises all final jurisdiction. For the proper use of funds appropriated by the General Assembly, the Board of Trustees is responsible to the people of the Commonwealth of Kentucky, from whom they derive their authority. The Board entrusts the execution of all its

plans and policies, together with the internal government and administration of the University, Experiment Station and Extension work, to the President and faculty, and such other officers as it may select. The Board to that end has authorized and approved a constitution of the University in addition to the regulations which it has established for the conduct of its meetings and the expediting of University business.

2. Constitution of the Board.

(a) The Board of Trustees shall consist of the members authorized by law.

3. Meetings.

(a) The Board shall meet semi-annually on the Tuesday preceding the Commencement in June and in December, and such other times as it may be called by the Chairman.

(b) Upon the written request of three members the Chairman of the Board shall call a meeting.

(c) A quorum shall consist of a majority of the Board.

(d) The Secretary of the Board shall issue written notices for all regular and called meetings.

4. Officers.

(a) The officers of the Board shall consist of a Chairman, Vice-Chairman and a Secretary.

(b) The Chairman shall preside at meetings and in his absence the Vice-Chairman shall preside.

(c) The Secretary shall keep the minutes, notify members of the meetings and provide for the publication of the minutes.

(d) The officers of the Board shall be elected annually for one year at the annual meeting in June.

5. Committees.

(a) The Committees shall consist of an Executive Committee of members, a Committee on Buildings and Grounds, and a Committee on Extension. The Committee on Buildings and Grounds will have general charge and supervision over the plans for construction and repair of buildings, and such general changes in the grounds as may be made from time to time.

(b) The Executive shall meet once each month of the University year in the office of the President and at such other times as may be necessary upon the call of the Chairman.

(c) The Secretary of the Board shall act as the Secretary of the Committee.

(d) The Executive Committee shall have general oversight over the financial and business interests of the University and shall possess the same powers as the Board during the interim between meetings of the Board.

(e) The Committee shall keep minutes of all transactions and these shall be read at the meetings of the Board for approval.

(f) The President of the University shall attend all meetings of the Executive Committee and of the Board of Trustees.

6. Order of Business for the Board of Trustees.

The order of business shall be as follows:

- (a) Call to order.
- (b) Reading of minutes.
- (c) Approval or modification of minutes.
- (d) Reading of minutes of Executive Committee and Committee on Extension.
- (e) Report of Committee.
- (f) Business presented by President.
 - (1) General matters relating to appointments, faculty action and University affairs.
 - (2) Financial and business matters.
 - (3) Buildings and grounds.
- (g) Report of Business Agent.
- (h) New Business.
- (i) Adjournment.

7. The General Officers of the University.

The general officers of the University are the President, the Business Agent, the Treasurer and Superintendent of Buildings and Grounds. The academic and educational officers are the President, Deans of Colleges, Registrar, Dean of Men, Dean of Women, and directors of stations and departments, whose duties are defined in the Constitution of the University.

- (a) The President of the University.

The President of the University is the expert adviser of the Board of Trustees and chief executive officer of the University and the laboratories and stations associated with it. It shall be his duty to form-

ulate policies and make recommendations in regard to appointments and expenditures of money for all manner of purposes, all of which is to be presented to the Board; and if the Board rejects the President's recommendations, he shall make others for their further consideration.

The President shall be elected for an indefinite period and shall hold office during good behavior and satisfactory service.

The official recommendations and communications on the part of any officer of the University shall be sent by him to his immediate superior, i.e., by a member of a department to the head thereof, by the head of a department to the dean of his college, by a dean to the President. The superior administrative officer shall when so requested transmit such recommendations or communications with his own comments and recommendations thereon to the next higher officer.

He shall prepare the annual budget for presentation to the Board of Trustees and Biennial Report to the Legislature.

(b) The Business Agent.

The Business Agent shall keep the accounts and business records of the University, including General Fund, Experiment, Extension Divisions and Trust Funds. He shall collect all moneys due the University, whether from security or appropriations as presented by law. He shall give bond in the amount of \$15,000. He shall submit to the President of the University a weekly cash statement, and a monthly statement of finances and departmental accounts. He shall keep a complete inventory and valuation of all University property. He shall prepare a semi-annual report.

The Business Agent shall keep the accounts of the moneys in his custody in such separate funds as shall be indicated by the Board of Trustees; or as are desirable and necessary for the proper and systematic accounting for the moneys coming into the treasury.

(c) The Treasurer shall be elected annually. He is the guardian of the funds of the University and shall honor requisitions upon funds when signed by the President and Business Agent. He shall make a semi-annual report to the President of the University. He shall give bond in the amount of \$50,000 to the University for it.

(d) Superintendent of Buildings and Grounds.

The Superintendent of Buildings and Grounds shall have charge of the up-keep of Buildings and Grounds. He shall recommend to the President employees for service in the University, and shall superintend them in their work in buildings and grounds. He shall certify payrolls of such employees, prepare plans and specifications for construction and repair.

8. APPOINTMENTS.

The Board declares its purpose that all appointments in the University of Kentucky shall be made strictly on the basis of merit. The Board of Trustees stamps with the strongest disapproval the slightest reference in this connection to any political, religious, fraternal or family influence.

No member of the Board of Trustees and no relative by blood or marriage of any member of the Board of Trustees, or administrative officer of the University, or of any member of the faculty holding the rank of assistant professor or higher, may hereafter be appointed to any position in the University.

No alumnus or student of the University shall be hereafter employed as a member of the teaching staff for a period longer than two years, unless he has been at least five years employed elsewhere in practical work or as a teacher of the subject for which he was employed at this University.

That all recommendations for appointment of members of the staff shall be by the President, who shall confer with the dean, director or superintendent of the department in which the appointment is to be made and with the head of the department in which appointment falls.

9. APPEALS TO THE BOARD

Any member of the administrative or teaching staff of the University who has made, in due course as provided by the preceding section, any request or recommendation and has had such request or recommendation disapproved, shall have the right, with due notice given, to a full hearing before the Executive Committee, with the privilege of presenting evidence or witnesses and of being present at the subsequent discussion of his case until the vote thereon is to be taken, and nothing stated above shall abridge his right to appeal to the Board of Trustees from the action of the Executive Committee.

10. THE CONDUCT OF UNIVERSITY BUSINESS

- (a) The finances and business of the University are conducted on the budget system.
- (b) The President of the University on or before May 15 shall submit to the Executive Committee the budget for the coming year.
- (c) This budget shall be made by the President upon consultation with deans of colleges, heads of departments, and the Business Agent.
- (d) The budget when accepted by the Executive Committee and adopted by the Board of Trustees shall be the tentative basis for the conduct of the University's business for the following year.

- (e) Requisitions shall be made for all expenditures through the business offices and in case expenditures not provided for in the budget of more than \$100 in amount they shall have the approval of the Executive Committee upon the favorable recommendation of the President.

II.

REGULATIONS GOVERNING THE CONDUCT OF BUSINESS MATTERS.

The following rules are adopted for the observance of officers charged with the management of the business, the keeping of the accounts, and the custody of the moneys of the University, and all of its departments.

1. All appointments of regular employees of the University and Stations will be made by the Trustees upon recommendations of the Dean and the Directors of the Stations, when approved by the President of the University.

2. All purchases of material shall be made by the Business Agent of the Board of Trustees, who shall conform to the rules of the Board governing expenditures.

3. The Business Agent shall submit the following reports to the Executive Committee at each regular monthly meeting.

Two copies of the Trial balance for the last day of the preceding month.

Two copies of a statement of the conditions of all appropriations and funds, except the trust funds, showing appropriations or estimated income in each fund for the fiscal year, the income received during the preceding month, the total receipts in the fiscal period to date, the payments made from each fund during the preceding month, the total expended for the fiscal period to date, and the unexpended balance in each fund.

Three copies of an abstract of the payments made from the trust funds during the preceding month.

Upon receiving the approval of the Board of Trustees copies of the above reports are to be filed with the Secretary of the Board and in the office of the President.

4. The funds of the University from whatever source shall be kept in a bank and be subject to withdrawal according to regulations set down in sec. 6.

5. The funds of the University shall be divided into four general classes:

(a) The General Fund: (b) The Experiment Station Fund; (c) The Extension Fund, and (d) The Trust Funds.

(a) The General Fund shall consist of all moneys not specifically designated for special purposes.

(b) The Experiment Station Fund shall consist of all moneys received from the Federal Government for the support of the Station, all appropriations so made for the same purpose by the legislature receipts from sales from operation of farm, fertilizer fees.

(c) The Extension Fund.

The Extension Fund consists of all moneys received from Federal and State appropriations, fees, county aid and other sources for the support of extension work.

(d) Trust Fund, This fund consists of money received by the University for specific purposes such as the conduct of the commons, prizes, scholarships, purchase of books, property or other purposes.

The Trustees may from time to time set aside such amounts from the general fund as may be necessary as instanced, salaries, general maintenance, library, etc.

6. All payments from whatever fund shall be made by voucher check upon the Bank Custodian of the University deposits. This check in form shall be the same for all funds. It shall show the fund upon which it is drawn and shall be signed by the President of the University, and the Business Agent.

7. For the purpose of the general budget for the next fiscal year departments will present a statement of their needs upon the call of the Business Agent of the University in April of each year.

8. Expenditures for current expenses shall be authorized upon requisitions made by the heads of departments which have been endorsed by the dean and the President of the University under the general provisions of the Budget adopted by the Board of Trustees. Requisitions shall be in addition to the annual budget statement.

9. The Business Agent of the University shall place the order covering the requisitions when properly approved, provided there are sufficient funds remaining in the budget allowance on which it is drawn and that the purchase conforms to the authority given by the Board of Trustees for the purchasing of materials requisitioned.

10. After the contracts are awarded for materials the Business Agent of the University shall place orders with the contractors from time to time for such materials as are needed, conforming to the provisions governing purchases set forth herein.

11. All budget allowances shall lapse at the end of the fiscal year unless otherwise ordered. By a vote of the Board an allowance may be made to lapse at any time. An overdraft at the end of the fiscal year shall be charged against the department's allowance for the following year unless otherwise ordered by the Board.

12. When not otherwise designated either by the Board of Trustees or the President of the University; the Business Agent shall act as purchasing agent.

13. The Business Agent shall issue an order for the purchase to persons authorized by the Board to make purchases, but shall not do so unless the records show that the purchase has been authorized and that the money for payment thereof has been appropriated. The order shall clearly set forth the articles or materials ordered and shall state the fund from which the account is to be paid. The order of the Business Agent shall accompany all bills of account for purchases, (or said bills shall bear reference to the numbers of said orders), on presentation of such bills for audit and payment. But no order for the purchase of furniture, apparatus, or equipment, unless specifically ordered by the Board of Trustees, shall be made unless the advisability of such purchase is approved by the President of the University, nor unless the price which it is proposed to pay is approved by the Business Agent.

14. The persons composing the force of administrative officers, and the clerks and other employees of the departments, shall be employed and salaries fixed by the Board. The monthly payroll of such persons shall be approved by the President of the University, but he shall not approve the pay of any person who has not rendered prescribed service during the month, unless such service has been previously formally excused by the Board or by the President of the University, under the rules for the government of the instructional force. On the 27th day of each month the Business Agent shall prepare the payroll for the approval of the President and the Business Agent, setting forth for each person the amount of salary for the month, as fixed by the Board.

15. All help employed about the buildings and grounds, such as plumbers, electricians, janitors, engineers, firemen, teamsters and gardeners, shall be employed by the Superintendent of Buildings and Grounds with the approval of the President of the University, PROVIDED that before doing so the Superintendent shall secure the certificate of the Business Agent that the employment has been authorized and the money therefor appropriated by the Board. At the time of employment of each person by him he shall determine the price to be paid, except in cases where the same has been determined by the Board, and he shall keep in a suitable book to be provided for the purpose, a record of the name of the person so employed, the time when employed, the length of service and the amount to be paid, and

he shall report the same to the Business Agent whenever requested. He shall also prepare and deliver to the Business Agent the payrolls covering such help at the termination of the employment or at such other time as he may be requested so to do.

16. The Business Agent shall act as auditor for the Board, and all bills shall be presented to him for audit, but no bills relating to labor upon buildings and grounds shall be paid unless approved by the Superintendent of Buildings and Grounds, and all bills must be certified and have the approval of the President of the University; and in all cases payment of any bill or account shall be suspended on the request of the President of the University pending the action of the Board of Trustees. All bills must bear the receipt of the officer, member of the instructional force, or employee who received them, who shall certify that the same were received by him in good condition and that they were of the quality, kind and price prescribed.

17. All bills against the University shall be rendered on the first of each month and if they are found to be just and due and properly certified to, and created by the authority of the Board, and are presented in accordance with the requirements of the Board, the Business Agent shall audit, approve and prepare abstracts of all bills. The Business Agent shall designate on the bills the various funds from which they are to be paid, and a summary of the total charges against the various funds shall be made on the abstract.

18. Employees not regularly employed shall be paid on the 5th of each month for their services during the previous month. They shall submit to the Business Agent after the first and before the third of each month a certified bill made on regular form furnished by the University. This bill shall be fully itemized and clearly state the work done, giving the dates, rate per hour, etc., and must bear ^(meet) the approval of the department in which the work was done.

Advance payments will not be made for services.

If employees leave the service of the University before the end of the month they shall leave their approved bills properly certified with the Business Agent and checks will be mailed to them shortly after the first of the following month.

19. The fiscal year of the University shall begin on the first day of July in each year and end upon the 30th day of June next succeeding.

20. The head of each department of the University shall keep a card inventory in which to enter in detail all apparatus and other property belonging to said department.

In addition to keeping said record, the head of each department shall present to the Board, on July 1, of each year, an inventory of all apparatus and other property belonging to said department, together with a statement of the condition thereof. Said reports shall be delivered to the Business Agent on or before July 15, whose duty it shall be to present

them to the Executive Committee at its next session, and to the Governor of the State on each even numbered year as is required by law, such inventory to consist of an itemized list of all property contained in or used in connection with the University.

After the rules and regulations had been considered section by section and adopted separately, on motion duly seconded, these rules were adopted in their entirety by unanimous viva voce vote.

President Patterson moved that it be the sense of this Board that in the interpretation of the rules and regulations presented and adopted by the Board of Trustees relating to its duties and prerogatives, if any question of doubt should arise, large discretionary power be given to the President of the University as to such interpretation. Seconded by Mr. Lyle this motion was adopted unanimously.

At the suggestion of Dr. Patterson, approved by President McVey, Mr. Gordon moved that the Bennett Fund of \$400 and the Crum Fund of \$500 of which President Patterson was custodian and administrator be turned over to the Business Agent for administration and that President Patterson be requested to advise the Business Agent of the exact conditions and terms of the said trusts. Duly seconded this motion was adopted by unanimous vote.

President McVey submitted the following financial statement of the University made by the Business Agent, D. H. Peak and covering the five months ending November 30, 1917, which was ordered received and spread upon the minutes.

Minutes Of Board Of Trustees

FINANCIAL STATEMENT UNIVERSITY OF KENTUCKY.

For Five Months Ending
November 30, 1917.

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S U M M A R Y.

	Schedule	Income	Receipts	Expenses	Bal. on Hand	Bal. Available.
General Fund	1	229673.21	122261.51	138059.68	(15843.17)	91613.53
Ex. Sta. Fund	2	252001.22	109381.53	92124.28	17257.25	159876.94
Exten. Fund	3	101486.84	54893.70	48512.36	6381.34	52974.48
Trust Fund	4	21548.20	10265.91	7744.93	2520.98	14803.27
Total		604709.47	296757.65	286441.25	10316.40	319268.22

In this statement Parentheses enclose overdrafts.
J. indicates Journal entry, C indicates checks.

	GENERAL FUND		SCHEDULE I	
	INCOME	SPENT IN NOVEMBER	SPENT TO DATE	BALANCE AVAILABLE
Fed. Approp.	42750.00	.00	.00	42750.00
Half Mill Tax	59500.00	.00	.00	59500.00
Int. on Bonds	8644.50	.00	.00	8644.50
State Approp.	85000.00	16297.08"	68820.59	16179.41
Gen. Edu. Board	3000.00	250.00	1250.00	1750.00
Interest	2000.00	.00	.00	2000.00
Agric. Board	5000.00	1311.66"	1311.66	3688.34
Student Fees	12725.00)			
Sundries	250.00)			
Rents	240.00)		J- 32.68	
Miscel. Cols.	10563.71)#	903.11	C- 66644.75	(42898.72)
Total	229673.21	18761.95	138059.68	91613.53

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	OCTOBER RECEIPTS	RECEIPTS TO DATE	SPENT TO DATE	BALANCE
Fed. Approp.	.00	42750.00	.00	42750.00
Half Mill Tax	.00	.00	.00	.00
Int. on Bonds	.00	.00	.00	.00
State Approp.	3667.07	52981.74	68827.09	(15845.35)
Gen. Edu. Board	.00	1500.00	1250.00	250.00
Interest	.00	.00	.00	.00
Agric. Approp.	.00	.00	1311.66	(1311.66)
Student Fees	182.50	13951.32)	.00	.00
Sundries	28.00	469.74)	.00	.00
Rents	.00	.00)	J- 32.68	
Miscel.	127.70	10563.71)	66638.25	(41686.16
	4005.27	122216.51	138059.68	(15843.17

#Collections to date including

Loans	\$5000.00	Overdrafts	July 1,	
Dept. Credits	337.96	"	1917	(21391.75)
Accts. Rec.	5215.75	"	Nov. 1,	
Summer School	10.		1917	(37234.92)
	<u>\$10563.71</u>			

" Amounts certified to State Auditor for payment.

GENERAL FUND

RESOURCES AND LIABILITIES.

RESOURCES

Balance of Funds Available	\$ 91613.53
Accounts Receivable	28552.94
Indebtedness Allowed	87350.99
	<u>207517.46</u>

LIABILITIES

Peabody Note	40000.00
McLaughlin Fund Note	4500.00
Accounts Payable	5111.02
Bank Overdraft on account certified to State Auditor	1932.12
Outstanding Checks	17694.06
Balance including unspent appropria- tion	<u>138280.26</u>
	<u>207517.46</u>

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EXPERIMENT STATION FUND

SCHEDULE II

Account	Estimated Income	Balance Last Yr.	Total Resources	Spent Nov.	Spent to date	Balance Available.
Hatch	15000.00	.00	15000.00	1119.74	5778.36	9221.64
Fertil	40992.00	19464.64	60456.64	2521.25	14667.53	45789.11
Farm Sale	24000.00	2775.88	26775.88	1952.95	8059.13	18716.75
F. & Drug	30000.00	.00	30000.00	2202.97	10510.37	19489.63
Feed Stuff	26579.00	26797.59	53376.59	1753.67	7163.21	46213.38
Adams	15000.00	.00	15000.00	1391.48	5506.79	9493.21
Serum	31208.00	28208.96)	2999.04	2385.48	14745.71	(11746.67)
State 50 M.	50000.00	.00	50000.00	5687.03	25612.87	24387.13
Printing	2189.47#	(3792.88)	(1603.41)	.00	20.31	(1623.72)
Special	.00	.00	.00	60.00	60.00	(60.00)
Interest	.00	(3.52)	(3.52)	.00	.00	(3.52)
	<u>234968.47</u>	<u>17032.75</u>	<u>252001.22</u>	<u>19074.57</u>	<u>92124.28</u>	<u>159876.94</u>

Collections to date
 Parentheses indicate overdrafts.

Account	November Receipts	Received to date	Balance Last yr.	Total Assets	Spent To Date	Balance Accounts
Hatch	.00	7500.00	.00	7500.00	5778.36	1721.64
Fertil.	1222.75	20254.75	19464.64	39719.59	14667.53	25051.86
Farm Sale	871.01	5760.74	2775.88	8536.62	8059.13	477.49
F. & Drug	2154.42	8307.40	.00	8307.40	10510.37	(2202.97)
Feed. Stuff	3116.50	11446.80	26797.59	38244.39	7163.21	31081.18
Adams	.00	7500.00	.00	7500.00	5506.79	1993.21
Serum	1605.49	9311.88	(28208.96)	(18897.08)	14745.71	(33642.79)
State 50 M.	4436.89	20077.74	.00	20077.74	25612.87	(5535.13)
Printing	1176.64	2189.47	(3792.88)	(1603.41)	20.31	(1623.72)
Special	.00	.00	.00	.00	60.00	(60.00)
Interest	.00	.00	(3.52)	(3.52)	.00	(3.52)
	<u>14583.50</u>	<u>92348.78</u>	<u>17032.75</u>	<u>109381.53</u>	<u>92124.28</u>	<u>17257.25</u>

Parentheses indicate overdrafts.

EXTENSION FUND.

SCHEDULE III.

	Estimated Income	Bal. Last Year.	Total Resources	Spent in Nov.	Spent to date	Balance Fund
FEDERAL	66235.13	16.58	66251.71	5728.30	27374.65	28877.06
STATE	35235.13	.00	35235.13	4536.26	21137.71	14097.42
	<u>101470.26</u>	<u>16.58</u>	<u>101486.84</u>	<u>10264.56</u>	<u>48512.36</u>	<u>52974.48</u>

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	Nov. Receipts	Received to date	Bal. Last Year	Total Assets	Spent to date	Balance
(Federal)						
FEDERAL	25.00	38073.06	16.58	38089.64	27374.65	10714.99
STATE	3089.68	16804.06	.00	16804.06	21137.71	(4333.65)
	<u>3114.68</u>	<u>54877.02</u>	<u>16.58</u>	<u>54893.70</u>	<u>48512.36</u>	<u>6381.34</u>

TRUST FUND

SCHEDULE IV.

(Patterson hall)

Collections ... November ...	2350.17	To Date.	10265.91	#
Expenditures .. November ...	2178.64		7744.93	
Balance.....			2520.98	
Balance State Approp. Available			1687.11	
Total			<u>4208.09</u>	

Includes Balance for last year.

Chairman Stoll then announced adjournment of the Board until 6:30 at the Phoenix Hotel.

The Board of Trustees was called to order 8:30 at the Phoenix Hotel with Governor Stanley in the chair.

President McVey called attention to several matters of an Executive Committee nature which he desired attended to by this Board in the absence of the chairman and a quorum of the Executive Committee.

December 10, 1917

Minutes of Board Of Trustees

The first of these was a bill for paving on S. Limestone Street amounting to \$95.01. This bill was ordered paid.

Combs Lumber Company submitted a statement asking for payment of \$3475 under their contract with the University covering repairs on the Mulligan property.

Mr. Stoll moved that this account be referred to the Business Agent and if correct, he be authorized to pay the same. Seconded by Mr. Battaile this motion was adopted unanimously.

Referring to the item of repairs on the Scovell house to be occupied by Dean Cooper as a home Mr. Stoll moved that President McVey be given full power to act. Seconded by Mr. Battaile this motion was adopted unanimously.

President McVey reported removal of several buildings, barns, etc., off the Mulligan premises and asked that the remaining barn in the rear of the servant's quarters be taken down.

Mr. Stoll moved that this matter be referred to the President with power to act. Mr. Battaile seconding, the motion was adopted unanimously.

President McVey reported the following appointments:

December 6, 1917.

Dr. Frank L. McVey,
President, University of Kentucky,
Lexington, Kentucky.

My dear President McVey:

Replying to your letter of December 5th, I am submitting the following list of appointments in the Extension Service made since the meeting of the Executive Committee:

In the County Agent Service.

Frank L. Teuton
Berlie Winton
L. S. Robbins
Joseph Harth
E. F. Boyd
J. H. Garvin (colored)
W. W. Owsley
D. W. Davis

December 10, 1917

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In the Home Demonstration Service.

Caroling B. Tracy
Dora Sonnenday
Norma S. Berry
Nancy G. McDowell.

You have memoranda of employment for the above giving all the information you desire. I also sent over a number of memoranda yesterday which have not been approved and returned. I, therefore, do not have on file in my office these names. However, you can get the names from the copies of the memoranda which you retain.

Stenographers.

Miss Mary Englert, stenographer to District Home Demonstration Agent, Paducah, one-half time at \$25. per month.

Miss Louise Crumbaugh, stenographer, Home Demonstration office, Lexington, \$60. per month.

Mrs. Ella Drake, stenographer, Department of Diseases of Live Stock, salary \$50. per month.

Yours very truly,

Geo. Roberts

Acting Dean.

A quorum of the Executive Committee being present the members thereof resolved themselves into regular session and on motion duly seconded, these appointments were approved.

Returning to matters before the Board of Trustees, President McVey asked for authority to make certain changes in the office rooms of the President. On motion of Mr. Battaile, seconded by Mr. Lyle, the President was authorized to make such changes as he deemed proper.

Mr. Johnston moved that Mr. Stoll henceforth be made vice-chairman of the Board of Trustees at such times as the chairman was unable to be present. Seconded by Mr. Gordon this motion was adopted.

Mr. Stoll then moved to proceed with discussion of Rules and Regulations governing University organization.

President McVey then read the following report, the trustees discussing it section by section:

GOVERNING REGULATIONS.

I. The Board of Trustees.

The government of the University of Kentucky is vested by law in the Board of Trustees. The Board is final authority in all matters affecting the institution and exercises jurisdiction over its financial, educational and other policies, and its relation with the state and federal governments. In accordance with the experience and practice of this and other institutions of similar character, the Board entrusts the execution of all its plans and policies, together with the internal government and administration of the institution, to the President and the faculty, and such other officers as it may select. The President submits monthly, for the information and approval of the Board, a report showing what matters already approved by the Board have been put into execution, and all new matters which, in his judgment, demand attention, or for which he wishes the approval of the Board. Since the Board is responsible to the legislature for the management of the institution, it desires full information upon all matters, financial and educational, from proper officials.

II. THE UNIVERSITY ORGANIZATION.

The University of Kentucky is organized as follows:

COLLEGE OF ARTS AND SCIENCE:

Department of Anatomy and Physiology.
Department of Bacteriology.
Department of Botany.
Department of Chemistry.
Department of Education.
Department of English.
Department of Entomology and Zoology.
Department of Geology.
Department of Greek.
Department of History and Economics.
Department of Journalism.
Department of Latin.
Department of Mathematics and Astronomy.
Department of Military Science.
Department of Modern Languages.
Department of Philosophy.
Department of Physical Education.
Department of Physics.

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COLLEGE OF AGRICULTURE.

The College

Department of Agronomy.
Department of Animal Husbandry (Beef Cattle, Sheep
and Swine)
Department of Animal Husbandry (Dairy Cattle, Horses
and Poultry)
Department of Farm Management.
Department of Home Economics.
Department of Horticulture.
Department of Markets.
Department of Veterinary Science.

Experiment Station.

Department of Administration.
Department of Agronomy.
Department of Animal Husbandry (Beef Cattle, Sheep
and Swine)
Department of Animal Husbandry (Dairy Cattle, Horses
and Poultry)
Department of Chemistry.
Department of Entomology and Botany.
Department of Farm Management.
Department of Feed Control.
Department of Fertilizer Control.
Department of Horticulture.
Department of Markets.
Department of Veterinary Science.

Extension Division.

Club for Boys and Girls.
Farm Demonstration.
General Extension Work through Departments.
(Agronomy, Animal Husbandry, Dairying,
Soil Fertility, Farm Management,
Feed Control, Horticulture, Veterinary
Science and Marketing.)
Home Demonstration.
Negro Demonstration.

COLLEGE OF ENGINEERING: (As provided for in resolutions of
Board of Trustees, adopted June
1917.)

Department of Civil Engineering.
Department of Drawing.
Department of Electrical Engineering.
Department of Industrial Engineering.
Department of Mechanical Engineering.

COLLEGE OF ENGINEERING (cont'd)

Department of Mechanics of Engineering.
Department of Mines and Metallurgy.
Department of Practical Mechanics.
Department of Rural Highway Engineering.

COLLEGE OF LAW

GRADUATE SCHOOL

SUMMER SESSION.

III. The President.

The President is the executive head of the University and of all the work associated with it, and ex officio a member of all faculties and of all committees. He is the official medium of communication between the Board of Trustees, on the one hand, and the Senate, faculties, administrative officers, student organizations, and students, on the other. He is responsible to the Board for the educational and business policies of the institution and all of its interests, subject to the state laws and the rules and regulations of the Board of Trustees.

It is the duty of the President to call meetings of the Senate, the Council, and the Assembly and to preside over them. He may also call meetings of the various college faculties. It is his duty, in consultation with the University Senate, to make recommendations covering the general policy of the institution and for securing and coordinating its parts. While it is the duty of the President to make such recommendations, no recommendations covering any general policy may be made to the Board of Trustees, without immediate action. Nor shall any recommendations be made affecting the policy of any college or department without first consulting the dean or head of that department.

It is the duty of the President to see that the rules and regulations of the Board of Trustees and of the Senate are enforced. It is, moreover, the duty of the President to consult the Council and also the deans of the faculties concerned, on the appointment, or promotion of any member of the faculty, on the reorganization of colleges and departments, and on matters of budget apportionment. The right of final decision in these matters is reserved to the President, but in case of differences between the President and a dean or the majority of his faculty, or the Senate the President shall present to the Board of Trustees their views in writing and the reasons therefor, and also his own.

Among the duties of the President are the preparation, in cooperation with the deans, of the budgets and reports to the Board of Trustees in regard to all appointments, changes of rank, removals and salaries of officers, instructors and other employes, the conduct of commencement and other public exercises, the calling of special meetings, except as provided for otherwise, and the assign-

ment of offices and class rooms. Before submitting the final report to the state legislature, through the Board of Trustees, the President shall submit it to the Senate for its information, after first submitting to the deans or directors or heads of departments the part of the report affecting their departments.

The President signs all checks issued by the Business Agent.

IV. The Council

The Council consists of the President (chairman), the deans of the colleges, the chairman of the Graduate School Committee, the Dean of Men, the Dean of Women, the Registrar (secretary ex officio), the director of the Experiment Station, the Director of Extension, together with two members elected annually by the Senate.

The Council holds weekly meetings throughout the academic year. It is charged with the administration of the requirements and regulations established by the Senate, but has no legislative functions, though it may in its capacity as an administrative body, suspend the action of a rule in an individual case. The Council is also given exclusive and final jurisdiction over all cases of discipline. This work is carried on by a sub-committee of three, which reports its findings to the Council for ratification. The Council has jurisdiction over questions of scholarship and attendance, student changes of courses, coordination of outside activities, calendar and vacations. It passes upon all student petitions and administrative detail, except in cases involving general University policies.

V. The Senate.

The Senate is the legislative body of the University. It consists of the President, the Deans of the various colleges, the Director of the Experiment Station, the Director of Extension, the Dean of Men, the Dean of Women, Professors, Associate Professors, the Business Agent, the Librarian, and Assistant Professors. The presiding officer of the Senate is the President, or in his absence the dean of one of the colleges appointed by the President. The Registrar is ex officio secretary of the Senate. The Senate holds regular meetings on the second Monday of each month during the college year and special meetings at the call of the President, or at the call of the Secretary of the Senate, on the written request of ten members. Twenty members shall constitute a quorum.

The Senate has jurisdiction over all matters involving general University policy, so far as these are not reserved to the Board of Trustees or to the President. It exercises legislative functions touching the same, and makes such rules and regulations as it may deem advisable to promote the educational interests of the University.

Among other matters, the Senate has jurisdiction over the following:

- (a) Requirements and methods for admission to the institution and questions relating to advanced standing.
- (b) Requirements for degrees and certificates.
- (c) Determination of curricula, authorization of new courses of study and changes in courses of study.
- (d) Bulletins, including the catalog.
- (e) Prizes, honors, and honorary degrees.
- (f) General relations and interests of students, including health, conditions of living, regulation of social life, athletics, student organizations and publications, musical and dramatic clubs, debate and oratory.
- (g) The Library.

The Senate recommends to the Board of Trustees, candidates for diplomas, degrees and certificates which are conferred by the President under the authority of the Board of Trustees. It appoints or authorizes the appointment by the President, of standing and special committees whose duty it shall be to consider the work referred to them and to make reports to the Senate.

The Senate may address the President or the Board of Trustees upon any University matter.

VI. The Assembly.

The University Assembly consists of all officers of instruction of the rank of instructor and above, the directors of divisions and stations, those engaged in state service work under the direction of the President, the Registrar, the Librarian, the Business Agent, and such other administrative officers as shall be designated by the President or Senate or Trustees. It meets near the beginning of each semester, at the call of the President or at any time upon the written request of ten members. The Assembly may formulate its attitude upon any matter affecting the institution and may make recommendations to the Senate, or the Board of Trustees, or the President, or the Council.

VII. The Deans Of The Colleges

The deans of the various colleges are appointed by the Board of Trustees upon the recommendation of the President. They recommend to the President all appointments, promotions or removals of members of their respective college staffs. They have charge of the enrolling of students and general oversight of their work. They recommend, from time to time, to the faculties of their respective colleges, or to the University Senate, changes in the curriculum or methods of procedure, and they make an annual report to the President upon the work of the colleges under their direction. They are ex officio members of the Council and of the Senate. They are charged with the oversight of the educational work of the colleges of their efficient conduct, and together with the President, with the responsibility for the well-being of the institution as a whole. Mr. Stoll moved that any dean may be suspended by the President of the University with right on the part of the dean to appeal to the Board of Trustees. Seconded by Mr. Harris, motion adopted.

VIII. The Faculties of the Colleges.

Any one giving instruction in any department of a college of the institution is considered a member of the faculty of that college. The deans, professors, associate professors, assistant professors and instructors shall vote in matters affecting the general policy of any college. The faculty of each college meets from time to time to consider the welfare of the group and to make such recommendations to the President and Senate as may be deemed advantageous, but no special faculty has the power to nullify legislation that touches in any way the general policies of the institution. Each administrative head may call a meeting of the faculty of his college whenever requested to do so by one fourth of the faculty. The President shall be informed of such meetings, and of matters to be considered.

IX. The Departmental Staffs.

Each departmental staff consists of such professors, associate professors, assistant professors, instructors, and teaching fellows, as may be appointed by the Board of Trustees, to give instruction or to conduct experiment and research in one of the recognized fields of study. The head of the department has general direction of the work of the department. In this capacity he makes departmental reports and is finally responsible for the work and progress of his department.

The departmental staff has jurisdiction with approval of the President over matters concerning its own internal policies, in so far as these do not conflict with other departments or with the rules and regulations of the Senate. It determines the organization of the work of the department, recommends to the dean and faculty of its college new courses when deemed advisable and consults with them in regard to matters of departmental policy and budget. The head of the department recommends to the dean the appointment, promotion or removal of members of his staff, which recommendations are to be transmitted to the President with approval or disapproval. Members of the staff may make recommendations to the head of the department under conditions similar to those governing the head of the department in making recommendations to the dean, and the President.

X. Other Administrative Officers.

1. The Dean of Men.

The Dean of Men has supervision of the welfare of all the men students of the institution. He has frequent personal interviews with them, and corresponds with their parents on matters of conduct. He has oversight of rooming and boarding houses for men, including the dormitories on the campus, and the fraternity houses. He inspects these houses and in cooperation with the President, approves or disapproves such houses and sees that proper discipline is maintained in them.

2. The Dean of Women.

The Dean of Women is charged with the general supervision of all the women students of the institution, including those in Patterson Hall (provided that the legislature amend the statutes to this effect). The Dean will aid and advise with women students in their institutional life.

3. The Director of the Summer Session.

The Director of the Summer Session is appointed by the Board of Trustees upon the recommendation of the President. The Director recommends to the President the faculty for the summer session, and the courses to be offered. He has charge of the enrollment of students and their work, and has general supervision over summer session.

4. The Committee on Graduate Work.

The President shall appoint from the faculty a committee of five on Graduate Work. The Committee is charged with the duty of making recommendations to the Senate on the requirements for advanced degrees, the regulations necessary to insure a high standard of graduate work, and the departments of instruction authorized to offer courses leading to Graduate degrees. The Committee has final authority to pass upon courses offered for graduate work, thesis subjects, and regulations for examinations.

5. The Registrar.

The Registrar has charge of the registration and the permanent records of the students. He conducts correspondence with prospective students, and subject to the rules of the Senate, examines and passes upon entrance credentials, including entrance with advanced standing and as special students. He has full charge of the schedule of classes and of examinations. He edits the institution directory and compiles institution statistics, and in cooperation with a committee of the Senate has charge of the editing and distribution of the University catalog and announcements. He presents to the Senate in October the list of students eligible for degrees in June, and at the close of the second semester those who have completed the requirements for degrees, or are eligible for degrees in the following December. He furnishes a list of the candidates for degrees to the Senate for recommendation to the Board of Trustees. He prepares diplomas and certificates, and delivers them to the President for award at the Commencement Exercises. He is ex officio secretary of the Senate and of the Council.

6. The Business Agent.

The Business Agent of the University is the accounting and purchasing officer of the institution. He issues all checks. He buys all supplies or other chattel property, and has general supervision over all departmental expenditures. He shall make an inventory of all chattel property of the University, excepting library books already cataloged, and shall report the same to the Board during July of each year. He shall file with the President all invoices of supplies, and records of performance or part performance of contracts for the same. He shall keep in his office such a record of his operations that, by reference to papers filed by him with the President as above required, the record may be made absolutely complete. He shall also have charge of all sales of property unless other provision has been made. He shall prepare an annual report for the Board of Trustees and cooperate with the Secretary of the Board in the conduct of financial and business matters relating to the University. He shall keep all accounts and assist the President in the formulation of the budget.

7. The Librarian.

The Librarian has the custody of all library equipment and of all books, magazines, pamphlets, etc., belonging to the University. It is his duty to make all books as easy of access as possible to all patrons of the library. He consults with departments regarding the purchase and management of books of a technical nature, but selects alone, or in cooperation with the library committee, reference and miscellaneous books not clearly within the field of any established department. With the Library committee he formulates rules carrying

out the policy of the Senate for the government of the library and its various parts. He keeps a record of accessions and losses, and reports to the Board whenever required, the number of volumes in the library, their value and the losses, if any, with value.

8. The Superintendent of Buildings and Grounds.

The Superintendent of Buildings and Grounds is responsible to the President for the preservation and the efficient working of the physical plant of the University, including the campus and buildings. He is charged with the execution of all routine work done in connection with the physical plant, except such as may be otherwise assigned by the Board of Trustees, and of such special work as may be delegated to him. He employs, subject to the approval of the President such assistants, janitors, watchmen, mechanics and other laborers as may be authorized by the Board of Trustees, except the laborers on the Experiment Station farm, who are appointed and supervised by the Director of the Experiment Station and the Dean of the College of Agriculture. He has the immediate supervision of all laborers mentioned above, keeps and reports a record of their time, and discharges any for cause or when their services are no longer needed, but only upon approval of the President.

9. The Advisory Board of Patterson Hall.

The Advisory Board of Patterson Hall (provided the present statute is so amended) is appointed by the Board of Trustees on the recommendation of the President. It acts in an advisory capacity, making recommendations concerning Patterson Hall to the Board of Trustees through the President, and acting as counsellor for the Dean of Women, in matters pertaining to Patterson Hall.

10. The Superintendent of Men's Dormitories.

The Superintendent of Men's Dormitories is responsible to the President, through the Dean of Men, for the maintenance of proper living conditions in the men's dormitories.

XI. Appointments, Promotions and Removals.

The President is appointed by the Board of Trustees. The Deans, the Registrar, the Librarian, the Business Agent and the Superintendent of Buildings and Grounds are appointed by the Board, upon the recommendation of the President. Before making such recommendations, however, the President is expected to confer with the Council, and in making his recommendations to the Board he is expected to present the qualifications of all candidates, together with such testimonials as they may submit. Directors of divisions and stations and heads of departments are appointed by the Board on the recommendation of the dean of the college concerned and the approval of the President. All other appointments or removals ~~are made by the Board~~

ea are made by the Board on the recommendation of the officers superior in rank to the persons in question, and the approval of the President. But the President may reserve the right to recommend some other than the names recommended by the dean, or to ask the dean to make new recommendation. When the President does not endorse the recommendation of the dean for the promotion, removal or appointment of a member of the staff, he shall state in writing, when requested to do so, to the Board of Trustees, the recommendations of the dean and the reasons therefor. When the Board is not satisfied with the recommendation of the President, it shall call upon him to make another recommendation. Office assistants are appointed by the President on the recommendation of the head of the office concerned. Employees connected with the physical plant of the University are appointed by the President upon the recommendation of the Superintendent of Buildings and Grounds.

All appointments shall be made strictly on the basis of merit. Political, fraternal, social or church influences shall in no case affect or prejudice the appointment of any individual. No member of the Board of Trustees and no relative by blood or marriage of any member of the Board of Trustees, or of any administrative officer of the University, or of any member of the University Staff holding the rank of assistant professor or higher, may be appointed to any position in the University. No alumnus or student of the University shall be employed as a teacher for a period longer than two years, unless he has been at least five years employed elsewhere in practical work or as a teacher, or in advanced study of the subject for which he was employed at the University. No appointment or promotion to the rank of assistant professor or higher shall hereafter be made of any one who does not hold an advanced degree from an accredited college or university.

XII. Terms of Employment.

In the absence of special arrangement, the employment of members of the faculty is for a period of 12 months during each year. Those continuously employed must hold themselves in readiness for service at any time during the year and receive their salaries in twelve monthly installments. The others receive their salaries in ten monthly installments. It is assumed that all persons worthy of employment in the instructional staff will be interested above all else in developing the work of their departments, will have no interests incompatible therewith, and will give the utmost of their powers at all times to the promotion of that end.

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

No member of the teaching force shall receive any compensation for tutoring of students in any study or course for which he is empowered to grant the student credit, or over which he has any authority. This shall not be interpreted as prohibiting any one from tutoring for remuneration in subjects over which he has no control.

The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations and shall use their vacations rationally to promote the ends for which they are intended. All members of the faculty shall be in actual attendance at least until after Commencement and until all reports have been made, and at least three days prior to the first day of registration in September, unless for special reasons leave is extended by the President. All above the rank of instructor shall keep the President informed as to their whereabouts in periods of absence, and be in readiness to respond quickly to any call for service.

In the case of those whose term of service is continuous, and in case of assistants in departments and offices and of other employes of the institution, the President, or the President and the dean and the head of the department, director or superintendent concerned, may determine upon such terms of vacation as seem reasonable and just, and shall report same to the Board of Trustees.

XIII. Tenure.

The President may be appointed permanently, at the discretion of the Board. Deans of colleges, the Chairman of the Committee on Graduate Work, the Dean of Men, the Dean of Women, the Director of the Experiment Station, the Director of the Extension Division, heads of departments, professors and associate professors, are placed on permanent appointment upon the recommendation of the President, and with the approval of the Board. Assistant professors may be appointed for three years upon the recommendation of the President, and with the approval of the Board. Assistant professors may be appointed for three years upon the recommendation of the President and with the approval of the Board.

Before dismissal or demotion, particularly when there is an alleged breach of academic freedom or individual liberty, any member of the faculty is entitled to have the charges against him stated in writing, to have a fair trial before a special committee of the Senate, and to have the recommendations of such committees presented to the Board of Trustees, upon whom rests final authority for the promotion, appointment or removal of the members of the teaching, Experiment Station and Extension staffs.

XIV. Leave of Absence.

A professor, associate professor, or assistant professor, who has served four consecutive years, and requests it, may have a leave of absence for the purpose of travel and study, for one semester on one-half pay. If the service has been for seven consecutive years, a leave of absence may be granted upon request for one year on one half pay. These permits, however, shall be given only on the advice of the President, and are open only to persons permanently appointed to positions. They shall not be given so as to conflict with each other in any way, or to hamper the work of the institution. Service in the summer session without pay, for three summers, entitles a professor to leave of absence on full pay for one semester.

The purpose of this provision is to increase the usefulness of members of the University staff and no leave of absence shall be granted unless the grantee shall agree to teach at least on year thereafter.

No member of the instructional staff or other employe shall absent himself from his proper duties at the University, for any other cause than sickness, except by the permission of the President. The President shall report to the Board all absences whether from illness or other cause.

XV. Representation and Attendance at Meetings.

In order that the institution may be properly represented at the various academic gatherings or functions in which it is requested or invited from time to time, to participate, the President, or at his request the Senate, selects such members of the faculty as he or the Senate deem appropriate or worthy to represent the institution. A sum is set aside in the annual budget to defray the expenses of such representation in whole or in part.

In addition to the above, members of the faculty are urged to become members of and attend meetings of the national and state teachers' associations and of associations of teachers of their own class. Members are also expected to attend meetings held for the promotion of the particular field in which they are engaged or interested. In order to encourage teaching efficiency and promote original and creative work among the members of the faculty, a sum is set aside also to defray the expenses in whole or in part of those who are delegated to attend such meetings by the President. Assignments from the fund are made by the President irrespective of the rank of the applicant. Members of the faculty to whom such assignments are made, are expected to make a brief report to the President on their return or at some University gathering, if requested.

XVI. Order of Communications and Reports.

The official recommendations and communications on the part of any officer of the University shall be sent by him to his immediate superior, i.e., by a member of a department to the dean of his college, by a dean to the President. The superior administrative officer shall when so requested, transmit such recommendations or communications, with his own comments and recommendations thereon to the next higher officer.

Any member of the administrative or teaching staff of the University who has made in due course, as provided by the preceding section, any request or recommendations and has had such request or recommendation disapproved, shall have the right with due notice given to a full hearing before the Board of Trustees or the Executive Committee, with the privilege of presenting evidence or witnesses, and of being present at the subsequent discussion of his case until the vote thereon is to be taken.

XVII. Departmental Unity.

The principle of departmental unity is officially adopted e. g., as illustrated in the courses in Chemistry, which regardless of whether they are for pre-medical, engineering, agriculture, industrial chemistry or home economics students, or for students of general chemistry in Arts and Science, should be taken in one department of Chemistry.

XVIII. Regulating the Use of University Property.

No one connected with the University shall use, for his own personal pleasure, or for other purposes, or remove from the buildings or grounds, any property of whatever description belonging to the institution, even though it may seem to be of no value, unless it be temporarily and pursuant to some well established regulation or usage, or with the distinct approval of the President.

XIX. The Spirit of Cooperation.

It shall be the duty of all persons connected with the institution to cooperate with the Board of Trustees in carrying out the purposes and policies of the Board, and it shall also be the duty of all persons to cooperate with the President, who is the representative of the Board. Deans, heads of Departments and full professors may reasonably expect the loyal support of professors and employees who work with them in carrying out the policies approved by the President and faculty.

At the same time all superior officers are reasonably expected to give an open mind to criticism or suggestions made to them by teachers and other persons working under their direction. The Board of Trustees desires all persons connected with the University to deal with one another frankly and kindly and to work harmoniously together for the advancement of the institution. In the opinion of the Board, it is only under such conditions that a noble spirit of cooperation and helpfulness may be created by legislation or constitutional amendments.

XX. Amendments.

Subject to the approval of the Board of Trustees, this constitution may be amended by the Senate by a majority vote of the members present at two regular meetings, written notice having been given to each member at least two weeks prior to any meeting when an amendment is to be considered.

This constitution may be amended by the Board of Trustees. Notice shall be given to the President and Senate of the University when such amendments are under consideration by the Board of Trustees.

Senator Froman moved that the foregoing report be adopted in its entirety. Seconded by Mr. Stoll the same was adopted by unanimous vote.

Mr. Lyle called attention to the provisions of the Board of Inquiry that a Legislative Committee should be named by the chairman to represent the University before the next session of the General Assembly of Kentucky.

Governor Stanley in response said he would appoint such committee later.

The meeting adjourned.

Very respectfully submitted,

/signed/ Enoch Grehan

Secretary.