

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, Tuesday, March 22, 1938.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University, Tuesday, March 22, 1938, at 10:30 a.m. The members of the Committee present were Judge R. C. Stoll, Chairman; James Park and Louis Hillenmeyer, members of the Board of Trustees. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present. These minutes were presented to a member of the Committee, R. Miller Holland, on March 24, 1938, by President McVey, and Mr. Holland expressed his approval thereof.

However, a quorum of the Committee not being present, the Secretary was directed to present the record of the meeting to the next meeting of the Board of Trustees or Executive Committee for approval.

The Business Agent stated as follows:

"I called by phone Judge Gordon's secretary and she informed me that he expects to go to the hospital today for a minor operation and that it is probable he will be in the hospital about ten days.

"I also called the secretary of Mr. J. B. Andrews and she informed me that he is getting along fairly well and is able to go to his office occasionally. She also informed me that he received from Governor Chandler acceptance of his resignation as member of the Board of Trustees."

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of February 24, 1938, were approved as published.

2. Financial Report.

The financial report for February, 1938, was filed by the Business Agent. The report was examined by the Committee and was ordered inserted in the Minutes.

Statement of Income and Expenditures

Month of February 1938

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Fed. Appro.-Morrill-Nelson	22,853.32	5,713.33	28,566.65
Vocational Ed. Board	16,535.69	3,374.63	19,910.32
State Appro.-Summer Sch.	8,000.00		8,000.00
Special Agricultural Appro.	14,000.00	2,000.00	16,000.00
State Appro.-General	393,298.90	62,902.74	456,201.64
Interest on Peabody End.	1,000.00		1,000.00
State Appro.-Repairs to Buildings	6,933.87	623.30	7,557.67
Federal Appro.-Bankhead- Jones	15,699.96	3,924.99	19,624.95
Student Fees	133,193.20	113,943.62	247,136.82
Student Fees - Sum.Sch.	62,424.90	20.25	62,445.15
Student Fees - U.H.S.	5,220.00	3,140.00	8,360.00
Student Fees - El.Tr.Sch.	4,020.00	2,020.00	6,040.00
Student Fees - Univ. Exten.	9,729.79	1,343.25	11,073.04
Miscellaneous Receipts	7,051.29	903.96	7,955.25
Rentals	1,173.00	175.00	1,348.00
Men's Dormitories	10,515.32	5,494.10	16,009.42
Total	<u>711,649.24</u>	<u>205,579.67</u>	<u>917,228.91</u>
Expenditures			
Instruction	497,830.38	85,729.77	583,560.15
Adm.,Exp. & Maintenance	183,503.48	26,042.83	209,546.31
Additions and Betterments	14,330.03	2,289.92	16,619.95
Total	<u>695,663.89</u>	<u>114,062.52</u>	<u>809,726.41</u>
Excess of Income over Expenditures	<u>15,985.35</u>	<u>91,517.15</u>	<u>107,502.50</u>
Patterson Hall Income			
Board	30,798.60	15,419.66	46,218.26
Miscellaneous Receipts	14.77	42.00	56.77
Room Rent - Summer School	1,932.56		1,932.56
Total	<u>32,745.93</u>	<u>15,461.66</u>	<u>48,207.59</u>
Expenditures			
Expense	20,588.86	5,374.02	25,962.88
Additions & Betterments		20.40	20.40
Total	<u>20,588.86</u>	<u>5,394.42</u>	<u>25,983.28</u>
Excess of Income over Expenditures	<u>12,157.07</u>	<u>10,067.24</u>	<u>22,224.31</u>
General Fund Income	744,395.17	221,041.33	965,436.50
General Fund Expenditures	716,252.75	119,456.94	835,709.69
Excess of General Fund Income over Expend.	28,142.42	101,584.39	129,726.81

2a.

Excess of Expenditures over Receipts for Gen- eral Ledger accounts	(23,153.87)	622.79	(22,531.08)
Accounts Payable	(19,802.19)		(19,802.19)
Excess of Receipts over Expend. for the fiscal year to date - General Fund	<u>(14,813.64)</u>	<u>102,207.18</u>	<u>87,393.54</u>
Excess of Receipts over Expend. for the fiscal year to date - General Fund			87,393.54
Cash in Bank July 1, 1937 - General Fund			<u>89,788.13</u>
Cash in Bank February 28, 1938 - General Fund			<u>177,181.67</u>

Experiment Station Income			
Hatch - Federal Appro.	11,250.00		11,250.00
Milk & Butter - Cash Rec.	6,194.04	1,027.66	7,221.70
Beef Cattle Sales	450.95		450.95
Dairy Cattle Sales	864.72		864.72
Sheep Sales	889.60		889.60
Swine Sales	499.55	167.28	666.83
Poultry Sales	1,080.49	149.95	1,230.44
Horticultural Sales	1,041.02	1.00	1,042.02
Farm Produce Sales	2,173.71	516.97	2,690.68
Seed Test	829.55	188.11	1,017.66
Seed Inspection	11,424.93	5,307.59	16,732.52
Rentals	2,837.69	169.67	3,007.36
Miscellaneous	219.72	17.25	236.97
Fertilizer - Fees	25,692.50	4,553.75	30,246.25
Public Service - St.Appro.	12,338.46	1,843.20	14,181.66
Public Service - Misc.Rec.	75.00		75.00
Feeding Stuffs - Fees	35,374.68	4,628.75	40,003.43
Adams - Federal Appro.	11,250.00		11,250.00
Serum - Sales	1,871.73	251.93	2,123.66
Serum - Virus Sales	163.02	10.20	173.22
Serum - Supply Sales	112.90	4.15	117.05
Serum - Misc. Sales	25.51		25.51
State Appropriation	28,425.12	3,731.00	32,156.12
Creamery - License Fees	9,546.96	58.50	9,605.46
Creamery - Testers' Lic.	2,230.89	64.00	2,294.89
Creamery - Glassware Tested	453.69	29.92	483.61
Robinson - State Appro.	7,791.38	1,013.92	8,805.30
Robinson - Misc. Receipts	2,260.03		2,260.03
West Ky.-State Appro.	8,764.41	1,304.52	10,068.93
West Ky.-Misc.Receipts	7,440.29	2,860.35	10,300.64
Purnell - Federal Appro.	45,000.00		45,000.00
Bankhead-Jones-Fed.Appro.	44,402.65		44,402.65
Nursery Inspection - State Appro.	1,260.00	180.00	1,440.00
Nursery Inspection - Fees	1,630.00	195.00	1,825.00
Total	<u>285,865.19</u>	<u>28,274.67</u>	<u>314,139.86</u>

Expenditures

Expense	224,584.35	29,427.65	254,012.00
Add. & Betterments	<u>8,935.36</u>	<u>91.38</u>	<u>9,026.74</u>
Total	<u>233,519.71</u>	<u>29,519.03</u>	<u>263,038.74</u>
Excess of Income over Expenditures	52,345.48	(1,244.36)	51,101.12
Excess of Expenditures over Receipts for General Ledger accounts	4,158.16	(5,813.85)	(1,655.69)
Accounts Payable	<u>(11,535.25)</u>		<u>(11,535.25)</u>
Excess of Receipts over Expenditures	<u>44,968.39</u>	<u>(7,058.21)</u>	<u>37,910.18</u>
Excess of Receipts over Expenditures for fiscal year to date - Experiment Station			37,910.18
Cash in Bank July 1, 1937 - Experiment Station			<u>26,472.45</u>
Cash in Bank February 28, 1938 - Experiment Station			<u>64,382.63</u>

Extension Division Income

Federal Bankhead-Jones	183,365.25	183,365.24	366,730.49
Federal Smith-Lever	74,154.38	74,153.94	148,308.32
Federal Supplementary	13,272.76	13,272.76	26,545.52
Federal Capper-Ketcham	18,400.49	18,400.49	36,800.98
State Smith-Lever	68,521.81	10,008.76	78,530.57
County and Other	<u>11,675.37</u>	<u>1,838.24</u>	<u>13,513.61</u>
Total	<u>369,390.06</u>	<u>301,039.43</u>	<u>670,429.49</u>

Expenditures

Expense	<u>400,708.04</u>	<u>60,388.65</u>	<u>461,096.69</u>
Excess of Income over Expenditures	<u>(31,317.98)</u>	<u>240,650.78</u>	<u>209,332.80</u>
Excess of Income over Expenditures for the fiscal year to date - Extension Division			209,332.80
Cash in Bank July 1, 1937 - Extension Division			<u>2,672.00</u>
Cash in Bank February 28, 1938 - Extension Division			<u>212,004.80</u>

Trust Fund Income

Student Loan Fund	1,765.80	307.13	2,072.93
Student Notes Paid	<u>1,685.10</u>	<u>345.59</u>	<u>2,030.69</u>
Total Receipts	<u>3,450.90</u>	<u>652.72</u>	<u>4,103.62</u>

Expenditures			
Expense	18.00		18.00
Student Notes	275.00	80.00	355.00
General Ledger accounts	<u>5,000.00</u>		<u>5,000.00</u>
Total Expenditures	<u>5,293.00</u>	<u>80.00</u>	<u>5,373.00</u>
Excess of Expenditures over Receipts	<u>(1,842.10)</u>	<u>572.72</u>	<u>(1,269.38)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Trust Fund			(1,269.38)
Cash in Bank July 1, 1937 - Trust Fund			<u>4,267.53</u>
Cash in Bank February 28, 1938 - Trust Fund			<u>2,998.15</u>
Summary			
General Fund Income	744,395.17	221,041.33	965,436.50
Experiment Station In.	285,865.19	28,274.67	314,139.86
Extension Div. Income	369,390.06	301,039.43	670,429.49
Trust Fund Income	1,765.80	307.13	2,072.93
Total	<u>1,401,416.22</u>	<u>550,662.56</u>	<u>1,952,078.78</u>
General Fund Expend.	716,252.75	119,456.94	835,709.69
Experiment Sta. Exp.	233,519.71	29,519.03	263,038.74
Extension Div. Exp.	400,708.04	60,388.65	461,096.69
Trust Fund Expend.	18.00		18.00
Total	<u>1,350,498.50</u>	<u>209,364.62</u>	<u>1,559,863.12</u>
Excess of Income over Expenditures	50,917.72	341,297.94	392,215.66
Accounts Payable	(31,337.44)		(31,337.44)
Excess of Expenditures over Receipts for Gen. Ledger accounts	(23,995.71)	(5,191.06)	(29,186.77)
Student Loan Fund Notes	<u>1,410.10</u>	<u>265.59</u>	<u>1,675.69</u>
Excess of Receipts over Expenditures for the fis- cal year to date - Combined Fund	<u>(3,005.33)</u>	<u>336,372.47</u>	<u>333,367.14</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - Combined Fund			333,367.14
Cash in Bank and on hand July 1, 1937 - Combined Fund			<u>125,400.11</u>
Cash in Bank and on hand February 28, 1938 - Combined Fund			<u>458,767.25</u>

Abstract of item shown on Statement
of Income and Expenditures as "Excess
of Expenditures over Receipts for Gen-
eral Ledger Accounts \$29,186.77"

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	35,330.61	
Sundry accounts		6,143.84
	<u>35,330.61</u>	
	6,143.84	
	<u>29,186.77</u>	

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from February 17, 1938 to March 9, 1938. 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. 5610 to No. 6170. 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 noted on the report were approved and allowed: Buildings and Grounds, W.P.A. Project, \$302.50.

4. Organizations Fund.

The Business Agent reported:

a. Statement

March 22, 1938

President Frank L. McVey
University of Kentucky

Dear President McVey:

I am submitting for approval plan of accounting for Organizations Funds. This plan was started March 1, 1938, in compliance with University Senate resolution that the accounts of student organizations be kept in the Business Office. I deem it advisable to carry in the Organizations Fund all accounts not part of University operation. Therefore, I am asking to be allowed to transfer from Sundry Ledger to Organizations Ledger the accounts on list filed herewith.

For the remainder of the year in the absence of Mrs. Mabel Hankes, I am asking that Coleman Smith be employed in the Business Office for part time, part of salary allocated to the Business Office being \$35.00 per month. This will require no additional allotment. He will be known as Secretary of Organizations Fund and as such will have charge of the books of that Fund.

(Signed) D. H. Peak
Business Agent

b. Method of Accounting.

METHOD OF ACCOUNTING

Organizations Fund

In order to comply with the regulation of the University Senate, and the plan of the University Council adopted February 25, 1938, relative to the finances of student organizations, the Business Office announced that it was ready for transaction of business under the regulation as of March 1, 1938. The plan of accounting follows:

Name -- Organizations Fund

The combination of all funds will be known as Organizations Fund, University of Kentucky. Under that title a banking account will be carried in the First National Bank and Trust Company, Lexington, Kentucky. The primary object of setting up of this fund is to care for the funds of student organizations (known in the system as Student Funds) that are within the scope of the senate regulation. The secondary object is to care for funds that are put in the Business Agent's hands by faculty members, faculty organizations or others (known in the system as Other Funds), the accounting of which should be kept separate from University accounting. The Business Agent will designate some employee in the Business Office as secretary of the Organizations Fund. The Business Agent, with approval of the President, may determine what funds other than from student organizations may be carried in the Organizations Fund.

Charges for Handling the Accounts

In order to set up a fund with which to pay for equipment and supplies, other expense, and the salary in part of the secretary, charges will be made as follows:

- a. The fees, to be charged by the Business Office for handling student funds shall be: up to \$35 no charge; \$35 to \$99 inclusive -- \$1; \$100 and over 1% of deposits.

- b. The Business Agent with the approval of the President, shall determine, in each instance, what charge, if any, shall be made against each account of Other Funds when that account is opened or at any time thereafter.
- c. The fiscal year of the fund shall be from July 1, to June 30. A charge shall be made against each account subject thereto of the amount due at the end of each six months of the fiscal year. The charge shall be credited to a funds expense account carried on the ledger, and from this account payments of expense shall be made by the secretary and Business Agent.

Deposits in Business Office

Deposits in Business Office shall be made by organizations by remittance set out in detail on a remittance sheet furnished by the Business Office. Each item on the remittance sheet shall be noted as to date received by organization, the character of the item and the person from whom it was received. The entry of collections such as small sales, tag receipts, etc., may be regulated by the Business Agent. The remittance sheet shall be in duplicate, signed by the financial officer designated by the organization. One copy will be filed in the Business Office and one copy will be receipted by the Business Office and given to the office of the organization. All collections must be remitted to the Business Office. Remittances shall be made at least once each week and twice each week if checks are included. Remittance shall be made between the hours of nine o'clock a.m. and 4 o'clock p.m. Arrangements may be made with the Business Office to care for heavy cash receipts collected after four o'clock p.m. A report of accounts receivable shall be made to the Business Office at the end of each six months of the fiscal year.

Disbursements

Disbursements shall be made by check signed by the secretary of the Organizations Fund and the Business Agent. Checks shall be made on itemized bills, receipts or contracts, approved by the officer of the organization authorized by the organization to make such approval. The Business Agent may set dates (at least two each week) for payment of bills. As all collections must be reported to the Business Office the problem of petty expense is left to solution of Business Agent. Bills questioned by the Business Agent shall be referred to the faculty adviser of the organization for approval.

Audit

It shall be a duty of the secretary of the Organizations Fund to investigate the method of collection and accounting of each student organization, and to give instruction to the financial officer of the organization in proper methods of accounting. The secretary shall inspect the accounts of each student organization once each year, but more frequent inspection may be made if deemed advisable.

The Student Accounts in the Organizations Fund shall be audited by the Auditing Committee, named by the President under rules of the Senate. An audit of the account of each organization heretofore audited by that committee shall be made for that part of the fiscal year ending February 28, 1938. An annual report of Student Organizations Funds made by the Auditing Committee shall be published.

The account of any organization shall always be open to inspection of the members of the organization. Reports to organizations by the Business Office may be made on request or at stated intervals.

c. Sundry Ledger Accounts Transferred.

Accounts to be Transferred from Sundry Ledger to Organizations Fund Ledger

Association of Women Students
 Auto Parking Permits
 Band Uniforms
 Carnegie Library
 All class accounts
 Commerce Employment Association
 Geology Truck Fund
 Golf
 Grants in Aid
 International Relations
 Interscholastic League
 Intramural Sports
 Kentuckian Accounts
 Kentucky Cooperative Testing
 Kentucky Kernel
 Lectures
 Men's Student Council
 Miscellaneous
 Musical Organization
 National Research
 Public Service Institute
 Swimming Team
 Tennis
 University Club
 Wiest Book Sales
 W. A. A.

Y. M. C. A.
Y. W. C. A.

Balances March 31, 1938, in Diploma Fees Account and in Caps and Gowns Account to be transferred to Student Union Building Fund in Organizations Fund Ledger.

The members of the Committee being advised on motion and second, the method of accounting for Organizations Funds was approved and authorized. The Business Agent was authorized to transfer from the Sundry Ledger to the Organizations Fund Ledger the accounts listed in Sub-section C above.

5. Alumni Association Note.

Renewal of note of the Alumni Association to the First National Bank and Trust Company, due March 14, 1938, for \$7925.00 having been asked for by that Bank, the Business Agent was authorized to make endorsement thereon as heretofore ordered by resolution in Minutes of the meeting of March 7, 1934. (See further minutes of December 14, 1938). Payment of interest due of \$237.75 was authorized.

6. Business Machines.

President McVey reported that further investigation of Business and Accounting Machines is being made, that report by International Business Machines shows that installation in the University may be made at a rental of \$301.20 per month, and that such installation may result in a saving of salaries to some extent. The Business Agent stated that a study of this and other accounting machines is being made by his office both as to economy and efficiency.

It was suggested that the study be continued and that written report be made to the Executive Committee at a later date.

7. Statement of Union Building Budget - Student Fees Increased.

President McVey presented a suggested budget for operation of the Student Union Building for examination of the members of the Committee. He stated further that he expects to revise it for presentation with the Budget at the April meeting of the Board of Trustees.

An item of income was set up in this budget, to be derived from a Union Building fee of \$1.00 per semester from each regular student enrolled in the University, this being intended as an offset to the amortization charge set up in the budget.

On motion and second which carried, it was ordered that there be added to the charge for fees to each regular student enrolling

in the University of Kentucky, the sum of \$1.00 for each semester. This is to become operative the first semester of the year 1938-39. The addition is made a part of the Student Activities fees and collections from this charge are to be set aside to the "Interest and Redemption Fund" for retirement of bonds executed for construction of Student Union Building and other buildings.

8. Budget of Department of Athletics.

President McVey presented the budget requested by the Department of Athletics for year 1938-39. The proposed budget, after being discussed, was referred to the April meeting of the Board of Trustees.

9. Judge Samuel M. Wilson Prize.

In a letter to President McVey, Judge Wilson says in part:

"I want to continue to donate the prizes for the best Student Libraries. I have pleasure in enclosing herewith my check to your order for \$50.00, to provide the prizes for the current scholastic session of 1937-38."

The gift was accepted, and the President was authorized to express to Judge Wilson appreciation of the members of the Board.

10. Loan for Girls' Dormitory.

The Security Trust Company, by Mr. Springate, offered a proposal to refund the Men's Dormitories indebtedness and to make an additional loan of approximately \$150,000, for purpose of erecting additional dormitory for girls. The proposal was received and action thereon was deferred to a later meeting, pending further investigation of questions of building construction and loans for that purpose.

In this connection a letter from Dean Graham to President McVey was presented, setting forth the possibilities for building construction and loans therefor, based on payment of approximately \$2400 per month. It was suggested that Dean Graham make investigation along the lines set out in his letter and to make report thereon at as early date as possible.

11. Acquiring Property on Graham Avenue.

President McVey expressed opinion that it is to the best interests of the University to acquire property on Graham Avenue and Washington Avenue, when such property is for sale and funds are available for purchase. It now appears that the house and land of about one acre in this location belonging to Professor J. D. Turner may be acquired. No offer of sale or suggestion of price has been made by Professor Turner. Further investigation was authorized.

12. Status of University - Inquiry.

Correspondence offered by President:

a. Letter from New York lawyers.

LAUGHLIN, GERARD, BOWERS & HALPIN

Counsellors at Law

40 Wall Street
New York

March 9, 1938

University of Kentucky
Lexington, Kentucky

Gentlemen:

We are interested in ascertaining the status of the University of Kentucky, first, as to whether it is a corporation duly incorporated under the laws of the State of Kentucky; also the purposes for which it is incorporated, and whether it is incorporated for profit, or whether any one makes a profit or may make a profit out of the prosecution of its activities; and also whether under the laws of Kentucky it has the capacity and is lawfully entitled to take gifts by will or deed, or the income of funds left in trust for its benefit. If you have a copy of your certificate of incorporation we shall be pleased to receive same if you are willing to forward it to us.

Thanking you for an early reply, we remain

(Signed) LAUGHLIN, GERARD, BOWERS &
HALPIN

b. President McVey's answer.

March 15, 1938

Laughlin, Gerard, Bowers & Halpin
40 Wall Street
New York City

Gentlemen:

I am in receipt of your letter of March 9, in which inquiry is made regarding the corporate status of the University of Kentucky. I am very glad to answer the questions which you have raised.

The University of Kentucky has had a history of seventy-three years. During that time it has been operated as an institution of learning, and no profit can be made under the organization and laws which created it. All receipts for boarding, rooming, store and farming activities go into the general fund of the University and are used by it for the advancement of the institution.

Specific mention is made in Section 184 of the State Constitution of the University, at that time called the Agricultural and Mechanical College. Again the organization of the University appears in Article IX, Chapter 113 of the Carroll Kentucky Statutes of 1936, and also in Chapter 120 B of the same volume. In Section 4527-11 there is full recognition of the establishment of the University; also in Section 4527-18 the powers and duties of the Board of Trustees are set forth. I am enclosing a copy of this section, which indicates that the University by legislative acts is a corporate body, with all the powers of such a body, and giving to the Board of Trustees the power to receive, hold and administer endowments, allotments, appropriations and grants by whomsoever made subject to the conditions attaching thereto.

The University has received in the past gifts both by will and deed. It has also received income from funds which were left in trust for its benefit. The total of these is not large as compared with the receipts of some institutions, but it approaches a respectable sum.

If there are further questions which you care to ask, I shall be glad to answer them.

(Signed) Frank L. McVey
President of the University

After discussion as to the object of inquiry, the letter of President McVey was approved.

13. Professor O'Bannon's Letter and Request.

President McVey presented a letter from Professor O'Bannon regarding his status in the University, and requesting transfer to former position in the College of Engineering. With it other letters and data were presented. It appears that the transfer was originally made at Professor O'Bannon's request, that his transfer to the College of Agriculture was a change of duties in the University from one College to another, that such transfer was not a demotion nor did it carry with it a change in his standing in the University, and that his services were desired for the College of Agriculture. Further, the services rendered were necessary and valuable, and as the continuation of the service of Professor O'Bannon in the College of Agriculture is necessary and desirable, President McVey was requested to write him to that effect.

14. Accident - Experiment Station Truck.

Dean Cooper's letter:

March 18, 1938

President Frank L. McVey
University of Kentucky

Dear President McVey:

A collision occurred between the farm truck of the Kentucky Experiment Station and a truck of the Lexington Water Company. The Lexington Water Company claims damages from the Experiment Station to cover the cost of repairs to the truck, which is approximately \$120.

Attached is a statement from Professor Ely as representing the Experiment Station. He claims that we should have no responsibility beyond payment of damage to the Experiment Station truck. I also attach a letter from Mr. Jacobson in which he makes a claim for the Water Company. I have discussed the matter with Professor Ely and Mr. Jacobson. It does not seem possible to bring about an agreement or viewpoint. I find it difficult to determine the liability or responsibility for the accident. I do not wish to admit liability for the Experiment Station, but in order to settle the matter, I would suggest that we pay the Water Company \$50 covering in full any possible loss or responsibility.

I am not sure of our procedure in this matter, but understand that it should be presented to you, and possibly for action of the Board of Trustees as they may

deem advisable.

(Signed) Thomas Cooper
Dean and Director

The members of the Board present stated that the University is not liable for damages in such accidents, and cited decisions of the Court of Appeals relative thereto. However, the Secretary of the Board was directed to submit the facts of the accident to the Attorney General, and to ask his opinion on liability of University.

15. Bills Allowed - Injury to Grounds Employee.

Re. J. J. Fitch, Section 19, Minutes of February 24, 1938.

Report of Superintendent Crutcher.

March 19, 1938

Memo to
President McVey
Administration Building

Re: J. J. Fitch

I am enclosing hospital and surgeon bills as rendered to Mr. Fitch.

In this connection Dean Cooper and I have had one discussion on the matter of insurance recommendations and hope to present something definite before long.

(Signed) M. J. Crutcher
Supt.

The following bills were allowed:

St. Joseph's Hospital	\$57.71
Dr. W. D. Reddish, Operation	75.00

The Business Agent was directed to certify the bills to State Finance Board for payment.

16. 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 Patti Bolin, student assistant in Home Economics Vocational Education, salary \$50.00 a month for five months, effective at the beginning of the second semester.

Dr. Alfred F. Nolan, assistant pathologist, Department of Animal Pathology, Experiment Station, effective July 1, 1938; salary \$2100 a year, payable in part from Experiment Station funds and in part from trust funds for study of diseases of the horse. He holds the degree of Doctor of Veterinary Medicine from Cornell University.

Dr. Leonard G. Goss, assistant pathologist, Department of Animal Pathology, Experiment Station, effective July 1, 1938; salary \$2400 a year, payable in part from Experiment Station Funds and in part from trust funds for study of diseases of the horse. He holds the degree of Doctor of Veterinary Science from Ohio State University.

Miss Elizabeth Taylor, graduate assistant in the Department of Home Economics; effective February 21, 1938, salary \$50.00 a month for three months. Her duties will be supervision of the work in the Home Management House, Columbia Avenue.

Coleman Smith, transferred to Business Office for part time, made Secretary of Organizations Fund, March 1 to June 30, 1938, at salary allocated to Business Office of \$35.00 a month.

Joseph W. Bosse, teacher of Physical Education in University School for March, April, May, 1938; salary \$50.00 a month.

Agricultural Extension

Ernest L. Jones, assistant County Agent, Jefferson County, increase in salary to \$150.00 per month, effective January 1, 1938, payable from Bankhead-Jones Fund.

Charles B. Elson, County Agent, Nelson County, increase in salary to \$150.00 per month, effective March 1, 1938, payable from Bankhead-Jones Fund.

Leave of Absence

R. E. Proctor, Field Agent in Farm Economics, Extension Division, sabbatical leave of absence on half pay, approximately from September 1938 for a period of nine to twelve months as later determined. He expects to study for doctorate at the University of Minnesota.

Resignation

A. J. McFadden, Superintendent of the Poultry Farm, effective February 28, 1938.

Special Work Program

Professor J. R. Johnson

President McVey stated that Professor J. R. Johnson will reach the age of 70 years on October 11, 1938, that he shall be placed upon a special work program beginning October 1, 1938. Professor Johnson served the University from the year 1895 to the year 1905 and from 1919 to 1938, that on that basis he should receive 51% of his present salary; that is, \$1550.00 annually.

On motion duly seconded and passed, Professor J. R. Johnson was transferred to special work on the basis of 50 per cent of his present salary, that is an annual payment of \$1550.00, effective September 1, 1938. Assignment of duties will be made by President McVey on suggestion of Dean Graham.

Professor Charles H. Anderson

President McVey stated that Professor Charles H. Anderson will reach the age of 70 years on September 17, 1938, that he shall be placed upon a special work program beginning September 1, 1938, that he served the University from September 10, 1919 to September 1, 1938, and is entitled to 39% of his present salary, or \$1170.00 per year.

On motion duly seconded and passed, Professor Charles H. Anderson was transferred to special work on basis of 39% per cent of his present salary, that is, an annual payment of \$1170, effective September 1, 1938.

On motion, duly seconded, the Committee adjourned.

D. H. Peak
Secretary, Board of Trustees