

Minutes of the Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky February 17, 1951.

The Executive Committee of the University of Kentucky met in the President's Office at 10:00 a.m., Saturday, February 17, 1951. The following members were present: Guy A. Huguelet, Chairman; H. D. Palmore, Harper Gatton, and R. P. Hobson. Absent: J. C. Everett. President H. L. Donovan and Secretary Frank D. Peterson met with the Committee.

A. Minutes Approved.

Upon motion duly made, seconded and carried, the minutes of the Executive Committee of January 19, 1951, were approved as published.

B. Comptroller's Report.

The Comptroller made financial report for the period of July 1, 1950, to and including January 31, 1951. A brief analysis was given. The report was examined, and upon motion duly made, seconded and carried, ordered received and filed.

C. Budget Changes.

President Donovan submitted a list of budget changes as follows:

February 15, 1951

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

My dear Doctor Donovan:

I submit a list of budget changes authorized by approved Forms 26, "Payroll Change - Budget Transfer".

<u>Budget Unit</u>	<u>A/C No.</u>	<u>Decrease</u>	<u>Increase</u>
Admin. and General Expense:			
Office of Vice President	25-1	\$	\$ 116.62
Catalogs, Announcements, etc.	220-2		6,000.00
Stenographic Bureau	240-1		1,110.00
College of Arts & Sciences:			
Physics	500-1		2,126.92
College of Engineering:			
Engineering Exp. Station	660-3		1,913.15

<u>Budget Unit</u>	<u>A/C No.</u>	<u>Decrease</u>	<u>Increase</u>
College of Agriculture and Home-Economics:			
Animal Industry	770-1		\$ 100.00
College of Law:			
Instruction	910-1		183.33
College of Education:			
Agricultural Education	960-1	\$ 418.81	
Bureau of School Service	970-1		750.00
Bureau of School Service	970-2		750.00
Distributive Occupations	990-1		418.81
Organized Activities:			
University Research	1170	2,063.15	
University Press	1290-A		150.00
Auxiliary Enterprises:			
Post Office	1700-1		123.84
Totals		\$ 2,481.96	\$13,742.67
Decreases		(2,481.96)	(2,481.96)
Net Increase		\$	<u>\$11,260.71</u>

You may wish to obtain Board approval of these changes.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

Members being advised, upon motion duly made, seconded and carried, the increases and decreases recommended were approved, and the Comptroller was authorized to make the necessary budget adjustments.

D. Transfer of Parking Fines.

President Donovan stated the policy regarding parking on the campus and explained that the administration was principally under the supervision of the Student Government Association. Violations of the parking regulations are reported and fines from time to time are assessed against individuals. It has been the policy of the University to transfer accumulated balances in the parking fine account to the Student Loan Fund. He stated that the account has an accumulation of about \$6500.00 and recommended that authorization be given to transfer this sum from the parking fines account to the Student Loan Fund to be used for loans or investments.

Members of the Committee being thoroughly advised, upon motion duly made, seconded and carried, concurred in the recommendation of the President.

E. Surplus Machines Authorized Sold.

President Donovan presented a communication from the Comptroller recommending the sale of surplus machines in the College of Engineering, and the purchase of a new machine needed by the Machine Shop of the College of Engineering. He also called attention to the request to dispose of an obsolete mimeograph machine.

February 15, 1951

Dr. H. L. Donovan, President
University of Kentucky

My dear President Donovan:

The College of Engineering holds the following machines which are surplus to their needs, and desires to trade or sell them in order to receive another machine through the transaction:

- One Horizontal boring mill; mfg. Dreses, Cincinnati, Serial No. 57, 3-1/2" dia. Spindle with No. 5 Morse Taper, 4 speed motor. Extra set of pulleys available to cut speed by half. Attachments: 1 steady rest, 1 vertical spindle head.
- One Rolling nippling machine; mfg. Savage, size No. 1, Cap. 1/4, speed 350, Serial No. 43-1661.
- One Hand milling machine; mfg. Kent-Owens, model no. 1-M, Serial No. 1-M-1121.
- One Vertical milling machine; mfg. Cincinnati, Model 08 Vertical, Serial No. 4FV-1J47-29.
- One External grinder; mfg. Norton, Serial No. 20201-1943.

We have received a firm bid for the above machines in the amount of \$14,164.00. The College of Engineering desires to purchase or receive in exchange the following machine:

- One Cincinnati 14 x 72 hydraulic Universal grinding machine, with hand hydraulic control (Servo) for table traverse, automatic pick feed, hand mechanical cross feed movement, two grinding wheels (one 14" dia. x 1" face x 5" hole and one 14" dia. x 1-1/2"

face x 5" hole), coolant pump with piping, valves, etc., wrenches, splash guards, foundation bars and anchor bolts, and complete electrical equipment for 60-cycle, 3 phase, 220 volt A.C., and wired in accordance with the Machine Tool Electrical Standards. Speed ranger drive to headstock to provide 25 to 225 r.p.m. Internal grinding attachment is to be omitted and credit allowed for its omission.

I recommend that the request be granted.

The College of Commerce holds one obsolete mimeograph machine, A. B. Dick Company, model 77B, Serial 53374, which is surplus to their needs. We have received the following two bids on this machine:

Lang Company	\$20.00
The Church of the Good Shepherd	50.00

I recommend that the machine be disposed of, and that the high bid be accepted.

Respectfully submitted,
(Signed) Frank D. Peterson,
Comptroller.

Upon motion duly made, seconded and carried, the Comptroller was authorized to accept the high bid for the disposal of the machines and to purchase the grinding machine with hydraulic control. He also was authorized to dispose of the obsolete mimeograph machine.

F. Exchange of Boar Approved.

President Donovan read a communication from Dean Cooper requesting permission to exchange a Hampshire boar which proved to be sterile.

February 5, 1951

President H. L. Donovan
University of Kentucky

Dear President Donovan:

In late fall we purchased a Hampshire boar from Mr.

Gilbert Gardner of Connersville, Indiana, for which we paid \$400. The boar proved to be sterile and the report was so made to Mr. Gardner. Mr. Gardner regretted the trouble and suggested that we select one or more bred gilts in his sale which was held January 27. This seemed a satisfactory method of settling the matter, since we would thereby procure the same blood lines that we wanted in the boar and since no suitable boar of similar blood lines was for sale at this time. Two bred gilts were selected and are available to us to replace the boar previously purchased. This entire matter has just been brought to my attention by Dr. Garrigus and I wish to request your approval for making the adjustment as proposed. Mr. Gardner desires us to sell the boar on the local market and return the proceeds to him; he in turn will furnish us with the two bred gilts as indicated.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director.

President Donovan recommended that the request be approved, and upon motion duly made, seconded and carried, the Committee concurred in the recommendation of the President.

G. Sabbatical Leave Interpreted.

President Donovan stated that, under the governing regulations of the University of Kentucky, approved May 22, 1947, sabbatical leaves may be granted under certain conditions. He stated that the current rule might not be as clear and specific as it should be and requested an interpretation of the present regulation. The regulation was read in its entirety and discussed.

Upon motion duly made, seconded and carried, the following addition to the regulation was made in an effort further to clarify the regulation governing sabbatical leave.

The sabbatical leave with half-pay is granted primarily for advanced study or research, and in terms of the benefits that may accrue to both the individual and the University. It is not intended that the individual on such leave shall supplement his leave-pay by employment. Where an earned income of any considerable amount is involved, a leave may be granted, but without pay. In order that each case may be considered on its own merits, the person seeking leave with half-pay or in any other amount shall submit with his application

a statement indicating clearly the purpose of the leave, how his time is to be spent, the nature of any employment he proposes to accept and the remuneration therefor, and the amount of any scholarship or fellowship stipend that he is to be assigned.

H. Policy Governing Termination of Employment Leave.

President Donovan stated that the policy governing vacation in case of resignation or dismissal from the University was not clear, and was possibly being administered by the various colleges, divisions and units in different ways. He stated that he had requested the deans to recommend a policy that might be submitted to the Executive Committee for consideration. He read the following proposed policy:

In the case of the resignation or dismissal of a member of the University staff, irrespective of rank or position, the vacation allowance will be in accordance with the following rules:

If at the time of a resignation a staff member has been in the employment of the University five consecutive years or more, he shall be allowed any remaining vacation earned prior to the July first immediately preceding; and in addition two days for each full month of employment after July 1; provided that the total vacation shall not exceed 26 days. If the period of employment at the University has been less than five consecutive years, no vacation shall be allowed beyond that earned prior to the July first preceding the termination of employment. Termination of employment due to expiration of contract shall be deemed a resignation.

If the termination of employment results from dismissal for cause, there shall be no vacation.

President Donovan stated that he believed the proposed policy was liberal and fair and recommended its adoption as one of the governing regulations of the Board of Trustees.

Upon motion duly made, seconded and carried, the recommendation of the President was concurred in, and the policy adopted.

I. Policy Governing Maternity Leave.

President Donovan reported that the Executive Committee, at its meeting on January 19, authorized the appointment of a committee composed of Dean Elvis J. Stahr, Dr. J. D. Farris and Dean Frank Dickey,

to study the problem of maternity leave and to formulate a policy on maternity leave which might be submitted to the Executive Committee for consideration.

He presented and read in its entirety the report of the committee, which is as follows:

February 14, 1951

President H. L. Donovan,
University of Kentucky.

Dear President Donovan:

The committee which you asked to consider and make recommendations with respect to the formulation of a University policy on maternity leave has made some investigations and held a meeting at which the problem was thoroughly gone over, and as a result we recommend that the following policy be adopted:

"Female University employees classified as Office and Service Personnel who are on a regular payroll of twelve (12) months, full-time appointment, shall be entitled to any accumulated sick leave with pay in maternity cases, including pregnancy, birth, confinement and recuperation, up to the following limits: Twenty-four (24) days, exclusive of Sundays and holidays, in all cases; and additional days up to twelve (12) exclusive of Sundays and holidays, if as a result of complications the birth is not deemed a normal birth. The separate certificate of a physician as to any such complicating factors shall be necessary. Sick leave with pay in maternity cases may be taken at any time within the period beginning two months prior to and ending two months following delivery. Accumulated vacation leave with pay may be taken at any time within the period of pregnancy, confinement or recuperation; provided, that vacation leave and sick leave cannot be taken concurrently so as to result in double payment, but must be taken either consecutively or separately.

"Leave of absence not to exceed a total of six (6) calendar months, including any days of sick leave and vacation leave with pay, may be taken in maternity cases by the above mentioned employees."

Although it is somewhat beyond the scope of our assignment, we also recommend that a University reserve fund be set up to provide for the employment of additional help where essential in both sickness and maternity cases. We feel that it would be wasteful for each department to attempt to budget for such emergencies, since some departments might be hit hard and others not at all in any twelve-month period.

Respectfully submitted:

(Signed) Elvis J. Stahr, Dean,
College of Law

Frank G. Dickey, Dean,
College of Education

J. D. Farris, M. D.,
University Health Service

The recommendation of the committee was discussed, and upon motion duly made, seconded and carried, the recommended policy of the committee was adopted as the University policy on maternity leave.

J. Foreign Student Scholarships Approved.

President Donovan reported the Committee on Foreign Students had recommended free fee scholarships for the second semester of the current academic year for Mr. Paul M. Chung (Korea); Mr. Federico Lux (Colombia); alternate, Mr. ChandraRaj Amara Singham (Ceylon).

President Donovan recommended that the request of the Committee be approved, and upon motion duly made, seconded and carried, the Executive Committee concurred in the recommendation of the President.

K. Resolution on Death of Saxe D. Averitt.

President Donovan stated that he regretted to inform the Committee of the death of Mr. Saxe D. Averitt, Chemist Emeritus in the Experiment Station. He stated that Mr. Averitt was appointed Associate Chemist July 1, 1901, and Chemist in 1907, and actively served until June 30, 1940, at which time he was placed on change-of-occupation status, having attained the age of 70. He submitted the following Resolution and recommended that same be spread upon the

minutes and a copy sent to the family.

Saxe Dabney Averitt, Chemist in the Experiment Station, died February 10, 1951, at the age of 79. He was in active service at the Station from 1901 to 1940, when he was given emeritus status. He was a native of Kentucky. He received the B. S. degree at Bethel College, Russellville, and the M. S. degree in chemistry at the University of Kentucky in 1900.

He had a deep interest in the development of Kentucky and rendered highly valuable service in soil chemistry. He helped make soil surveys of Logan and Shelby counties in a cooperative project between the Experiment Station and the United States Department of Agriculture. He was author and co-author of bulletins on soils, based upon his own chemical research.

Mr. Averitt was a man of high ideals, with courage to live up to what he believed to be right. He was deeply interested and active in the civic and religious work of his community.

The staff of the College of Agriculture and Experiment Station feel a great loss in his passing, and extend deepest sympathy to Mrs. Averitt and to his children, Paul and Ruth, who reflect in their lives his beneficent influence.

Upon motion duly made, seconded and carried, the Resolution was adopted and authorized spread upon these minutes.

L. Gifts.

From Mr. Robert C. McDowell, President of the McDowell Company, Cleveland, Ohio -- \$2,500.

President Donovan reported receipt of a check for \$2,500.00 from Mr. Robert C. McDowell, President of the McDowell Company, 3203 West 71st Street, Cleveland, Ohio, to be added to Mr. McDowell's scholarship fund held by the Kentucky Research Foundation.

The President stated that Mr. McDowell, who graduated in Civil Engineering at the University of Kentucky in 1935, last year contributed \$450 to a very worthy son of a Kentucky miner who could not otherwise have stayed in school, and later set up the scholarship fund with a contribution of \$2,000.00. He recommended that the check for \$2,500.00 be accepted.

Upon motion duly made, seconded and carried, the gift of \$2500.00 from Mr. Robert C. McDowell, President of the McDowell Company, Cleveland, Ohio, was ordered accepted, and President Donovan was asked to express to the donor the appreciation of the Executive Committee and the University.

From Kentucky Finance Company --
\$200.00.

President Donovan read the Committee the following letter from Dean C. C. Carpenter, of the College of Commerce:

February 8, 1951

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Attached you will find a letter and a check for \$200 from Mr. G. D. Kincaid, President of the Kentucky Finance Company. Mr. Kincaid has generously offered to supplement the scholarship program in the College of Commerce which was established by the Kentucky Association of Personnel Finance Companies in 1945. Two scholarships of \$100 each will be given to two men in the College of Commerce on the basis of scholarship standing, a demonstrated interest in the field of consumer finance, and financial need. The selection of the students to be rewarded will be done by a Committee of the Faculty of the College of Commerce with the assistance of members of the Kentucky Consumer Finance Association.

I recommend that this offer should be submitted to the Board of Trustees at its next meeting and I further recommend that the additional check should be forwarded to Mr. Peterson for deposit in Account #3301-D.

Sincerely,

(Signed) Cecil C. Carpenter, Dean
College of Commerce.

President Donovan recommended that this gift be accepted, and upon motion duly made, seconded and carried, the check for \$200.00 from Mr. G. D. Kincaid, President of the Kentucky Finance Company, was ordered accepted, to be used as directed in the above letter,

and President Donovan was requested to write a letter of appreciation to Mr. Kincaid.

From Virginia Dare Extract Company
-- \$25.00.

President Donovan reported receipt of check for \$25.00 from the Virginia Dare Extract Company, Brooklyn, New York, to be used for the establishment of a scholarship to be known as the Virginia Dare Award, and to be presented to the senior in Dairy Manufacturing who has the highest scholastic standing. He recommended that the gift be accepted.

Upon motion duly made, seconded and carried, the Executive Committee concurred in the recommendation of the President, and asked that he write a letter of appreciation to the donor.

M. Sale of Campus Book Store and Kentucky Kernel Securities.

President Donovan explained that, at the time the University financed the construction of the Kentucky Kernel Journalism building, it was necessary to transfer funds from the Campus Book Store account and the Kentucky Kernel account for a part of the construction costs. Since a large portion of the funds in the Campus Book Store account and the Kentucky Kernel Account was in investments, it was found difficult to find ready cash to transfer. At the present time the cash account of these two funds is overdrawn, because much of the assets is invested in Government Bonds. In order to liquidate the assets of these accounts, he recommended that \$76,000.00 of Government Bonds held by the two accounts be transferred to the College Restricted Group Investment account.

Members of the Executive Committee agreed that this seemed to be a more prudent thing to do than to sell Government Bonds and re-purchase Bonds for group investment.

Upon motion duly made, seconded and carried, the Executive Committee authorized that a total of \$76,000.00, now invested in Government Bonds and owned by the accounts referred to, be transferred to the College Restricted Group Investment account.

N. Correction of Minutes of November 17, 1950.

The Secretary explained that the Executive Committee, at its meeting on November 17, 1950, upon the request of the Comptroller, authorized investment of the Simon N. Jones Fund in Government

Bonds. The Comptroller had reported by letter that there were uninvested funds in the amount of \$3,000.00. A typographical error in the letter should have stated uninvested funds in the amount of \$2,000.00. This error was not noted until after the minutes had been distributed. The audit report of Humphrey Robinson and Company, Certified Public Accountants, dated September 10, 1947, records the Simon N. Jones Fund principal as \$2,000.00.

O. Appointments and Other Staff Changes.

President Donovan submitted staff appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes requested by deans and heads of departments.

College of Arts and Sciences

Appointments

Frank Falck, Speech Therapist, Department of Psychology, for five months, effective February 1, 1951.

Beatrice E. Smith, Instructor in Library Science, reappointed for the Summer Session, for two months.

Mrs. Louise B. Freeman, reappointed Geologic Consultant, Kentucky Geological Survey, for three months, effective February 1, 1951.

Mrs. Pauline Keeton, Secretary, Department of German, for five months, effective February 1, 1951.

John Joseph Scully, Attendant, Department of Physical Education, effective January 16 through June, 1951.

William H. Owens, Special Lecturer for January and the Spring semester, effective January 1, 1951. Mr. Owens is employed in the Department of Social Work.

Harold F. Baker, Special Lecturer for the Spring Semester in the Department of Social Work, effective February 1, 1951.

Doris John Huzzey, Part-time Instructor, Department of English, effective February 1, 1951, for five months.

William Frankel, Instructor in the Department of Ancient Languages for a period of five months, effective February 1, 1951. Mr. Frankel will teach a course in Hebrew Civilization.

Salary Adjustments

Jean Payne Lafferty, Part-time Instructor, Department of English, adjustment of salary, due to decreased teaching load, effective February through June, 1951.

Homer H. Givin, Jr., Graduate Assistant, made Half-time Instructor, Department of Physics, with adjustment in salary, effective February 1, 1951, for five months.

Charles C. Rayburn, Graduate Assistant, made Half-time Instructor, Department of Physics, with adjustment in salary, effective February 1, 1951, for five months.

William B. Kauffman, Part-time Instructor, adjustment in salary, effective February 1. Mr. Kauffman teaches in the Department of Chemistry.

J. R. Gump, Part-time Instructor, Department of Chemistry, adjustment in salary, effective February 1, 1951.

Leaves of Absence

J. W. Archdeacon, Associate Professor of Anatomy and Physiology, granted a leave of absence from February 1 through August 31, 1951, in order that he may engage in research work with the Medical Division of the Oak Ridge Institute of Nuclear Studies.

A. B. Guthrie, Jr., Visiting Lecturer, Department of English, given extension of leave for the second semester of 1950-51. Mr. Guthrie will be in Hollywood from six to twelve weeks working on a script for Paramount Pictures.

Resignations

Douglas L. Daly, Part-time Instructor, Department of Mathematics and Astronomy, effective January 31, 1951.

Ulman E. Long, Part-time Instructor, Department of English, effective January 31, 1951.

Roy F. Cromer, Part-time Instructor, Department of English, effective January 31, 1951.

Harold Hill, Attendant, Swimming Pool, Department of Physical Education, effective January 15, 1951.

Ancel E. Cook, Half-time Instructor, Department of Physics, effective January 31, 1951. Mr. Cook expects to report for active duty with the Navy February 12, 1951.

Leslie L. Martin, Part-time Instructor, Department of Psychology, effective January 31, 1951.

Paul H. Stewart, Part-time Instructor, Department of Chemistry, effective January 31, 1951.

Julian H. Chaudet, Part-time Instructor, Department of Chemistry, effective January 31, 1951.

James A. Wuellner, Part-time Instructor, Department of Chemistry, effective February 1, 1951.

College of Agriculture and Home Economics

Appointments

Charles W. Berckman, Assistant County Agent in training, Harlan County, effective January 3, 1951.

Alvah Russell Wood, Assistant County Agent in training, Union County, effective February 1, 1951.

Mike Duff, Assistant County Agent in training, Laurel County, effective January 10, 1951.

Delilah Ruth Yeaste, Clerk-Stenographer, Department of Agronomy, Experiment Station, effective January 22, 1951.

Gertrude Brown Winters, Seed Analyst, Department of Entomology and Botany, Experiment Station, effective January 18, 1951.

Kenneth Franklin Grizzell, Technical Assistant, Department of Markets and Rural Finance, effective January 3, 1951.

Earl E. Coyle, Tractor Operator, Experiment Station, effective January 1, 1951. Mr. Coyle has been working by the day.

William Morgan Stone, Jr., reappointed Assistant Parasitologist, Department of Animal Pathology, effective January 22, 1951 to September 30, 1951.

Woodrow Slone, Assistant County Agent in training, Johnson County, effective February 1, 1951.

Mrs. Doris B. Sorrell, Clerk-Stenographer, Service Office, effective February 1, 1951.

Dorothy Frances Allen, Clerk-Stenographer, effective February 1, 1951. Formerly served as a student assistant. This appointment is in the Department of Agronomy.

Glen Hall, Technical Assistant, Department of Animal Husbandry, effective February 1, 1951.

Arch W. Walls, farm laborer, Western Kentucky Substation, effective January 2, 1951.

William Hardy Fox, laborer, Dawson Springs Camp, effective January 1, 1951.

James R. Hansen, Assistant Agronomist, Experiment Station, effective April 1, 1951.

Jack N. Krueger, Agricultural Engineer, Experiment Station, effective March 15, 1951.

Ray D. Bunch, Assistant County Agent in training, Marion County, effective February 1, 1951.

Fred Callahan, Assistant County Agent in training, Greenup County, effective February 1, 1951.

Kelvin Harold Keath, Assistant County Agent in training, Harrison County, effective February 1, 1951.

Edward C. Troutman, Assistant in Dairying, Experiment Station, effective February 12, 1951.

Hermie Jean Martin, Clerk in Agricultural Extension, Livingston County, effective February 16 to June 30, 1951.

Salary Adjustments

Doris W. Furnish, Home Demonstration Agent, Henry County, effective February 16, 1951, adjustment in salary.

Margaret L. May, Home Demonstration Agent, Spencer County, effective February 1, 1951, adjustment in salary.

James J. Johnson, County Agent, Owsley County, adjustment in salary, effective January 1, 1951.

Mrs. Josephine Gardner, Clerk-Stenographer, Home Demonstration, Louisville, Ky., adjustment in salary, effective February 1, 1951.

Jo-Nell Acton, Home Demonstration Agent, Hancock County, adjustment in salary, effective February 1, 1951.

Mrs. Anne Rivers O'Bannon, Technical Laboratory Assistant, adjustment in salary, effective February 1, 1951.

Patricia J. Lawson, Home Demonstration Agent, Hardin County, adjustment in salary, effective February 1, 1951.

James L. Hamilton, Technical Assistant, made Assistant Agronomist, Experiment Station, with adjustment in salary, effective February 1, 1951.

James H. Muntz, Technical Assistant, Department of Agronomy, made Assistant Agronomist, with adjustment in salary, effective February 1, 1951.

Kenneth Franklin Grizzell, Technical Assistant, Department of Markets and Rural Finance, made Technical Assistant full-time, with adjustment in salary, effective February 1, 1951.

Dallas Milton Shuffett, Technical Assistant, Department of Markets and Rural Finance, made Technical Assistant full-time, with adjustment in salary, effective February 1, 1951.

Leaves of Absence

Howard W. Beers, Head, Department of Rural Sociology, granted leave of absence for the period June 18 to July 6, 1951, in order to take part in the Western States Regional Summer School for 1951, and to teach a course in Sociology for Extension Teachers.

James E. Hemingway, farm laborer, granted absence on military leave, effective January 16, 1951.

Lawrence A. Bradford, Professor of Farm Economics, returned from leave and resumed his duties February 1, 1951.

Mrs. Violette S. Weaver, Secretary, Department of Home Demonstration, Agricultural Extension, for an indefinite period, beginning February 1, 1951. Mrs. Weaver is absent due to a broken leg. She has taken her sick leave and annual leave due her.

Temporary Transfer

James H. Martin, Drug Chemist, Emeritus, made Acting Drug Chemist, not to exceed 16 days per month, pending the appointment of a full-time drug chemist.

Death

Dorothy Rice, Clerk-Stenographer, Administration, January 15, 1951.

Resignations

Mrs. Katherine Henderson, Clerk-Stenographer, Service Office, effective January 31, 1951.

Mrs. Bina B. Foree, Home Demonstration Agent, Henry County, effective February 15, 1951.

Raymond C. Hill, Forester, Robinson Substation, effective February 3, 1951.

Chester Lawrence, Assistant Inspector, Creamery License Section, effective February 13, 1951.

Ophelia D. Martin, Clerk in Agricultural Extension, Livingston County, effective February 15, 1951.

College of Engineering

Appointments

Margaret Clubb, Junior Clerk-Stenographer, Engineering Administration, effective January 29, 1951.

Edward G. Lebre, Jr., Instructor, Department of Electrical Engineering, effective February 1, 1951. Mr. Lebre has been serving as a Graduate Assistant.

Gordon B. Hughes, Instructor, Department of Electrical Engineering, effective February 1, 1951. Mr. Hughes has been serving as a Graduate Assistant.

Resignations

Catherine R. Stone, Junior Clerk-Stenographer, Engineering Administration, effective January 20, 1951.

Robert E. Meek, Instructor in Electrical Engineering, effective January 31, 1951.

Leave of Absence

M. W. Beebe, Associate Professor, part-time, Department of Mining and Metallurgical Engineering, leave of absence extended from February 1 to June 30, 1951, inclusive.

Earl T. Noble, Assistant Professor of Electrical Engineering, granted leave of absence for an indefinite period, subject to cancellation upon thirty days written notice by the University or by Professor Noble, effective January 1, 1951.

Salary Adjustments

Charles T. Maney, Instructor, Department of Electrical Engineering, made Assistant Professor, with salary adjustment, effective February 1, 1951.

William A. Goodwin, Graduate Assistant, Department of Civil Engineering, made Part-time Instructor, with adjustment in salary, effective February 1, 1951, for not more than four months.

College of Education

Appointments

The following persons as off-campus critic teachers in Vocational Agriculture, for the fall and spring semesters of 1950-51:

Arthur W. Corns, Clark County High School
 Warren Duncan, Anderson County High School
 Robert L. Goodpaster, Bourbon Vocational School
 Conrad Haynes, Oxford, Kentucky
 Leonard Hinson, Athens, Kentucky
 Burnice Wall, Stamping Ground, Ky.

Margaret Ellen Tweedy, Secretary, Bureau of School Service, effective January 22, 1951. Miss Tweedy will fill the position of Mrs. Ruth Henderson, who is on leave until July 1.

The following persons as off-campus supervising teachers during the first semester, 1950-51: Sue Adams, Ruth Alms, Thelma Beeler, Owen Cammack, Ralph Carlisle, Anna Coyle, Martha Cronen, H. L. Davis, Pearl Davis, J. M. Deacon, Eloise Dietz, Anna Dodd, Catherine H. Dunne, Roberta Edmonds, Briscoe Evans, Jessie Fugett, Elmer Gilb, Rhoda Glass, E. E. Gotherman, Henry Grehan, Ada Bell Hall, E. L. Hardy, Margaret Cole Hare, John Heber, Martha Harmon Helm, Wilbur Hoskins, James Ishmael, Ernestine Ligon, Lucille Love-ly, Leeoma Mason, Nancy McClure, Virginia McClure, Mignon Newburn, Jeannette Pates, Eva Price, Anne S. Praither, Earl Prater, Elizabeth Ragland, William Ralph, Mary E. Ransdell, Margaret Rowbotham, J. H. Sims, Effie C. Starns, Lily Stephens, Eugene Sutherland, Geraldine Towles, Helen Vander Veer, Ella C. Williams, and Duke W. Young.

Leave of Absence

Vernon A. Musselman, Professor of Business Education, leave of absence granted at the January 19 meeting of the Executive Committee for two months during the summer of 1951, changed to a period of six weeks extending from July 1 through August 10.

Resignation

Mrs. Marguerite Griffith, Secretary, Bureau of School Service, effective February 1, 1951.

College of Commerce

Appointments

Clyde Reeves, Part-time Instructor, effective February 1, 1951. Mr. Reeves will teach a class Professor J. W. Martin has been teaching while the latter is on leave.

Rodman Sullivan, Professor of Economics, made Acting Head of the Bureau of Business Research, during the absence of Professor J. W. Martin. The appointment carries no change in salary.

Leave of Absence

Homer Lewis, Associate Professor of Commerce, granted leave of absence, effective February 1 to July 1, 1951.

Department of University Extension

Appointments

Bobby Lou Alcoke, Clerk, Northern Extension Center, effective February 1, 1951.

Herman Knight, Instructor in Practical Mining, Madisonville, Kentucky, for three months, effective February 1, 1951.

Leslie L. Martin, Extension Class Instructor, Louisville, Kentucky, for four months, effective February 1.

Resignations

Alice M. Van Velzel, Clerk, Northern Extension Center, effective January 31, 1951.

Robert L. Mills, Assistant in University Extension, effective January 31, 1951.

University Library

Appointment

Martha Jane Livesay, Head, Department of Gifts and Exchanges, effective January 15, 1951.

Resignations

Mrs. Mary Ann Steele, Assistant in Circulation Department, effective February 28, 1951.

Mrs. Marie McKeene, Typist, Acquisitions Department, effective February 15, 1951.

Office of Assistant to the President

Appointment

Anna Lee Scalf, part-time Secretary, effective January 26, 1951.

Resignation

Winston H. Quarles, part-time Secretary, effective January 24, 1951.

Office of the Registrar

Appointment

Helen Louise Congleton, Stenographer, effective January 29, 1951.

Resignation

Burma W. Caldwell, Graduate Assistant, effective February 1, 1951.

Dean of Students

Appointment

Mrs. Burdeaux F. Cotton, Housemother, Tau Kappa Epsilon Fraternity, effective February 1, 1951.

Dean of Women

Appointments

Mrs. Amelia M. Samuels, Assistant Dietitian, Residence Halls for Women, effective January 1, 1951.

Betty Bryan, Secretary, Office of the Dean of Women, effective February 6, 1951.

Resignations

Louise Curry, Secretary, effective January 31, 1951.
Mrs. Margaret Ann Durham, Secretary, YWCA, effective January 31, 1951.

Health Service

Appointments

W. Lloyd Adams, M.D., Physician, part-time, effective January 15, 1951.

Mrs. Marie Jackson Bush, Registered Nurse, Infirmary, effective February 5, 1951.

Resignations

Joseph H. Saunders, M. D., Physician, part-time, effective January 15, 1951.

Kathleen O'Leary, Registered Nurse, effective February 8, 1951.

Personnel Office

Appointments

Mary Jane Milner Greenfield, Secretary, effective February 1, 1951.

Ordie U. Davis, Research Assistant, to succeed Mr. Howard B. Lyman, resigned, effective February 8, 1951. Mr. Davis has been serving as an assistant in testing.

Resignations

Mrs. Bertha Gifford Brisbay, Secretary, effective January 31, 1951.

Howard B. Lyman, Research Assistant, part-time, effective February 7, 1951.

Radio Station

Appointment

Robert E. Freeman, Engineering Supervisor, effective February 1, 1951.

Resignation

John R. Davis, Engineering Supervisor, effective January 1, 1951.

Business Management and Control

Appointment

Eva Lewis, Clerk Typist, effective February 1, 1951.

University Commons - Student Union Building

Appointment

Robert E. Stamper, Storeroom Clerk, effective January 6, 1951.

Resignation

Homer Randal, Storeroom Clerk, effective January 1, 1951. Mr. Randal was called for service in the Air Force.

On motion duly made, seconded and carried, on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes were concurred in and record ordered made in the minutes.

P. Adjournment.

The members of the Executive Committee adjourned at 12:25 p.m. and joined members of the University of Kentucky Athletic Association for luncheon in the Student Union Building.

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