

Minutes of the Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, Wednesday, October 20, 1937.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University Wednesday, October 20, 1937, at 10:30 a.m. The members of the Committee present were Chairman Richard C. Stoll, J. B. Andrews and R. Miller Holland. President Frank L. McVey, D. H. Peak, Secretary of the Board, Dean James H. Graham and Dean Thomas Cooper were present.

1. Approval of Minutes.

Approval of the minutes of the meeting of September 21, 1937 was deferred until the next meeting.

2. Financial Reports.

The financial reports for July, August and September, 1937, were filed by the Business Agent. The reports were examined by the Committee, and the reports being cumulative, the September report was ordered inserted in the Minutes.

Statement of Income and Expenditures
Month of September 1937

	Previously Reported	Current Month	Fiscal Year to Date
General Fund Income			
Vocational Ed. Board	1,843.73	2,513.00	4,356.73
State Appro.-Summer Sch.	8,000.00		8,000.00
Spec. Agr. Appro.	4,000.00	2,000.00	6,000.00
State Appro.-General	56,987.38	85,596.32	142,584.30
State Appro.-Repairs to Bldgs.	2,219.60	778.89	2,998.50
Student Fees	894.61	104,990.83	105,885.44
Student Fees -Sum. Sch.	57,754.65	4,461.75	62,216.40
Student Fees - U. H. S.	20.00	3,630.00	3,650.00
Student Fees - El. Tr. Sch.		3,420.00	3,420.00
Student Fees - Univ. Exten.	2,320.05	674.34	2,995.29
Misc. Receipts	1,183.17	985.35	2,168.52
Rentals	98.00	45.00	143.00
Men's Dormitories	2,105.85	5,508.54	7,614.39
Total	<u>137,428.55</u>	<u>214,604.02</u>	<u>352,032.57</u>

Expenditures			
Instruction	109,723.48	74,397.16	184,120.64
Administration, Exp. and Maintenance	33,793.61	23,950.96	57,744.57
Additions and Betterments	79.69	1,657.01	1,736.70
Total	<u>143,596.78</u>	<u>100,005.13</u>	<u>243,032.57</u>
Excess of Inc. over Expend.	<u>(6,168.23)</u>	<u>114,598.89</u>	<u>108,430.66</u>
Patterson Hall Income			
Board	88.60	14,667.80	14,756.40
Misc. Receipts	.50		.50
Room Rent - Sum. Sch.	1,932.56		1,932.56
Total	<u>2,021.66</u>	<u>14,667.80</u>	<u>16,689.46</u>
Expenditures			
Expense	<u>2,599.91</u>	<u>2,303.11</u>	<u>4,903.02</u>
Excess of Income over Expenditures	<u>(578.25)</u>	<u>12,364.69</u>	<u>11,786.44</u>
General Ledger Income	139,450.21	229,271.82	368,722.03
General Ledger Expenditures	<u>146,196.69</u>	<u>102,308.24</u>	<u>248,504.93</u>
Excess of General Fund Income over Expend.	(6,746.48)	126,963.58	120,217.10
Excess of Expenditures over Receipts for General Ledger accounts	(40,209.82)	27,235.36	(12,974.46)
Accounts Payable		<u>(19,802.19)</u>	<u>(19,802.19)</u>
Excess of Receipts over Expenditures for the fiscal year to date - General Fund	<u>(46,956.30)</u>	<u>134,396.75</u>	<u>87,440.45</u>
Excess of Receipts over Expenditures for the fiscal year to date - General Fund			87,440.45
Cash in Bank July 1, 1937 - General Fund			<u>89,788.13</u>
Cash in Bank September 30, 1937 - General Fund			<u>177,228.58</u>
Experiment Station Income			
Hatch - Fed. Appro.	3,750.00		3,750.00
Milk and Butter - Cash Rec.	1,807.97	767.62	2,595.59
Dairy Cattle Sales	209.00	50.00	259.00
Sheep Sales	364.80		364.80
Swine Sales		69.43	69.43
Poultry Sales	319.85	120.26	440.11
Farm Produce Sales	326.21	54.11	380.32
Horticultural Sales	324.02	323.55	647.57
Seed Test	123.75	99.75	223.50
Seed Inspection	3,740.52	2,234.25	5,974.77
Rentals	230.34	94.67	334.01
Miscellaneous	112.65	14.55	127.20
Fertilizer - Fees	9,140.00	3,782.50	12,922.50
Public Service - State Appro.	3,199.94	1,976.97	5,176.91
Public Service - Misc. Rec.	5.00		5.00

Feeding Stuffs - Fees	13,064.84	4,450.75	17,515.59
Adams - Fed. Appro.	3,750.00		3,750.00
Serum - Sales	820.81	251.47	1,072.28
Serum - Virus Sales	23.20	15.45	38.65
Serum - Supply Sales	16.35	14.10	30.45
Serum - Misc. Receipts	25.51		25.51
State Appro.	8,124.66	4,087.83	12,212.49
Creamery - License Fees	9,249.96	126.00	9,375.96
Creamery - Testers Lic.	1,878.89	113.00	1,991.89
Creamery - Glassware Tested	227.28	63.42	290.70
Robinson - State Appro.	1,792.66	1,201.51	2,994.17
Robinson - Misc. Receipts	761.89	213.06	974.95
West Ky. - State Appro.	2,272.94	970.35	3,243.29
West Ky. - Misc. Receipts	5,523.73	414.10	5,937.83
Purnell - Fed. Appro.	15,000.00		15,000.00
Bankhead-Jones - Fed. Ap.	14,800.88		14,800.88
Nursery Inspection - State Appro.	360.00	180.00	540.00
Nursery Inspection - Fees	545.00	485.00	1,030.00
Total	<u>101,901.65</u>	<u>22,193.70</u>	<u>124,095.35</u>
Expenditures			
Expense	55,917.11	31,380.02	87,297.13
Additions and Betterments	400.42	1,504.68	1,905.10
Total	<u>56,317.53</u>	<u>32,884.70</u>	<u>89,202.23</u>
Excess of Income over Expenditures	45,584.12	(10,691.00)	34,893.12
Excess of Receipts over Expenditures for General Ledger accounts	5,405.67	7,210.99	1,805.32
Accounts Payable		<u>11,535.25</u>	<u>11,535.25</u>
Excess of Receipts over Expenditures	<u>40,178.45</u>	<u>15,015.26</u>	<u>25,163.19</u>
Excess of Receipts over Expenditures for the fis- cal year to date - Ex- periment Station			25,163.19
Cash in Bank July 1, 1937 - Experiment Station			<u>26,472.45</u>
Cash in Bank September 30, 1937 - Experiment Station			<u>51,635.64</u>
Extension Division Income			
Federal Bankhead-Jones	183,365.25		183,365.25
Federal Smith-Lever	74,154.38		74,154.38
Federal Supplementary	13,272.76		13,272.76
Federal Capper-Ketcham	18,400.49		18,400.49
State Smith-Lever	21,872.52	10,661.26	32,533.78
County and Other	4,566.48	524.95	5,091.43
Total	<u>315,631.88</u>	<u>11,186.21</u>	<u>326,818.09</u>

4.

Expenditures			
Expense	<u>103,496.75</u>	<u>52,322.85</u>	<u>162,819.60</u>
Excess of Income over Expenditures	<u>212,135.13</u>	<u>(48,136.64)</u>	<u>163,998.49</u>
Excess of Income over Expenditures for the fiscal year to date - Extension Division			163,998.49
Cash in Bank July 1, 1937 - Extension Division			<u>2,672.00</u>
Cash in Bank September 30, 1937 - Extension Division			<u>166,670.49</u>
Trust Fund Income			
Student Loan Fund	274.60	282.00	556.60
Student Notes Paid	<u>278.70</u>	<u>94.83</u>	<u>373.53</u>
Total Receipts	<u>553.30</u>	<u>376.83</u>	<u>930.13</u>
Expenditures			
Student Notes	<u>50.00</u>	<u>50.00</u>	<u>100.00</u>
Excess of Receipts over Expenditures	<u>503.30</u>	<u>326.83</u>	<u>830.13</u>
Excess of Receipts over Expenditures for the fiscal year to date - Trust Fund			830.13
Cash in Bank July 1, 1937 - Trust Fund			<u>4,267.53</u>
Cash in Bank September 30, 1937 - Trust Fund			<u>5,097.66</u>

Summary

General Fund Income	139,450.21	229,271.82	368,722.03
Experiment Sta. Inc.	101,901.65	22,193.70	124,095.35
Extension Div. Income	315,631.88	11,186.21	326,818.09
Trust Fund Income	274.60	282.00	556.60
Total	<u>557,258.34</u>	<u>262,933.73</u>	<u>820,192.07</u>
General Fund Expenditures	146,196.69	102,308.24	248,504.93
Experiment Station Expenditures	56,317.53	32,884.70	89,202.23
Extension Division Expenditures	<u>103,496.75</u>	<u>59,322.85</u>	<u>162,819.60</u>
Total	<u>306,010.97</u>	<u>194,515.79</u>	<u>500,526.76</u>
Excess of Income over expenditures	251,247.37	68,417.94	319,665.31
Accounts Payable		(31,337.44)	(31,337.44)
Excess of Expenditures over Receipts for General Ledger accounts	(45,615.49)	34,446.35	(11,169.14)
Student Loan Fund Notes	<u>228.70</u>	<u>44.83</u>	<u>273.53</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund	<u>205,860.58</u>	<u>71,571.68</u>	<u>277,432.26</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund			277,432.26
Cash in Bank and on hand July 1, 1937 - Combined Fund			<u>125,400.11</u>
Cash in Bank and on hand September 30, 1937 - Combined Fund			<u>402,832.37</u>

Abstract of item shown on Statement of Income and Expenditures as "Excess of Expenditures over Receipts for General Ledger accounts \$11,169.14"

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	17,128.49	
Sundry accounts		5,959.35
	<u>17,128.49</u>	
	5,959.35	
	<u>11,169.14</u>	

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from September 16, 1937 to October 13, 1937, inclusive. The report showed orders made by the Business Office on the authority of the Requisition Committee in the manner prescribed by the Board of Trustees and State laws, running from No. 1557 to No. 2428. 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.

The following additional budget appropriations were approved and allowed: \$126.00, fence for intramural grounds, Rose and Washington Streets; \$141.50, Department of Geology, replacement of equipment; \$203.00, labor and coal for heat at Nursery School Building.

Other budget additions shown in these Minutes: salary increases in budgets of Alumni Secretary, \$100.00; Military Science, \$100.00; Bacteriology, \$400.

4. Allotments -- Second Quarter - 1937-38.

The Business Agent stated that he had received from the State Department of Finance, Budget Division, advice of allotments of appropriations for second quarter of the year 1937-38.

Appropriations and quarterly allotments compared:

Name of Fund	Amount of Appropriation	Amount Al- lotted Second Quar- ter	Total Al- lotted to date
Princeton Substation	\$14,000.00	3,600.00	7,100.00
Quicksand Substation	14,000.00	3,500.00	7,350.00
Agricultural Extension	120,000.00	30,000.00	58,500.00
Repairs	8,000.00	2,000.00	8,000.00
Division of Colleges	660,000.00	165,000.00	328,320.00
College of Agriculture	24,000.00	8,000.00	14,000.00
Summer School	8,000.00		8,000.00
Experiment Station	48,000.00	12,887.43	24,887.43
Service Laboratories	21,000.00	5,300.00	10,100.00
Nursery Inspection	2,000.00	700.00	1,200.00

5. Insurance on Kinkead and Breckinridge Halls.

The Business Agent reported that acting under order of Executive Committee, made at meeting of September 21, 1937, he had submitted the question of cancellation of insurance on Kinkead and Breckinridge Halls (ordered by the State Division of Insurance) to the Attorney General, sending copy to the Division of Insurance, and that he had received no response from either the Attorney General or the Division of Insurance. Following is a list of papers submitted:

1. Letter from State Commissioner of Insurance, dated August 27, 1937.
2. Letter of Business Agent of University of Kentucky to Commissioner of Insurance, dated August 30, 1937.
3. Letter of Business Agent of University of Kentucky to Security Trust Company, dated August 30, 1937.
4. Letter of Business Agent of University of Kentucky to Security Trust Company, dated September 7, 1937.
5. Letter from Security Trust Company to Business Agent of University of Kentucky, dated September 9, 1937.
6. Copy of order of Executive Committee of University of Kentucky, September 21, 1937.
7. Copy of deed, University of Kentucky to Security Trust Company, dated December 6, 1928.
8. Copy of lease, Security Trust Company to University of Kentucky, dated December 6, 1928.

6. Budget Report.

President McVey submitted a copy of the report prepared to be submitted to the Budget Division of the State Department of Finance as required by State laws. The report as prepared contains a statement of appropriations, receipts and expenditures for year 1936-37, estimated statements for year 1937-1938, and an estimate of expenditures together with statements of income and request for appropriations to meet such expenditures for the years 1938-39 and 1939-40. The report covers the income and estimated income of each division of the University, both appropriations and revolving funds (income collected by University). It covers also expenditures and estimated expenditures for the respective years, classified as to salary expenditures, expenditures for supplies and labor and expenditures for capital outlay.

The report was examined and, on motion and second, it was approved and ordered filed with Division of Budget, State Finance Board. President McVey was authorized to ask through proper channels for the proposed appropriations shown in said report. Following is a condensed summary of the report:

Consolidated Statement of
Expenditures and Appropriations Asked
for Three Divisions of the University of Kentucky
1938-1940

COLLEGE DIVISION

Appropriations	1937-38	Requested 1938-1939	Requested 1939-1940
College Approp- riations	660,000.00	1,580,000.00 (See Chart I)*	1,410,000.00+
Summer School	8,000.00	20,000.00 (See Chart II)	20,000.00
Repairs	8,000.00	45,000.00 (See Chart III)	45,000.00
College of Agri- culture	24,000.00	30,000.00 (See Chart IV)	30,000.00
Amt. of Approp- riations	700,000.00	1,675,000.00	1,505,000.00
College Revolving Funds	552,574.53	572,350.00	572,350.00

EXPERIMENT STATIONS

<u>Appropriations</u>			
Experiment Sta.	48,000.00	210,000.00 (See Chart V)**	80,000.00***
Public Service	21,000.00	27,000.00	27,000.00
Nursery Inspection	2,000.00	2,000.00	2,000.00
Princeton Sub- station	14,000.00	20,000.00	20,000.00
Robinson Sub- station	14,000.00	20,000.00	20,000.00
Amt. of Approp- riations	99,000.00	275,000.00	149,000.00
Experiment Station Revolving Funds	160,680.00	152,000.00	152,000.00

Appropriations	1937-38	Requested 1938-1939	Requested 1939-40
<u>EXTENSION DIVISION (Agricultural)</u>			
Extension Div. Appropriation	120,000.00	155,000.00	155,000.00

Notes: * Includes \$761,000 for capital outlay
+ Includes \$591,000 for capital outlay
** Includes \$150,000 for capital outlay
*** Includes \$20,000 for capital outlay

7. Kentucky Kernel Publications.

The members of the Board discussed at some length the publication in the issue of the Kentucky Kernel of date of October 15, 1937, of a letter from President McVey to John Lewis, Director of the Band, relative to the Band being taken to Boston for the football game with Boston College, November 13, 1937, and the editorial comment appearing in that issue and the issue next following. After due consideration, on motion and second the following resolution was passed:

"Be it resolved that the Professor of Journalism in the University shall be responsible to the Board of Trustees and to the Executive Committee of the University for everything, including advertisements, published in the KENTUCKY KERNEL. The secretary of the Board shall deliver a copy of this resolution to the Professor of Journalism."

The Secretary of the Board immediately sent a copy of the resolution to the Head of the Department of Journalism.

8. Pathological Laboratory.

In compliance with the order of the Executive Committee at its meeting of September 21, 1937, Dean Cooper submitted the following report:

October 20, 1937

President Frank L. McVey
University of Kentucky

Dear President McVey:

There is submitted herewith plans for a small laboratory to be used for conducting the study of recurrent ophthalmia. It is proposed that this should be constructed as an addition to the present veterinary building and is estimated that the construction cost will be around \$14,000. Inasmuch as this laboratory is to be used specifically for a Bankhead-Jones research project, a part of the funds available from that fund may be used for its construction. I recommend that upon authorization by the Board of Trustees for the construction of this laboratory it shall be financed as follows:

From funds of Federal origin for the construction of a laboratory for the study of recurrent ophthalmia.....\$10,000

From funds set aside out of the bond fund which was issued by the Experiment Station, and which sum may be used for construction..... 5,000
\$15,000

Yours truly,

(Signed) Thomas Cooper
Dean of College of
Agriculture
Director of Experiment
Station

On motion duly seconded and carried, the plans submitted by Dean Cooper were approved and accepted, at the cost suggested in Dean Cooper's letter. For payment of the cost of construction, the use of \$10,000.00 from the Bankhead-Jones Federal Fund (Experiment Station allotment) and \$5,000.00 from the Bond and Interest Redemption Fund, Experiment Station annex was approved and ordered.

The Business Agent was directed and authorized to make payment of construction costs from said funds.

Dean Cooper was further authorized and directed to ask for bids for the construction, the bids to be opened in President McVey's office, and the lowest and best bid accepted. The chairman of the Executive Committee was authorized to sign contract when all conditions above are complied with.

9. Interurban Right of Way on Nicholasville Pike.

President McVey submitted following letter from Dean Cooper:

October 12, 1937

President Frank L. McVey
University of Kentucky

Dear President McVey:

The Kentucky Agricultural Experiment Station deeded for the interurban line the necessary right-of-way fronting its property on the Nicholasville Pike. This line has been abandoned. Under the terms of the deed the property reverts to the Experiment Station. I presume it would be appropriate to offer this right-of-way to the county for road purposes. If you approve, I wish to recommend that an offer be made to convey to the county the right-of-way which has reverted to the Experiment Station.

Very truly yours,

(Signed) Thomas Cooper
Dean and Director

The suggestions made by Dean Cooper were approved, and authority was given to have the right of way transferred to Fayette County to be used for road purposes only. R. C. Stoll, Chairman of the Executive Committee, and D. H. Peak, its Secretary, were authorized to execute the deed to Fayette County after it has been approved by the Attorney General.

10. P. W. A. Construction, College Dockets.

President McVey presented to the Committee tabulations of informal bids received on the following equipment purchases under Docket No. Ky-1013-2-D:

Equipment Purchase No. 4

On September 7 letters were written several companies requesting proposals on steel shelving, 7 feet high, to be used in the Law Building Library. The following bids were received: Metal Office Furniture Company, \$512.00; All-Steel-Equip Company, \$622.50; Transylvania Printing Company, \$687.50; and Remington-Rand, Inc., \$1,068.75.

It was recommended to the P.W.A. that this shelving be purchased from the low bidder, Metal Office Furniture Company of Grand Rapids, Michigan, in the amount of \$512.00 f.o.b. cars, Lexington, Kentucky.

Equipment Purchase No. 5

In September, quotations were requested on the following items of equipment for use in servicing of pumps, turbines, etc., in the Central Heating Plant:

- 1 25 lb. High Pressure Air Gun similar or equal to Alemite No. 6184 with adapters for allowing fittings, Hydraulic, Zurich, Flush Type, Pin Type, and Button Head.
- 1. Large "Flex-Tip" Air Blow Gun, Alemite No. 6647.
- 100 feet Air Hose
- 3 1 pt. copper Squirt Oil Cans
- 2 1 qt. copper Oil Cans for Cylinder Oil
- 1 set Vanadium Steel Socket Wrenches with ratchet, 12 point sockets, and sq. head sockets for 1/4" USS to 5/8" USS nuts
- 1 set Vanadium Steel Socket Wrenches with ratchet, 12 point sockets for 5/8" USS nuts to 1-1/8" USS nuts.

The following bids were received: Kentucky Ignition Company, \$145.35; Wombwell Automotive Parts Company, \$146.27; and Rix & Corbin, Inc., \$153.38.

It was recommended to the P. W. A. that this equipment be purchased from the low bidder, Kentucky Ignition Company of Lexington, Kentucky, in the amount of \$145.35.

Equipment Purchase No. 6

Several inquiries were made about the purchase of boiler tube cleaners for use in the Central Heating Plant. Three bids were received but only one of the cleaners presented was capable of operation with the air compressor which is installed in the Heating Plant. This cleaner is made by the Airsteel Manufacturing Company.

Therefore it was recommended to the P.W.A. that two boiler tube cleaners be purchased from the Airsteel Manufacturing Company of Springfield, Ohio, for the amount of \$162.00, f.o.b. cars, Lexington, Kentucky.

Equipment Purchase No. 7

On September 21 letters were written several companies requesting proposals on steel shelving for the Engineering Library. The following bids were received: The Globe-Wernicke Company, \$411.60; Remington Rand, Inc., \$507.32; The Berger Manufacturing Company, \$523.82; Transylvania Printing Company, \$585.90; The General Company, Inc., \$650.46; and the All-Steel-Equip Company, \$739.36.

It was recommended to the P. W. A. that this shelving be purchased from the low bidder, The Globe-Wernicke Company of Cincinnati, Ohio, in the amount of \$411.60, f.o.b. cars, Lexington, Kentucky.

Inasmuch as these purchases were of an emergency nature Doctor McVey advised that the purchase orders had been already issued and signed by Mr. D. H. Peak, Business Agent. Doctor McVey requested the approval of the Board of Trustees for this action.

Upon motion duly made and seconded the aforesaid purchases recommended to the P.W.A. under Docket No. 1013-2-D were approved and the action of the Business Agent in signing these purchase orders on behalf of the University was approved.

President McVey then presented to the Committee tabulations of informal bids received on the additional equipment purchases under Docket No. Ky-1013-2-D:

Equipment Purchase No. 8

On September 14 letters were written several companies requesting bids on shelving, as follows, to be used in the Engineering Shops:

- 3 sections Lyon, or equal, shelving, 36" wide, 18" deep, 84" high
2. No. 2 sloping shelf inserts, 99 dividers and check hooks each
- 1 No. 5 sloping shelf insert, 30 dividers and check hooks
- 1 No. 4 Milling cutter insert, 50 pegs and check hooks
- 2 24 box inserts, 2 dividers in each box, check hooks and label holders on each box
- 4 6" dividers
- 20 1-1/2" dividers
- 17 shelves - six label holders
- 4 Uprights, closed
- 3 Backs

Only two bids were received on this equipment and one of these did not meet specifications.

Therefore, it was recommended to the P. W. A. that this shelving be purchased from Lyon Metal Products, Inc., of Aurora, Illinois, in the sum of \$212.02, f.o.b. cars, Lexington, Kentucky.

Equipment Purchase No. 9

On September 14 letters were written several companies requesting bids on the following equipment for the Engineering Shops:

- 1 Counter, Lyon No. 88-B-3, or equal
- 3 Sets of swinging doors, Style B

Bids were received in the following amounts: Lyon Metal Products, Inc., \$51.82; Parent Metal Products, Inc., \$39.25; and the Berger Manufacturing Company, \$36.31.

It was recommended to the P.W.A. that this equipment be purchased from the low bidder, Berger Manufacturing Company of Canton, Ohio, in the amount of \$36.31, f.o.b. cars, Lexington, Kentucky.

Equipment Purchase No. 10

On September 14 letters were written several companies requesting bids on shelving, as follows, for the Engineering Shops:

- 1 Section Lyon shelving, or equal, 36" wide, 18" deep, 84" high consisting of:
 - 9 shelves
 - 2 uprights
 - 1 back
 - 1 set swinging doors, Style A.

Bids were received in the following amounts: Lyon Metal Products, Inc., \$31.71; Berger Manufacturing Company, \$29.49; and Parent Metal Products, Inc., \$28.85.

It was recommended to the P. W. A. that this shelving be purchased from the low bidder, the Parent Metal Products, Inc., of Philadelphia, Pa., in the amount of \$28.85, f.o.b. cars, Lexington, Kentucky.

Equipment Purchase No. 11

Bids were requested on the following items of equipment for the Engineering Shops:

1. 8 Steel Tool Stands, light construction, swivel type rubber tired casters, knocked down
Size about 18 x 24 x 36 inch, stand must have 3 shelves, no drawers, olive green enamel.
2. 6 Steel Tool Stands, heavy construction, two swivel and two stationary casters, knocked down. Size about 18 x 24 x 36 inch, stand must have three shelves, no drawers. olive green enamel.

3. 2 Steel Bench Legs, "Bantom" No. 35 or equal, including blackboard brackets.

Bids were received in the following amounts: Standard Pressed Steel Company, \$162.58 for Items 1, 2 and 3; and Hamilton Caster & Mfg. Co., \$225.40 for Items 1 and 2.

Therefore, it was recommended to the P.W.A. that this equipment be purchased from the Standard Pressed Steel Company of Jenkinstown, Pa., in the amount of \$162.58, f.o.b. cars, Lexington, Kentucky.

Equipment Purchase No. 12

Bids were requested on September 16 for the following sections of drawers to be used in the Engineering Shops:

- 6 Sections - 36 drawers each, drawer size approximately
9-3/4" x 4-1/2" x 3"
- 6 Sections - 20 drawers each, drawer size approximately
9-3/4" x 6-3/4" x 4"
- 6 Sections - 15 drawers each, drawer size approximately
9-3/4" x 9" x 4"
- 6 Sections - 8 drawers each, drawer size approximately
9-3/4" x 9" x 7"

Only one bid was received on this equipment although letters were sent to four different companies.

Since the bid of the Hobart Cabinet Company of Troy, Ohio, in the amount of \$253.73, f.o.b. cars, Lexington, Kentucky, was reasonable, it was recommended to the P.W.A. that this equipment be purchased from them.

Equipment Purchase No. 13

On September 13 letters were written to a number of companies requesting quotations on tablet arm chairs and graded chairs for use in the Law Building Library and class rooms. The following quotations were received on graded chairs:

Office Equipment Company (American Seating Co. #286)	\$3.40 each
Standard Pressed Steel Company	3.60 "
The General Company (Heywood-Wakefield # 900-2)	3.35 "
Beckley-Cardy Company #1048	3.37 "
Irwin Seating Company #198-A	3.45 "

It was recommended to the P. W. A. that two hundred fifty (250) of these chairs be purchased from the low bidder, the General Company of Cincinnati, Ohio for \$3.35 each, or a net amount of \$837.50, f.o.b. Lexington, Kentucky.

Upon motion duly made and seconded the purchase of the above equipment under Docket No. Ky-1013-2-D, as recommended to the P.W.A. was approved and the Business Agent of the University, Mr. D. H. Peak, was authorized and instructed to sign purchase orders for same in behalf of the University.

11. P. W. A. Construction, Experiment Annex Docket.

Transfer of Funds:

Dean Cooper recommended that the following collections be transferred to Bond Redemption Fund Experiment Station Annex:

Collections made in June 1937: Poultry \$230.06; Animal Industry \$106.07; Dairy \$777.53; Agronomy \$89.72; Serum \$56.95; Administration \$989.98.

Collections made in July 1937: Agronomy \$222.98; Dairy \$1064.27; Administration \$178.95; Animal Industry \$236.00; Poultry \$186.76; Horticulture \$92.20.

Collections made in August 1937; Animal Industry \$128.80; Dairy \$952.70; Administration \$173.04; Poultry \$133.09; Agronomy \$103.23; Horticulture \$231.82; Entomology and Botany \$16.50.

Collections made in September 1937; Administration \$109.22; Poultry \$120.26; Horticulture \$323.55; Animal Industry \$69.43; Dairy \$347.15; Entomology & Botany \$1033.92.

Collections made in October 1937; Entomology and Botany \$771.55; Feeds \$749.50; Public Service \$15.00; Dairy \$558.40.

The totals amounting in all to \$10068.63 were ordered transferred from the funds above indicated to the University of Kentucky Experiment Station Annex Building Revenue Bond and Interest Redemption Fund.

Note: Sec. 8 of these Minutes authorizes the use of \$5000.00 of the funds set aside to this account for part payment of construction of Pathological Laboratory.

13. 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:

Appointments

Miss Effie Starks, appointed to assistantship in the Department of Bacteriology, salary at rate of \$400.00 per year, effective October 1, 1937.

Eugene Thompson, part-time instructor in Romance Languages for first semester 1937-38. Mr. Thompson is a graduate student doing this work without compensation.

Laboratory instructors in Department of Geology for 1937-38 to be paid by the hour from budgeted funds: Phil Miles, M. H. Baugh, Ralph Thomas and Ed Barnes, paid from funds budgeted.

W. Maurice Baker, teacher trainer^{ing,} Vocational Education Department, salary \$225.00 per month, payable from Vocational Education funds, effective October 1, 1937.

John Loser, student assistant in College of Commerce, salary \$20 a month for ten months, effective September 1, 1937. Paid from funds budgeted.

Miss Maona F. Shinkle, placed on a salary of \$70 a month for nine months, effective October 1, 1937. Salary provided in funds already budgeted.

Miss Margaret Durham, half-time stenographer and typist, University Library, salary \$35 a month for nine months, effective October 1, 1937; salary provided in funds already budgeted.

Promotions and Changes

Fred B. Beatty, on recommendation of Dean Graham, was advanced in rank from instructor to assistant professor of Electrical Engineering.

Sergeant Chester H. Draper, Department of Military Science, was placed on University payroll on basis of an annual payment of \$100.00, effective for the year 1937-38, on recommendation of Colonel Brewer, effective October 1, 1937.

The salary of Mrs. Ethel Rix, Secretary in Alumni Office, was increased to \$85.00 a month, effective October 1, 1937.

R. B. Goode, research assistant in College of Commerce, tenure of appointment^{ment} changed to include the entire year 1937-38, salary rate \$64.00 per month, provided for in funds already budgeted.

Leave of Absence

Professor Rodman Sullivan, on recommendation of Dean Wiest, College of Commerce, was granted sabbatical leave on half pay for year 1938-39. He expects to pursue graduate study toward degree of Doctor of Philosophy.

Resignations

Jack David Yarbro, scholar in Romance Languages.

W. R. Gary, fellow, College of Education, failed to accept appointment.

Appointments and Changes in Agricultural Extension.

Matthew S. Garside, Field Agent in Junior Club Work, in Kentucky, July 1, 1937 to June 30, 1938, salary \$3200 a year, from Bankhead-Jones Fund.

William Leonard Rouse, to assist with statistical work, Kentucky, October 1, 1937 to June 30, 1938, salary \$3300 a year, paid from Agricultural Adjustment Administration funds and Offset to Federal Funds.

Vivian Curnutt, Field Agent in Home Economics (home furnishings), Kentucky, October 1, 1937 to June 30, 1938, salary \$2500 a year, paid from Bankhead-Jones funds.

Ottie B. Travis, County Agent, Russell County, July 1, 1937 to June 30, 1938, salary \$1800 a year, paid from Bankhead and Offset to Federal Funds.

Genia Ruth Latimer, Home Demonstration Agent, Fayette County, November 1, 1937 to June 30, 1938, salary \$1800 a year, paid from Bankhead-Jones and Offset to Federal Funds.

Doris Van Winkle, Home Demonstration Agent, Mason County, December 1, 1937 to June 30, 1938, salary \$1800 a year, paid from Bankhead-Jones and Offset to Federal Funds.

James Given Dye, Assistant County Agent, Scott County, October 1, 1937 to June 30, 1938, salary \$1500 a year, paid from Bankhead-Jones fund.

Edwin A. Johnson, Field Agent in Marketing, Kentucky, October 1, 1937 to June 30, 1938, salary \$3000 a year, paid from Bankhead Funds.

Grace Barnes, Assistant Home Demonstration Agent, Johnson County, November 1, 1937 to June 30, 1938, salary \$1200 a year, paid from Bankhead-Jones fund.

On motion duly seconded, the Committee adjourned.

D. H. Peak
Secretary, Board of Trustees