

Minutes of the regular monthly meeting of the Executive Committee of the Board of Trustees, University of Kentucky, for Wednesday, May 4, 1921.

The Executive Committee of the Board of Trustees, University of Kentucky, met in regular monthly session on Wednesday, May 4, 1921, in the President's office at the University at 11:30 o'clock, a. m. The following members were present: Judge Richard C. Stoll, P. P. Johnston, Jr., Rainey T. Wells, and Robert G. Gordon. Frank L. McVey, President of the University, and Wellington Patrick, Secretary of the Committee, were also present. The meeting was called to order by Judge Stoll. The minutes of the previous meeting were approved as published.

(1) Report of the Business Agent. The following report from the Business Agent was read and ordered incorporated in the minutes:

April 22, 1921

President Frank L. McVey

University of Kentucky

Dear Doctor McVey:

We have sold State Warrants amounting to \$121,789.65 which is the face value of the Warrants plus \$87.33. The surplus has been credited to the General Fund, and the face value of each Warrant has been credited to the fund for which it was issued. One \$20,000 note has been paid leaving balance indebtedness on notes exclusive of Peabody note \$95,000. The cash now on hand with collections will take care of the April pay roll and probably all bills necessary to be paid in April and May. We now have on hand \$52,179.45 in Warrants, and expect to get \$20,000 or more in May.

Very truly

(Signed) D. H. Peak

Business Agent.

May 4, 1921

President Frank L. McVey

University of Kentucky

My dear President McVey:

As we have not closed our books for the month of April, it will be impossible to make a detailed financial report, but for your information I wish to submit the following:

The receipts during the month of April from all sources amounted to \$139,728.29, this amount to be supplemented by notes for \$75,000, executed to cover over draft April 1, making total deposits for April \$214,728.29. We expended during the month of April, from all funds, \$128,301.47. This amount includes the payment of one note for \$20,000 and leaves a difference of receipts over expenditures for the month of April of \$86,426.82, which, after deducting the over draft of April 1, leaves a balance of \$16,715.61, as at the close of April. This, I believe, will be sufficient, with collections during the month of May, to take care of expenditure for May, until the time to take care of the monthly pay roll.

As stated in Mr. Peak's letter to you on April 22, \$101,789.65 of above receipts are from the sale of State Warrants, and our notes outstanding, exclusive of the Peabody note, amount to \$95,000.

Very truly yours

(Signed) L. E. McCain

Acting Business Agent.

Whereupon a motion was made, seconded, and unanimously adopted, approving of the sale of the Warrants as reported by the Business Agent.

(2) Audit of the University's Books. President McVey called the attention of the Committee to the necessity of making arrangements for auditing the accounts of the University. The matter was referred to Mr. Gordon with the request that he make inquiries regarding the matter and report to the Committee.

(3) Trip of Kentucky Gentlemen to Northern Universities. President McVey reported to the Committee that the Committee on University Extension, working with him, had formulated details of plans for the trip mentioned in the President's report to the Board at its April meeting after the general plans had been formulated by a Committee of the Board, and indicated that arrangements had been made to have a party of about twenty-seven persons leave the University in a special car on May 16, to visit Ohio State University, Purdue University, University of Wisconsin and University of Illinois. He stated that the expenses for the trip would amount to about \$2,000. On motion, duly seconded, the Business Agent was authorized to defray the necessary expenses of the trip from the funds received from student fees.

(4) Purchase of Coal. A communication was read from C. L. Ryley Coal Company, Lexington, Kentucky, offering to deliver on the University campus 1,400 tons of coal at \$5.80 a ton. On motion, duly seconded, and unanimously adopted, President McVey was authorized to make inquiries to determine if a lower rate could be obtained, and if not, he was authorized to accept the offer of Mr. Ryley.

(5) Budget for 1922. President McVey presented a draft of the University budget for the year 1922, and indicated that he desired to go over the matter more in detail with the Committee at a meeting early in June, before the June meeting of the Board.

(6) Meeting of the Board of Trustees for June. President McVey indicated to the Committee that it appeared desirable to change the June meeting of the Board from Tuesday, June 14, to Monday, June 13. Whereupon a motion was made, seconded, and unanimously adopted, calling the June meeting of the Board for Monday, June 13.

(7) Meeting of the Executive Committee for June. A motion was made, seconded, and adopted, fixing the June meeting of the Executive Committee for Tuesday, June 7, 1921.

(8) Bill of Coolidge and Shattuck for New Dormitory. President McVey read to the Committee a communication from Coolidge and Shattuck, Architects of Boston, Massachusetts, presenting their bill for \$4,367.10 for plans and specifications for the new dormitory. This represents 3% of the contract price. Coolidge and Shattuck also presented a bill for \$559 in favor of Buerkel and Company, Boston, Massachusetts, for separate plans and specifications covering heating, ventilating, and electrical systems for the new dormitory. This amount represents 5% of the contract on those items. These arrangements, President McVey stated, were in accordance with the University's agreement with those concerns. On motion, duly seconded, the Business Agent was authorized to make proper certification of these bills to the State Auditor, in accordance with previous authorization by the Board of Trustees regarding such payments.

(9) Bill of J. T. Jackson Lumber Company. Superintendent A. O. Whipple forwarded to the Board a bill for \$13,211.67 for work on the new dormitory, accompanied by the following letters:

March 4, 1921

President Frank L. McVey

University of Kentucky

My dear President McVey:

Attached you will find a statement from the Jackson Lumber Company for material delivered to men's dormitory and for work completed on the same. The items as given are correct. I believe that the Board should request the Jackson Lumber Company to give us a detailed cost sheet covering all items on the building, as provided for in the specification. A request from the Board would bring this, I believe. Without it we cannot check the amount paid to subcontractors, and have no way of knowing when all items to subcontractors have been taken care of.

Very truly yours

(Signed) A. O. Whipple

Superintendent, Buildings and Grounds

Whereupon a motion was made, seconded, and unanimously adopted, authorizing the Business Agent to make proper certification of the account to the State Auditor. The Secretary of the Board was also instructed to request the Jackson Lumber Company to submit detailed cost sheet, as requested in Mr. Whipple's letter.

(10) Relationship of Extension Division to Farm Bureaus. The following communications with reference to the relationship of the Extension Division to Farm Bureaus were read and ordered incorporated in the minutes:

April 8, 1921

President F. L. McVey

University of Kentucky

My dear President McVey:

I enclose a copy of a recent letter received from Mr. Evans relative to our relationship to farm bureau organization.

Yours very truly

(Signed) Thomas Cooper

Dean and Director

UNITED STATES DEPARTMENT OF AGRICULTURE
States Relations Service

Washington, D. C.

Office of Extension Work South

JAE-EG

April 4, 1921

Dean Thomas P. Cooper

Lexington, Kentucky

Dear Dean Cooper:

I enclose a copy of a letter written by Doctor True to an official in one of the states who was complaining of the activities of the county agents in that state in promoting the farm bureau and in using the Government frank for the purpose of distributing farm bureau literature. In this letter Doctor True sets out very fully what should be the relations of the county agents to the farm bureau organization activities and defines the limitations on the county agents.

Our reports continue to indicate that in many of the states county agents are using the frank to circulate indiscriminately circular letters and other printed matter of the farm bureau and frequently allow themselves to become personal solicitors for

membership, not only in the farm bureau, but in others farmers' organizations. Much criticism has arisen because of the activities of the county agents, and more of it can be expected when Congress meets again. It is hoped that the Directors will take this matter firmly in hand and see to it that county agents do not violate the franking privilege and do not engage in organization campaigns for the farm bureau or similar organizations to such an extent as to throw the Extension Division open to criticism.

Yours very truly

(Signed) J. A. Evans

Attachment.

Chief

UNITED STATES DEPARTMENT OF AGRICULTURE
States Relations Service

Washington, D. C.

JLW.

April 1, 1921

Dear Sir:

I have received your letter of March 21, regarding the relation of the Farm Bureau to the United States Department of Agriculture.

The Farm Bureau is a voluntary organization of farming people which originally was formed to cooperate with the State Agricultural Colleges and the United States Department of Agriculture in the extension work carried on by county agents. More recently, the farm bureaus have undertaken to promote agricultural interests in a broader way and this has been done especially through their state federations and the American Farm Bureau Federation.

During the war when the Government was exerting itself strongly to stimulate agricultural production, our Department and the Agricultural Colleges were active in promoting the organization of farm bureaus in those Northern States where the farmers were interested in this movement. Since the termination of the war, in view of the fact that the Farm Bureaus were taking on broader functions and had their State and National Federations, the Department and the colleges have had an understanding that they would not participate in the organization of farm bureaus. They have, however, had the cooperation of the farm bureaus in the extension work in the counties, and in a considerable number of counties the farm bureaus have made contributions to the salary and expenses of the county agent, and in a number of states the farm bureaus have been recognized in State laws as semi-official organizations through which State or county funds are to be used in cooperative extension work.

The general policy of the Department in its relations with the farm bureau, through the state agricultural colleges and the counties, is that the county agents who are paid any portion of their salary

from Federal funds, should not engage in organizing farm bureaus, soliciting membership, receiving dues, or otherwise handling the funds of the farm bureaus. In their relations with the farm bureaus the county agents should confine their activities to such extension work as is authorized under the Smith-Lever Extension Act.

With the rapid spread of both the farm bureau movement and the extension work involving the employment of a large force of agents in the counties whose terms of office have in many cases been very short so that there is a constantly changing personnel, it has been difficult to get the agents in all cases to understand the proper limitations of their work and to make the farming people with whom they are closely associated understand that they should, themselves, organize and manage the farm bureaus. Cases are therefore arising from time to time in which the county agents, either under pressure from the farmers or through a mistaken zeal, have gone further than they ought in their relations with the farm bureaus. Wherever such cases have been definitely called to our attention, we have tried to remedy the matter.

It is not proper for the county agents to use our franking privilege in soliciting membership in the farm bureaus and if you have evidence that this is being done in any counties in your State, we shall be glad to get this information.

Yours very truly

(Signed) A. C. True

Director

May 2, 1921

President F. L. McVey

University of Kentucky

Dear President McVey:

I attach herewith statement just received from Dr. A. C. True as to the relationships between county agents and farm bureaus. I wish you would note particularly the statement on page 3. This policy as developed and as provided by the president of the American Farm Bureau Federation is more drastic than the policy we had adopted within the State. As the matter has come before the Board of Trustees several times, I thought possible you would care to call attention to this at the next meeting.

Yours very truly

(Signed) Thomas Cooper

Dean and Director

MEMORANDUM OF UNDERSTANDING

Between the Executive Committee of the American Farm Bureau Federation and the States Relations Service, United States Department of Agriculture, relative to Farm Bureaus and the Extension Service.

Since questions have arisen regarding the relations of the Farm Bureaus to the Cooperative Extension Service of the State Agricultural Colleges and the United States Department of Agriculture, it has seemed desirable for the national organizations representing the Farm Bureaus and the Extension Service to formulate and recommend to their State and County organizations the following general outline of a policy which may govern the relations of the Farm Bureaus and the Extension Service in their cooperative enterprises.

THE FARM BUREAU

The County Farm Bureau is a voluntary organization of people engaged in farming and has for its object the promotion of the economic and social interests of agriculture. It is non-secret, non-partisan, and non-sectarian and it is its policy as an organization not to engage in commercial activities. It is open to both men and women on equal terms. While it may engage in other activities it is greatly interested in the promotion of the cooperative extension work in agriculture and home economics organized by the State Agricultural Colleges and the United States Department of Agriculture under the Smith-Lever Extension Act and related Federal and State laws. It may, therefore, cooperate with the Extension Service of the State Agricultural College and the Department by contributing of its funds toward the maintenance of one or more extension agents in the county and joining in the work of the Extension Service through its committees and otherwise under agreements with the State Extension Director. The Farm Bureau is organized with a president, secretary, treasurer and executive committee who will themselves or through other representatives of the Farm Bureau solicit memberships, collect dues, handle its funds and in general manage its affairs.

THE EXTENSION SERVICE

The Cooperative Extension Service of the State Agricultural College and the United States Department of Agriculture is organized as a division of the College to conduct extension work defined in the Smith-Lever Extension Act as follows:

Sec. 2 - That cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise, and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this act.

This extension work will deal not only with agricultural production but also with economic problems, including marketing and cooperative associations and with the interests of the farm, home and the rural community. The extension service, including the county agent, is as much interested in the marketing, distribution and utilization of farm products as it is in production, and it may properly give information and help in all of these lines.

The Extension Service in each State is under the administrative management of an Extension Director, who is the joint representative of the College and the Department. Under the director are the State agents or leaders, the extension specialists and the county agricultural agents, home demonstration agents and club agents or leaders. The extension directors are authorized to enter into cooperative agreements with county officials and farm bureaus or like organizations with reference to financial support for the maintenance of extension work in the county and the plans for the use of the cooperative funds in the extension work within the county.

BASIS OF COOPERATION

The general basis of cooperation between the county farm bureau and the Extension Service will be as follows:

The County Agricultural Agents, Home Demonstration Agents and Club Agents cooperatively employed will be members of the extension service of the State Agricultural College and under the administrative direction of the Extension Director, and will carry on such lines of extension work as may be mutually agreed upon by representatives of the agricultural college and the farm bureaus or other like organizations.

Since these county extension agents are part of a public service as defined in the Smith-Lever Act, and receive some part of their salary from public funds, they are to perform service for the benefit of all the farming people of the county whether members of the farm bureaus or not, and are to confine their activities to such as are appropriate for public officials to perform under the terms of the Smith-Lever Act. The county agents will aid the farming people in a broad way with reference to problems of production, marketing and formation of farm bureaus and other cooperative organizations, but will not themselves organize farm bureaus or similar organizations, conduct membership campaigns, solicit memberships, receive dues, handle farm bureau funds, edit and manage the Farm Bureau publications, manage the business of the farm bureau, engage in commercial activities or take part in other farm bureau activities which are outside their duties as extension agents.

The county agents and other extension agents will cooperate with the Farm Bureaus or other like organizations interested in extension work in the formulation of county and community plans of cooperative extension work. It will then be the duty of the county agents under general direction of the Extension Director to take charge of the carrying out of such plans and to cooperate with officers, committees and members of the farm bureaus and with other organizations and residents of the county in the prompt and efficient execution of these plans.

TERMINOLOGY

In order to do away as far as possible with the confusion now existing in the public mind regarding the organization and work of the Farm Bureaus as related to the county agents and the Extension Service generally, it is recommended that hereafter in publications and otherwise the cooperative extension service shall be differentiated from the farm bureau work. That is, the farm bureau will have its relations with the extension service (consisting of the county agents, extension committees, demonstrations, etc.) as one of its departments. Other departments might be a publicity department which would prepare and publish a periodical (Farm Bureau News), press articles and notices, announcements of meetings, etc., department of relations with marketing and other cooperative associations, etc.

The work which centers in the county agents would be designated as the Cooperative Extension Service and the miscellaneous enterprises of the Farm Bureau as Farm Bureau work.

FARM BUREAU FEDERATION

The County Farm Bureaus have their State and National (American) Farm Bureau Federations, which are working on economic and legislative matters and are also promoting the extension service and agricultural education and research. These Federations are, however, not directly connected with the Extension Service and do not enter into cooperative agreements with the State Colleges and the Department of Agriculture involving the use of Federation funds and the employment of extension agents, and the college and the Department are not responsible for the activities of the Farm Bureau Federations. There is, however, much advisory consultation between representatives of the Farm Bureau Federations and officers of the College and the Department with reference to plans for advancing the agricultural interests of the States and the Nation.

(Signed) J. R. Howard
President, American Farm Bureau Federation.

A. C. True
Director, States Relations Service

April 22, 1921

(11) Vocational School for Ex-service Men. President McVey made a brief report of the progress made on a school for ex-service men at the University and indicated that a contract was being drawn with the Federal Board for Vocational Education for the conduct of the school, whereby the University would receive \$18 a month for each man, with a minimum provision for 25 men. After a brief discussion, a motion was made, seconded, and adopted approving the arrangements as made. (The contract will later be presented to the Board. See previous minutes.)

(12) Leave of Absence for Professor J. T. C. Noe. President McVey indicated to the Board that Professor J. T. C. Noe had been in the employ of the University for about fifteen years without sabbatical leave, that he had been engaged as director of the summer session for a number of years, thereby giving about twelve months of service each year to the Institution. He stated that in view of this service Professor Noe desired sabbatical leave of absence from the University for one-half year, on full pay, beginning February 1, 1922, during which time he desired to attend lectures at Columbia University, and make a trip to Europe. On motion, duly seconded, and unanimously adopted, the leave of absence was granted.

(13) Resignation of Board of Control of Patterson Hall. President McVey reported to the Committee that at his suggestion, the members of the Board of Control of Patterson Hall had tendered their resignations. The President stated that there was need of more coordination between the Board, operating under the law, and University authorities. He suggested a board consisting of the Dean of Women of the University, the directress of Patterson Hall, and one member appointed from the alumnae of the University. On motion, duly seconded, the resignations were accepted, and the following persons were appointed as members of the Board: The Dean of Women of the University, Miss Josephine P. Simrall, the directress at Patterson Hall, Miss Adelaide E. Crane, and Mrs. Charles Judson Smith, representing the alumnae of the University, it being understood that the Dean of Women of the University would be ex-officio a member and chairman of the Board.

(14) Tuition in the Model High School. On recommendation of President McVey a motion was made, seconded, and unanimously adopted, increasing the tuition charge in the Model High School from \$25 to \$40 a year.

(15) Resignation of Dean Josephine P. Simrall. The resignation of Dean Josephine P. Simrall, Dean of Women of the University, was presented with the statement that she had been offered the position of Dean of Women at the University of Cincinnati, and that owing to the fact that her home was there and also owing partly to a large increase in salary offered, she desired to accept the position. On motion, duly seconded, the resignation was accepted.

(16) Appointment of Miss Mary Frances Jewell as Dean of Women. On recommendation of President McVey, Miss Mary Frances Jewell was appointed as Dean of Women. Miss Jewell is a graduate of Vassar College and received her A. M. degree from Columbia University. She has been assistant professor of English for several years. Her salary was fixed at \$2,000 a year.

(17) Resignations. The following list of recommendations were presented by President McVey, and, on motion duly seconded, accepted by the Committee:

Resignation of Professor George M. Baker, to accept the position of county superintendent of the schools of Fayette County, Kentucky, effective July 30, 1921.

Resignation of Miss Isola George, stenographer in the stenographic Bureau, effective April 30, 1921.

Resignation of Miss Elizabeth Landsberg as stenographer in the Department of University Extension, effective May 10, 1921.

(18) Appointments. The following list of appointments was recommended by President McVey, and on motion, duly seconded, approved as recommended:

Appointment of Miss Cella Taylor as stenographer in the Department of University Extension, at a salary of \$90 a month, effective May 5, 1921. She is a graduate of the University of Cincinnati, and has had one year of experience as a stenographer and three years of experience as teacher in graded and high schools.

Appointment of Miss Bess Eckles as stenographer in the Stenographic Bureau, effective May 2, 1921, at a salary of \$75 a month.

Appointment of Miss Elizabeth Scoville as home demonstration agent, McCreary County, Kentucky, at a salary of \$100 a month. (Correction of minutes of Executive Committee for March 16, 1921.)

Appointment of Miss L. Maybelle Cornell as head of the department of home economics with the title of professor of home economics at a salary of \$3,000 a year, effective July 1, 1921, on a twelve months' basis, with customary vacation. She has been acting head of the department for about a year.

Appointment of J. P. Ricketts as assistant county agent, Fulton County, Kentucky, at a salary of \$125 a month, for a period of six months, effective April 10, 1921.

Appointment of W. A. Humphries as assistant county agent, Graves County, Kentucky, at a salary of \$150 a month, for a period of five months, effective April 16, 1921.

Appointment of J. S. Claybrook as assistant county agent, Nelson County, Kentucky, at a salary of \$100 a month, for a period of six months, effective April 1, 1921.

Appointment of Ivo D. Howard as assistant county agent, Nelson County, Kentucky, at a salary of \$100 a month, for a period of six months, effective April 1, 1921.

Appointment of Rhoda R. Wadlington as county home demonstration agent, Calloway County, Kentucky, at a salary of \$133 $\frac{1}{3}$ a month, for a period of twelve months, effective April 1, 1921.

Appointment of W. R. Gabbert as county agent, Fayette County, Kentucky, at a salary of \$250 a month, for a period of twelve months, effective April 1, 1921.

Appointment of R. B. Rankin as assistant county agent, Pulaski County, Kentucky, at a salary of \$125 a month, for a period of 2 $\frac{1}{5}$ months, effective April 25, 1921.

Continuation of employment of C. B. Elston as county agent, Lincoln County, Kentucky, at a salary of \$166 $\frac{2}{3}$ a month, for a period of 8 $\frac{2}{3}$ months, effective April 11, 1921.

Continuation of employment of Miss Jacqueline Hall as home demonstration agent, Harrison County, Kentucky, at a salary of \$164 a month, for a period of twelve months, effective April 1, 1921.

Continuation of employment of Parnell Crum as field agent in club work, Martin County, Kentucky, for a period of three months, at a salary of \$100 a month, effective April 1, 1921.

Appointment of Miss Orene Martin as clerk in the department of veterinary science, at a salary of \$70 a month for one month, after which her salary is to be \$75 a month, effective April 1, 1921.

Appointment of Leonard P. Benjamin as assistant bacteriologist, Public Service Laboratories, at a salary of \$1,600 a year, effective April 25, 1921. He is a graduate of Michigan College of Agriculture and has had some previous experience in food, drug, and bacteriological work.

Temporary appointment of the following persons to assist in junior club work, at a compensation of \$4 a day: John B. Reams and Wilson Hendrix of Laurel County; Mrs. Pearl Davis, J. L. Davis, William Meadow, and C. W. Leforce of Whitley County.

Whereupon the Committee adjourned.

Respectfully submitted

Wellington Patrick

Secretary of the Board