

Irregularities

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, November 17, 1945.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:00 a.m. Saturday, November 17, 1945. The following members were present: Judge Richard C. Stoll, Chairman; H. S. Cleveland, H. D. Palmore, J. C. Everett, and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board of Trustees, were also present.

A. Approval of the Minutes.

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1. Upon motion duly made, seconded and carried, the minutes of the Executive Committee of October 19, 1945, were approved as published.

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B. Report of Comptroller.

The Comptroller distributed copies of the "Annual Report of the Comptroller" for the year ended June 30, 1945. He also submitted a University of Kentucky Balance Sheet as of October 31, 1945, which was examined by the members of the Committee.

November 15, 1945

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

Dear President Donovan:

Attached hereto is an interim balance sheet of all University funds as of October 31, 1945, and a supporting analysis of changes in unappropriated surplus.

The balance sheet was prepared from the general ledger balances after certain necessary adjustments. No adjustments were made to reflect the changes in plant values that have occurred since July 1, 1945. To accurately state plant values on October 31, 1945, it would be necessary to make an objective analysis of the current year expenditures of all funds. Such a project at this time seems unwarranted.

Respectfully submitted,

Frank D. Peterson
Comptroller

University of Kentucky
Balance Sheet
As of October 31, 1945

ASSETS

Current Funds:

General:

Cash, or the equivalent:

On University deposit

\$ 366,663.99

In hands of State Treasurer

903,065.36

\$1,269,729.35

Inventories

295,907.99

Unrealized income:

Estimated income (per
original budget)

\$3,226,577.86

Less - Amount allocated
to Plant fund

79,717.92

\$3,146,859.94

Deduct -

Realized income

\$1,650,793.83

Less - Allocation to Plant

79,717.92

\$1,571,075.91

1,575,784.03

Deferred Charges:

Undistributed encumbrances

55,907.10

\$3,197,328.47

Restricted:

Cash on University deposit \$ 404,209.86

Investments

756,448.00

\$1,160,657.86

\$4,357,986.33

Loan Funds:

Cash on University deposit

\$ 944.99

Notes receivable

200.00

Investments

60,000.00

61,144.99

Endowment Funds:

Cash on University deposit

\$ 1,547.37

Investments

189,080.96

Funds held in trust (Haggin)

1.00

190,629.33

Plant Funds:

Unexpended Plant Funds:

Cash (Temporary overdraft) \$(8,000.00)

Cash in hand of State

Treasurer

23,635.47*

Due from current General Fund

79,717.92

Due from current Restricted "

8,000.00

\$ 103,353.39

Investment in Plant, July 1,
1945**

9,086,346.72

9,189,700.11

Agency Funds:

Cash on University deposit

\$ 8,319.80

Investments

15,000.00

23,319.80

Total Assets

\$13,822,780.56

* \$196.00 of this amount has been encumbered.

** Current year expenditures have not been capitalized.

University of Kentucky
Balance Sheet
As of October 31, 1945

LIABILITIES

Current Funds:

General:

Current year outstanding encumbrance liability	\$	135,416.60	
Due to Plant funds		79,717.92	
Reserve for inventories and work accts.		295,907.99	
Reserve for prior year encumbrances		22,040.60	
Departmental appropriation balances:			
Departmental appropriations (Revised)		<u>\$3,201,839.74</u>	
Less - Charges:			
Expenditures	\$	956,975.22	
Encumbrances		79,509.50	
		<u>\$1,036,484.72</u>	2,165,355.02
Unappropriated surplus			<u>498,890.34</u>
			<u>\$3,197,328.47</u>

Restricted:

Due to Plant funds	\$	8,000.00	
Outstanding check liability		3,641.05	
Restricted fund balance		<u>1,149,016.81</u>	<u>\$1,160,657.86</u>
			\$4,357,986.33

Loan Funds:

Principal (Permanent)	\$	50,110.75	
Principal - Temporary (Income)		<u>11,034.24</u>	61,144.99

Endowment Funds:

Principal (Permanent)	\$	189,258.56	
Principal - Temporary (Income)		<u>1,370.77</u>	190,629.33

Plant Funds:

Unexpended plant funds	\$	103,353.39	
Bonds outstanding	\$	783,000.00	
Net investment in plant*		<u>8,303,346.72</u>	<u>9,086,346.72</u>
			9,189,700.11

Agency Funds:

Balance			<u>23,319.80</u>
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Total Liabilities

\$13,822,780.56

* Current year expenditures have not been capitalized.

University of Kentucky
Current (General) Fund

SUMMARY OF CHANGES IN UNAPPROPRIATED SURPLUS
FOR THE FOUR MONTH PERIOD ENDED OCTOBER 31, 1945

Unappropriated surplus, July 1, 1945		\$539,088.54
Additions:		
Decrease in reserve for inventories and work accounts	\$ 12,435.23	
Net gain on clearance of prior year encumbrances & receivables	2,346.37	<u>14,781.60</u>
		<u>\$553,870.14</u>
Deductions:		
Excess of departmental appropri- ations over estimated income:		
Departmental appropriations	\$3,201,839.74	
<u>Less - Estimated income</u>		
Estimated income (per original budget)	\$3,226,577.86	
<u>Less - Allocation to plant funds</u>	<u>79,717.92</u>	<u>3,146,859.94</u>
		<u>54,979.80</u>
Unappropriated surplus, October 31, 1945		<u>\$498,890.34</u>

The Comptroller also submitted financial report of the operations of the University of Kentucky for the current year for the period ending October 31, 1945. The report was examined and the analysis made by the Comptroller was read.

November 15, 1945

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I submit herewith the financial report of all funds handled by the University as of the close of business October 31, 1945.

Realized Income

Exhibited in the following table are percentages which will facilitate an analysis of current general income realized, through October 31, 1945.

Income by Source	Per cent of Budget Estimate Realized to October 31, 1945		Per cent of Increase over Income Realized October 31, 1944	
	<u>FIXED</u>	<u>VARIABLE</u>	<u>FIXED</u>	<u>VARIABLE</u>
<u>College Division</u>				
State Appropriations	48.2%			
Federal Funds	69.2%			
Endowment Income	50.0%			
Student Fees (Gross)*		50.6%		20.5%
Sales and Services		63.9%		13.8%
Auxiliary Enterprises (Gross)*		49.9%		55.1%
Total - Fixed	<u>50.2%</u>			
Total - Variable		<u>50.6%</u>		<u>33.2%</u>
Total (Gross)*	<u>48.4%</u>		<u>6.5%</u>	
<u>Experiment Station Division</u>				
State Appropriations	54.7%			
Federal Funds	52.0%		4.0%	
Sales and Services		41.3%		4.2%
Total - Fixed	<u>53.2%</u>		<u>2.1%</u>	
Total - Variable		<u>41.3%</u>		<u>4.2%</u>
Total	<u>47.7%</u>		<u>3.0%</u>	
<u>Agricultural Extension Division</u>				
State Appropriations	50.0%			
Federal Funds	62.1%		24.2%	
Total - Fixed	<u>59.6%</u>		<u>19.3%</u>	
Total - Variable				
Total	<u>59.6%</u>		<u>19.3%</u>	
<u>Totals:</u>				
Total - Fixed	<u>53.8%</u>		<u>6.7%</u>	
Total - Variable		<u>47.0%</u>		<u>21.8%</u>
Total	<u>51.1%</u>		<u>9.4%</u>	

* The allocation of income to Plant funds has been ignored in this table. All percentages were computed by using the gross amounts.

The percentages shown in the table reveal that of the original budget estimate, 51.1% of the total had been realized by October 31, 1945, and that the total income realized exceeded the income realized on October 21 of the preceding year by 9.4%. A further examination of the variable percentages revealed that of the amounts originally budgeted for the variable items, 47.0% had been realized, and that the total variable items realized exceeded corresponding amounts realized on October 31, 1944 by 21.8%. A comparison of the percentages for each item of income would indicate that the original budget estimates for Student Fees and Auxiliary Enterprises were too conservative and that they should be revised upward.

Departmental Appropriations

The departmental appropriations for the University Divisions, the total charges for expenditures and encumbrances, and the percentage of charges of the amounts appropriated are exhibited in the following table:

<u>Division</u>	<u>Departmental Appropriation*</u>	<u>Charges</u>	<u>Per Cent</u>
College Division	\$1,798,970.25	\$ 526,141.67	29.2%
Experiment Station	569,000.00	197,042.50**	34.6%
Agricultural Extension Division	833,869.49	313,300.55	37.6%
Totals	<u>\$3,201,839.74</u>	<u>\$1,036,484.72</u>	<u>32.4%</u>

*Plant commitments not included.

**Does not include Experiment Station expenditures amounting to \$420.24 which are chargeable to the Unexpended Plant Funds balance.

The departmental appropriations approved as of October 31, 1945 exceeded the original estimate of income by \$54,979.80, computed as follows:

Departmental Appropriations		\$3,201,839.74
Less - Estimated Income:		
Estimated Income (per budget)	\$3,226,577.86	
Less - Allocation to Plant	79,717.92	3,146,859.94
Excess		<u>\$ 54,979.80</u>

Respectfully submitted,

Frank D. Peterson
Comptroller

The Balance Sheet and the Financial Report were discussed, and the following action taken:

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2. Upon motion duly made, seconded and carried, the "Annual Report of the Comptroller" for the year ended June 30, 1945; the Balance Sheet as of October 31, 1945; and the Financial Report for the period ended October 31, 1945, are ordered received and filed.

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C. Investment of Funds.

The Comptroller called attention of the Committee to the total balance of restricted funds. Whereupon the Committee directed that a part of these funds be invested in Government bonds, by taking the following action:

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3. Upon motion duly made, seconded and carried, the Comptroller is authorized to invest \$100,000 in 2½% Treasury Bonds dated November 15, 1945, and due November 15, 1967-72. The income from these bonds shall be credited to Investment Income and Expense Account--Restricted Funds.

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D. Annual Internal Budget Adjusted.

The Comptroller submitted a revised estimate of income for the year 1945-46, and asked approval to adjust the current budget accordingly.

November 12, 1945

President H. L. Donovan,
University of Kentucky

Dear President Donovan:

When the Annual Internal Budget for the fiscal year 1945-46 was prepared, the increase in enrollment experienced during the fall quarter of the current year and expected during the remainder of the year was not anticipated in the computation of Estimated Income. The original budget document provided for Estimated Income amounting to \$3,226,577.86. Presented herewith is a Revised Summary of Estimated Income for the fiscal year 1945-1946 in which additional Estimated Income amounting to \$175,000.00 is provided.

On October 31, 1945, Departmental Appropriations had been approved or requested in an amount which exceeded the original Estimated Income by approximately \$55,000.00. The revision of the estimate of income will bring the budget into balance and will provide for additional Departmental Appropriations which will no doubt be approved during the remainder of the year.

I believe that the Revised Summary of Estimated Income should be presented to the Executive Committee at its next meeting.

Respectfully submitted

Frank D. Peterson,
Comptroller.

ANNUAL INTERNAL BUDGET
Revised Summary of Estimated Income
1945-1946

	<u>Original 1945-46 Estimate</u>	<u>Increase</u>	<u>Revised 1945-46 Estimate</u>
Educational and General			
State Appropriations	\$1,506,022.50	\$	\$1,506,022.50
State Revolving Fund Balance	70,000.00		70,000.00
Federal Grants-in-Aid	961,437.36		961,437.36
Student Fees	228,300.00	100,000.00	328,300.00
Endowment, Gifts, Grants, etc.	1,000.00		1,000.00
Sales and Services & Rentals	<u>272,767.00</u>		<u>272,767.00</u>
Total Educational and Gen- eral	<u>\$3,039,526.86</u>	<u>\$100,000.00</u>	<u>\$3,139,526.86</u>
 Auxiliary Enterprises			
Residence Halls			
Men - Army	\$ 34,020.00	\$	\$ 34,020.00
Women	150,531.00	75,000.00	225,531.00
Miscellaneous	<u>2,500.00</u>		<u>2,500.00</u>
Total Auxiliary Enter- prises	<u>\$ 187,051.00</u>	<u>\$ 75,000.00</u>	<u>\$ 262,051.00</u>
Combined Totals	<u>\$3,226,577.86</u>	<u>\$175,000.00</u>	<u>\$3,401,577.86</u>

The Committee took the following action:

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4. Upon motion duly made, seconded and carried, the current budget estimate of income is ordered adjusted in accordance with the revised summary of estimated income for 1945-46, copied above.

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E. Report on Boys' Training Center at Hilltop House, Winchester, Ky.

President Donovan reported on the operations of the Boys' Training Center at Hilltop House, which was authorized by the Board of Trustees, May, 1945. It was explained that the Center was operated in connection with the Emergency Farm Labor Program. The purpose was to provide a Center where youth workers could be recruited and carefully selected and referred to farmers, after a brief period of supervised work on farms. The work was to be done within a radius of ten miles of the Center.

The Boys' Training Center was operated from June 18 to August 4. A total of 178 boys were enrolled in the Center from 19 Kentucky counties. Eighty-eight of these boys were sent to counties of Central Kentucky to live in the farmers' homes for full summer work. The response from farmers expressed satisfaction with the services of these boys. The report was ordered, received and filed.

F. Dr. Rodman Sullivan Permitted to Do Outside Work.

President Donovan reported that he had granted to Dr. Rodman Sullivan permission to make a brief market survey for the accounting firm of Ernst and Ernst for use in an excess profits tax case.

He further explained that the outside work would not interfere with Dr. Sullivan's regular duties at the University.

G. Accident to Sol Sanders.

President Donovan reported an accident to Mr. Sol Sanders, an employee of the Division of Maintenance and Operations. He read the following reports:

November 13, 1945

President H. L. Donovan
University of Kentucky

My dear President Donovan:

I submit hereto attached a statement concerning an accident to Sol Sanders, with a bill for \$50.25 from the Good Samaritan Hospital and one for \$20.00 from Dr. John McGinnis. You will note that Dr. Charles McChord has classified this as an "On the Job Accident". I suggest that this be submitted to the Executive Committee for its consideration at the next meeting.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller

REPORT

Date: September 13, 1945.

Time: Afternoon.

Victim: Sol Sanders Age: 51 Position: Painter.

Site of Accident: South side of Kastle Hall.

Nature of Accident:

While working on swinging scaffold with Gerald Leonard, Sol Sanders hurt himself trying to push the swing to one side to clear telephone wires connected to the building. The following morning Mr. Sanders went to see Dr. McChord.

Reported by: James Wood, Paint Foreman.

Sept. 26, 1945.

Victim is now in Good Samaritan Hospital under the care of Dr. John McGinnis.

September 27, 1945.

Dr. McChord has authorized me to classify this accident as an "On the Job Accident".

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5. Upon motion duly made, seconded and unanimously carried, the Comptroller is authorized to pay the Good Samaritan Hospital the sum of \$50.25; and to pay to Dr. John McGinnis the sum of \$20.00, for treatment given Mr. Sol Sanders. It is the express understanding that action on this claim is without commitment as to future action of the Executive Committee on requests for payment of medical and other bills incurred in cases of injury to employees and that the Committee does not establish a precedent and does not admit negligence or liability in paying this hospital and this doctor's bill.

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H. Change of Work for Members of Faculty and Employees.

President Donovan stated that there was general unanimity of understanding as to the effective date of Change of Work for members of the faculty and employees, but thought it desirable to interpret the regulation of the Board of Trustees. He explained that Change of Work for those reaching the age of 70 years had taken place at the end of the quarter in which the age of 70 was reached, during the time the University of Kentucky had operated on the quarter system.

The Committee discussed the regulation and took the following action:

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6. Upon motion duly made, seconded and carried, it is directed that, as a matter of interpretation, the regulation previously adopted by the Board of Trustees, requesting Change of Work for members of the faculty and employees at the age of 70 years, shall be construed to mean that such Change of Work shall take place at the end of the quarter in which the age of 70 is reached.

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I. Fees for Correspondence Courses.

President Donovan read the following letters requesting increases in fees charged by the University for correspondence courses for high school and college levels,

November 16, 1945

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Attached is a recommendation from Louis Clifton relative to the fees charged for correspondence courses by the Department of University Extension.

I have discussed this matter with Mr. Clifton and I am inclined to think the increases recommended are justified. If you agree we should like to have this approved by the Board tomorrow so we can make the necessary changes in our announcements.

Sincerely,

(Signed) Leo M. Chamberlain
Dean of the University and
Registrar.

November 12, 1945

Dr. Leo M. Chamberlain
Dean of the University of Kentucky
Lexington, Kentucky

Dear Dean Chamberlain:

For a long time I have felt that our tuition for correspondence courses was too low. Our rates of \$3.00 per quarter hour credit is lower than sister institutions in adjoining states except Missouri which has the same rate. The tuition and registration fees charged by the Teachers Colleges of Kentucky make their rates average about the same as ours.

For high school courses our rate is \$10.50 per half unit credit, plus a registration fee of \$3.00 payable only one time. This is about as high as any institution charges.

I should like to recommend that we set our tuition for correspondence courses of college level at \$3.50 per credit, and for high school courses at \$12.00 per half unit, but with no registration fee.

If this recommendation is approved I should like for it to be done with the understanding that \$1.00 from each tuition fee be retained as a supplies fund from which we might furnish the student with necessary stationery and the University Extension Bulletin during the period of active enrollment.

If you agree with me I shall appreciate your help in getting official approval which, I suggest, should become effective January 1, 1946. Our catalog is now in press. If you could get appropriate action soon we could change our copy.

Very truly yours,

(Signed) Louis Clifton
Director.

The President recommended the increase and the Committee took the following action:

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7. Upon motion duly made, seconded and carried, the fee for correspondence courses of college level is fixed at \$3.50 per quarter credit and the fee for half unit credit is fixed at \$12.00 for high school courses. The sum of \$1.00 of each fee shall be restricted to a supply fund from which necessary stationery, supplies and information shall be furnished to each student during the period of active enrollment.

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J. Gift of Wallace Muir.

President Donovan reported to the Committee a gift by Mr. Wallace Muir of the hand of "Woman Triumphant" by Joel T. Hart. Whereupon the Committee accepted the gift and took the following action:

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8. Upon motion duly made, seconded and carried, the gift of the hand of "Woman Triumphant" by Joel T. Hart is accepted and the President is directed to write a letter of appreciation on behalf of the Board of Trustees and the University of Kentucky to Mr. Wallace Muir, the donor.

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K. 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

Lucille Haney French, graduate assistant in the Department of Music, effective October 1, 1945.

Royce H. Reiss, assistant to storekeeper, Department of Chemistry, effective October 23, 1945.

Ernest Collins, instructor in Political Science, re-appointed for the winter quarter.

Truman Morris, instructor in Political Science, re-appointed for the winter quarter.

Jesse De Boer, instructor in Philosophy, effective January 1, 1946, through June 30, 1946.

Clara Walton Hughes, instructor in Romance Languages, for November and December, 1945. Mrs. Hughes is taking over the work of Professor Holmes for the remainder of the fall quarter.

Simone Heming, student assistant in the Department of Romance Languages for the month of December, 1945.

June Yohe, secretary in the Department of Bacteriology, effective November 5, 1945.

Salary Adjustment

Franklin B. Pauls, instructor full time, for ten months, placed on half time in order to give more time to advanced study, with adjustment in salary. This change is effective November 1, 1945.

Resignation

Louise Railey, secretary, effective October 20, 1945.

Death

Assistant Professor Henry B. Holmes, of the Department of Romance Languages, October 31, 1945.

College of Agriculture and Home Economics

Appointments

Jack T. Spencer, assistant agronomist, effective October 20, 1945.

Hubert W. Davis, assistant county agent in Pulaski County, effective October 20, 1945 to June 30, 1946.

Martha Lee Jones, assistant home demonstration agent, effective November 1, 1945 to June 30, 1946. Miss Jones will be located in Boone County.

James K. Stacy, assistant county agent in Pike County, effective October 23, 1945 to June 30, 1946.

T. C. Hardesty, field agent in cream grading, effective November 1, 1945. Mr. Hardesty is a returned veteran, who was employed in this position before entering the army.

Sue M. Meyers, assistant home demonstration agent in Graves County, effective November 1, 1945 to June 30, 1946.

Thomas B. Morris, field agent in poultry improvement, effective November 19, 1945.

John W. Matthews, field agent in poultry improvement for 12 months, effective November 14, 1945.

Salary Adjustment

W. D. Armstrong, horticulturist, adjustment in salary, effective October 1, 1945.

Resignations

Virginia A. Hall, effective October 19, 1945. Mrs. Hall served as temporary food production assistant.

Ruth Sallee, clerk, effective November 6, 1945.

Robert L. Hendon, county soils assistant, effective September 30, 1945.

Robert Thornton, temporary food production assistant, effective October 15, 1945.

J. W. Hill, foreman, Experiment Station Farm, effective November 5, 1945.

Death

Mr. Joe Underwood, Experiment Station farm employee, on October 22, 1945.

College of EngineeringPromotion

E. Everett Elsey, instructor on temporary appointment for 12 months, promoted to Associate Professor of Engineering Research on temporary appointment, effective November 1, 1945.

College of EducationAppointments

Meitha Hiteman, critic teacher in music, effective October 24, 1945. Miss Hiteman succeeds Miss Viola Brody, resigned.

Joseph Conforti, assistant instructor in the University School, effective November 1, 1945.

Resignations

Viola Brody, critic teacher in music, effective October 22, 1945.

Ralph H. Woods, Professor of Agricultural Education, effective November 1, 1945. Dr. Woods has accepted the presidency of the Murray State Teachers College.

Virginia Brown Montgomery, secretary, effective November 1, 1945.

Salary Adjustment

Watson Armstrong, instructor in Agricultural Education will become director of vocational education in the State Department of Education. He will continue to teach one class, effective November 1, 1945, to July 1, 1946.

College of CommerceSalary Adjustment

Eloise DeJarnette, graduate secretarial assistant, adjustment in salary, effective November 1, 1945.

AppointmentsGraduate School

Professor W. H. Stephenson to Graduate Faculty from the Department of History, effective November 13, 1945.

Professor Shelby McCloy of the Department of History to the Graduate Faculty, effective November 13, 1945.

Department of University ExtensionSalary Adjustments

Veral Peck Brooks, secretary, adjustment in salary, effective November 1, 1945.

Eleanor B. Omer, secretary, adjustment in salary, effective November 1, 1945.

University LibrarySalary Adjustments

Betty Jean Pardo, part-time secretary, adjustment in salary, effective November 1, 1945.

Maureen Rose, part-time secretary, adjustment in salary, effective November 1, 1945.

Office of the Dean of WomenAppointment

Mrs. Mae Beard, housemother, Delta Zeta House, effective November 1, 1945.

Office of the Dean of MenAppointment

Mrs. Trapnell Jones, housemother for nine months, at Kappa Sigma House.

University CommonsAppointment

Thelma Thompson, assistant manager, effective September 29, 1945.

Resignation

Ferne King, assistant manager, effective October 17, 1945.

Department of Public RelationsSalary Adjustment

James Hisle, chief studio engineer, adjustment in salary. Mr. Hisle is to assume additional duties as transmitter engineer, in the place of H. C. Locklar, resigned.

Resignation

Henry C. Locklar, chief engineer, effective November 1, 1945.

AST(1546th) Service CommandTermination of Employment

Frank W. Turner, guard, Breckinridge Hall, effective November 1, 1945. ASTP trainees have been withdrawn.

The Kentucky Kernel

Appointments (students)

Mildred Long, editor, for nine months, effective October 1, 1945.

Margaret Watkins, business manager for ten months, effective October 1, 1945.

Mary Jane Dorsey, managing editor, for nine months, effective October 1, 1945.

Betty Tevis, news editor, for nine months, effective October 1, 1945.

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9. It was moved, seconded and carried that on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes be concurred in and record made in the minutes.

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L. Adjournment.

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10. Upon motion duly made, seconded and carried, the Executive Committee adjourned at 12:20 p.m. to meet again on November 24 at 10:00 a.m. in Office of the President.

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